

## Master Builder Report/Form Writer Class Outline

### ***I. Introduction/Overview***

### ***II. Terms & Data Structure***

#### **Tables, Fields, Relationships**

Database Format

#### **Forms and Reports**

Where is my data?

Where are my forms and reports?

### ***III. Report Writer Window***

#### **Report Wizard**

Use the Report Wizard to Create a Simple Report

#### **Bands**

What are Bands?

What Can Bands Do For Me?

#### **Fields**

Editing Fields

#### **Toolbar**

Use Toolbar Tools to Modify Your Report

#### **Calculated Fields**

Global Calculated Fields

Creating Calculated Fields

### ***IV. Form Design Window***

#### **Detail Area**

What's the Gray Square For?

Graphics

#### **Multiple Page Forms**

What's *This* Gray Square For?

Cover Pages, Boilerplate Text, etc.

### ***V. Customizing System Reports & Forms***

#### **Reports**

Locked & Unlocked Reports

Saving Custom Reports

#### **Forms**

Saving Custom Forms