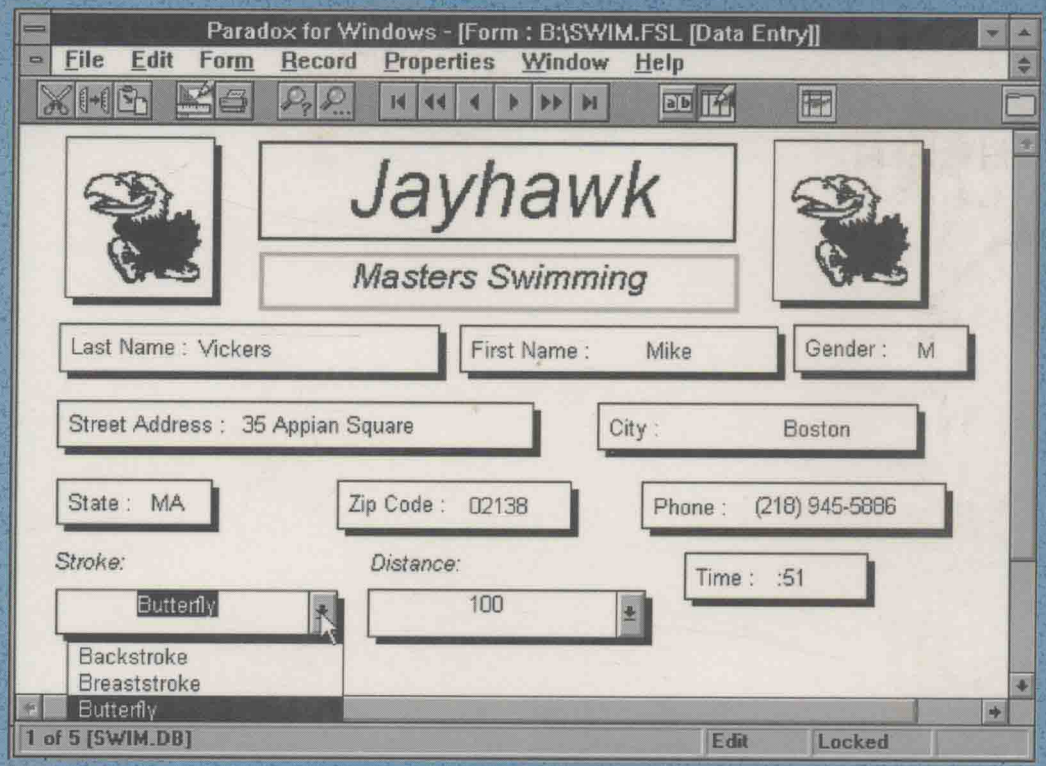
Using Paradox® for Windows™



Neil J. Salkind

Using Paradox® for Windows™

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preface

In almost any endeavor, people need to know something about personal computers and how they can be used to increase productivity. Of all the software programs that are available, the *database management system* (or DBMS) has become an important tool for managing information. One of the most popular and successful of these systems has been Paradox for DOS-based (IBM and IBM-compatible) computers.

The original Paradox program paved the way for the use of data management software in personal and business activities and is perhaps the most popular of all database management systems. Its new cousin, Paradox for Windows, the focus of this book, combines the strength of the original Paradox with the ease of use of the Microsoft Windows interface. It's an unbeatable combination.

Using Paradox for Windows is an introduction to database management systems in general and to Paradox for Windows in particular. Paradox for Windows has the power and features to satisfy the most demanding user, while it takes advantage of the wonderful interface that Microsoft Windows offers. In writing the book, I assumed that the student is familiar with the basics of the Windows operating system, including clicking, double-clicking, scrolling, selecting using the mouse and basic Windows operations such as closing, opening and saving files.

Organization of the Book

Using Paradox for Windows is organized in six parts.

Part I, *An Introduction to Paradox for Windows*, introduces the student to the basic features of Paradox for Windows. After completing this part, the student should understand how to start Paradox, how a database management system works, the important elements of a database, how to start Paradox and how to use Paradox help.

In Part II, *Working with Paradox Tables*, the use of tables, the basic unit of organization within Paradox, is explored. Here the student learns how to create and edit a table, use the Table SpeedBar, restructure a table, sort records within a table and print out a copy of the created table.

