











Lesson 2 Basic Controls

Tool strip

At the bottom of most data entry windows is a tool strip bar like the one below:






The buttons have the following functions:

-  Go to the first record.
-  Previous record.
-  Next record.
-  Last record.
-  Edit the present record
-  Add a record.
-  Delete the present record
-  Cancel adding or editing a record
-  Save the current record
-  Close the window

If a function is not available, the button will be dimmed.

Other buttons that you will use in the program are:

-  The lookup button lets you easily find specific records.
-  Print.
-  Open a file.

Certain windows contain special buttons that are covered in the user manual.

Keyboard

- When entering data, the TAB or ENTER keys will move the cursor to the next field.
- The ENTER key will activate a button that has focus.
- The SPACEBAR will check or uncheck a checkbox that has focus.
- The apostrophe and quote characters are used by SQL to delimit data. When you press one of these keys, the character will be replaced with a backward apostrophe.
- Avoid using special characters whenever possible.
- Windows keyboard short cuts like Ctrl-C (copy selected text) and Ctrl-V (paste) are enabled within the software.