

<b>Chapter 1: Terms and Concepts</b>
You will learn: <ul style="list-style-type: none"><li>▪ What a database is.</li><li>▪ Databases in Visual FoxPro.</li><li>▪ Tables and databases.</li><li>▪ Fields and records.</li><li>▪ How to use an index.</li><li>▪ Key fields and primary keys.</li><li>▪ Referential integrity.</li></ul>
<b>Chapter 2: Working with Databases</b>
You will learn: <ul style="list-style-type: none"><li>▪ Creating a database using a wizard.</li><li>▪ Creating an empty database container.</li><li>▪ Database Designer.</li></ul>
<b>Chapter 3: Creating Tables</b>
You will learn: <ul style="list-style-type: none"><li>▪ Tables.</li><li>▪ Creating a database table using a wizard.</li><li>▪ Table Designer.</li><li>▪ Editing the structure of a database table.</li><li>▪ Adding a blank record to a table.</li><li>▪ Marking a record for deletion.</li><li>▪ Removing marked records from disk.</li></ul>

**Chapter 4: Simple Queries**

You will learn:

- Creating a query.
- Creating a query using the Query Wizard.
- Creating queries using the Query Designer.
- Adding comments to queries.
- Adding a table or view to a query.
- Creating a join.
- Modifying join conditions.
- Defining query results.
- Displaying an alias for a field.
- Setting the order for output fields.
- Selecting the specified records.
- Specifying a filter.
- Filtering records in queries.
- Removing duplicate records from queries.
- Viewing SQL.
- Choosing a query destination.

**Chapter 5: SQL: Structured Query Language**

You will learn:

- SELECT statement.
- SELECT syntax.
- SELECT clause.
- WHERE clause.
- GROUP BY clause.
- ORDER BY clause.
- Selecting records from a full outer join.
- Selecting records from an inner join sample.

**Chapter 6: Advanced Queries**

You will learn:

- Adding views and tables to a query.
- Multiple tables.
- Additional join techniques.
- Join within a view.
- Ordering query results.
- Grouping query results.
- Setting grouping options.

**Chapter 7: Forms**

You will learn:

- Form Designer.
- Form Wizard.
- Selecting fields.
- Choosing a form style.
- Sorting records.

**Chapter 8: Reports**

You will learn:

- How to create reports.
- Creating reports using wizards.
- Creating reports using Quick Report.
- Creating reports using the Report Designer.
- Previewing reports.
- Printing a report or label.
- The Report Wizard for selecting fields and grouping records.
- Group records - summary options.
- Choosing a report style.
- Defining a report layout.
- Sorting records.
- Report layout and design.
- Report properties.
- Defining columns for a report.
- Report bands.
- Adding a title, summary, or detail band.
- Adding detail header and detail footer bands.
- Adding user-defined data to a report band.
- Specifying expressions to evaluate.
- Configuring output for report bands.
- Title or summary on individual pages.
- Configuring detail bands.
- Using data groups in reports.
- Putting data in order for groups.
- Adding a data group.
- Adding a field control to a page.
- Cumulative calculation.
- Adding a label control to a report layout.
- Defining report variables.