Macmillan Modern Office

Easily into
dBASE III PLUS™

Peter Gosling

M
MACMILLAN

© Peter Gosling 1989

All rights reserved. No reproduction, copy or transmission of this publication may be made without written permission.

No paragraph of this publication may be reproduced, copied or transmitted save with written permission or in accordance with the provisions of the Copyright Act 1956 (as amended), or under the terms of any licence permitting limited copying issued by the Copyright Licensing Agency, 33–4 Alfred Place, London WC1E 7DP.

Any person who does any unauthorised act in relation to this publication may be liable to criminal prosecution and civil claims for damages.

First published 1989

Published by
MACMILLAN EDUCATION LTD
Houndmills, Basingstoke, Hampshire RG21 2XS
and London
Companies and representatives
throughout the world

British Library Cataloguing in Publication Data

Gosling, P. E. (Peter Edward)

Easily into dBase III plus. — (Macmillan modern office).

1. Microcomputer systems. Machine-readable files. Management. Software packages. dBase III Plus

I. Title

005.75'65

ISBN 978-1-349-10475-8

ISBN 978-1-349-10473-4 (eBook)

DOI 10.1007/978-1-349-10473-4

Associated practice disk

5 $\frac{1}{4}$ inch disk (ISBN 978-0-333-51395-8)

3 $\frac{1}{2}$ inch microfloppy (ISBN 978-0-333-51396-5)

CONTENTS

<i>Biography</i>	v
<i>Acknowledgements</i>	vi
<i>About this Book</i>	1
<i>What is a Database?</i>	2
Lesson One	4
Using a database	
Types of field	
Setting the default drive	
Simple commands: LIST , LIST FOR , USE and QUIT	
Lesson Two	12
Using logical connectives AND , OR and NOT , the DISPLAY command, using GOTO , SKIP and BROWSE	
Searching for matching strings	
Lesson Three	18
Using the ASSIST function	
Extracting more information from a database file using COUNT , SUM , AVERAGE	
The COPY command	
Using the REPLACE command	
Deleting records from a database file	
Using PACK and RECALL	
Lesson Four	30
Using LOCATE and CONTINUE , searching for strings in a database	
Creating Query files	
Sorting a database, using SORT	
Creating index files	
Using FIND	
Lesson Five	43
Creating a database of your own	
APPEND ing records to a database	
EDIT ing database fields	
LIST STRUCTURE	
MODIFY STRUCTURE	
Lesson Six	51
Revision lesson and some new dBase III PLUS functions	

Lesson Seven	58
Creating data input screens	
Using the blackboard	
Lesson Eight	63
Printing a report	
Creating a report and a report with subtotals	
Lesson Nine	74
Creating and using MEMO fields and a MEMO file	
Using memory variables	
Importing and exporting database files	
Creating and printing labels	
 <i>Use of Function Keys in dBase III PLUS</i>	 84
 <i>Summary of dBase III PLUS Commands and Functions covered in this Book</i>	 85
 <i>Index</i>	 89

BIOGRAPHY

Peter Gosling has been working in computer education since the late 1960s. He was a lecturer at Peterborough Technical College until 1981 when he took early retirement having been Principal Lecturer in charge of the Computer Centre since 1974. In that year he inaugurated the first educational time-sharing service in Cambridgeshire and taught Computer Science at GCE A Level as well as working for the Open University as a part-time Tutor in Mathematics and Computing. For a number of years he was a member of the joint City and Guilds/NCC Committee for Computer Programmer Training. Since 1981 he has devoted his time to writing books on computer programming and software. These books have been translated into Indonesian and Hebrew as well as the major European languages. During this time he has also carried out computer training for a large number of local and national companies. In 1986 he was joined by his daughter, Joanna, who had inherited his enthusiasm for the written word and they have already produced one book jointly for Macmillan Education—*Mastering Word Processing* (2nd edition). This partnership is continuing in the current Macmillan Modern Office series.

ACKNOWLEDGEMENTS

My thanks to Colin Townley of Windmill Management Training Services for the production of the databases provided on the practice disk.

dBASE III PLUS is a trademark of Ashton-Tate
Lotus 1-2-3 is a trademark of Lotus Development Corporation
Quattro is a trademark of Borland International
Logistix is a trademark of Grafox Ltd