Part III, *Working with Paradox Forms*, introduces the powerful Paradox tool that allows the design of tables into forms for ease of data entry. In this part, the student learns about creating, modifying and printing forms.

Part IV, *Working with Paradox Reports*, focuses on how to prepare a Paradox document and print it, designed exactly as desired. Forms are used for display; reports are

used for printing. In this part the student will focus, as with forms, on the creation and modification of reports.

Part V, *Selected Advanced Paradox Topics*, introduces some of the advanced topics that set Paradox apart from other database management systems available. Here, the student will be introduced to queries, graphs and the Paradox programming language, ObjectPAL.

Part VI, *The* Using Paradox forWindows *Work and Shareware Files*, explains files that students will use throughout this book to practice new skills and describes a collection of Windows shareware, programs that are sure to provide hours of enjoyment.

Finally, ancillary materials are available in the appendices. This section includes a QuickStroke guide to Paradox for Windows keystrokes, and the answers to exercises that appear at the end of each lesson in this book.

Outstanding Features of the Book

Readability. Any textbook, especially those that deal with such technical material as computers and data management, must communicate ideas and transmit information. This book is carefully organized through the logical presentation of topics and second- and third-level headings. This information is presented in a fashion that is understandable for the beginning student.

Advance Organizers. Each lesson begins with *When you finish this lesson you'll know...*, a brief list of what the student will be expected to have mastered after completing the lesson and the lesson exercises.

Key Words. At the beginning of each lesson is a list of the important terms that will appear in that lesson. Each term also appears in bold in the lesson.

How To... Throughout *Using Paradox for Windows*, step-by-step instructions on how to perform certain tasks are integrated into the lesson material and physically set off so the student can see immediately what steps are necessary to perform such tasks as deleting a formula or creating a simple chart.

Examples. The book presents examples of Paradox for Windows features, with many illustrations. Students are encouraged to participate in these hands-on exercises. Paradox for Windows screens in the book show what students can expect as a result of their efforts.

In addition, files that are created as part of these exercises are included on the work disk that accompanies *Using Paradox for Windows*.

Tips. Each chapter contains tips that will help speed the student along in his or her learning and that will teach undocumented short cuts to making Paradox even easier to use.

Exercises. Each lesson ends with a set of exercises that further emphasizes the skills covered in the lesson. Answers to these exercises are contained in a separate appendix.

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Thank you for using this book. I hope it makes your Paradox for Windows activities easy to learn, fun to use and helpful. Should you have any comments about the book (good, bad or otherwise), feel free to contact me in care of Macmillan Publishing Company or just drop me a note on one of the electronic bulletin boards listed below.

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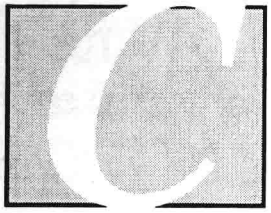

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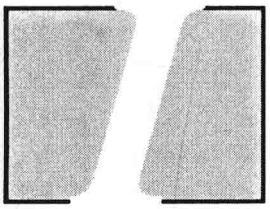

PART ONE

An Introduction to Paradox for Windows

- Bruce has a great collection of comic books but needs a way to keep track of both their current value and the price he paid for each one. He also wants to generate a graph that shows the overall growth (or decline) in the value of his collection. He was delighted to learn that Paradox for Windows could easily handle these tasks.
- Annette continues to head the large research project she started five years ago. One set of information that needs to be managed is the mailing list of all participants and others who are interested in the project. Individuals' names and phone numbers from the database of more than 1,000 participants can be found in a snap using the Paradox Find feature.
- Sam needs a way to keep track of his students' grades and other important information. He gives three tests and a final and was looking for a tool that would automatically average grades for each student, alphabetize their names and even find the average score for each test. He can do it on a daily basis for all his students with Paradox for Windows.
- Reva wants to make the best impression that she can and knows that terrific-looking reports, including images of the products her company sells, will help her win the account. With all the data set up in a Paradox for Windows database, she can create effective descriptions and illustrations with a few mouse clicks and the charting capability of Paradox for Windows.

Paradox for Windows? It's just what you, like Bruce, Annette, Sam and Reva, need to manage any type of information, words, numbers and even pictures.

Here we go with the first part of Using Paradox for Windows, which will introduce you to Paradox, help you make sure your system can handle its demands and describe the parts of a database management system and what they do.

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