

## Topic

## Location

### **A**

Accumulating a variable once per group	Advanced, p. 36
Accumulation formula	Advanced, p. 35
AddDate	Intro, p. 14
Adding a formula	Intro, p. 12
Adding a group	Intro, p. 5
Adding a sort	Intro, p. 5
Adding sections	Intro, p. 23
Adding tables	Intro, p. 11
Advanced charts	Advanced, p. 26
Alerts	Advanced, p. 8
Aliases, for tables	Intro, p. 11
ALL option in a parameter	Advanced, p. 17
Allow multiple values, in parameters	Advanced, p. 16
Allow range values	Advanced, p. 15
And vs. Or, selection formula	Intro, p. 16
Areas (see sections)	Intro, p. 4
Assignment operator, variables	Advanced, p. 33
Auto-link	Intro, p. 10
Average function	Intro, p. 7
Average, in formulas	Intro, p. 20
Axes tab, charts	Intro, p. 6

### **B**

Between, using "In"	Intro, p. 17
Blank values, selecting null values	Advanced, p. 4
Blank values, selecting null values	Intro, p. 19
BMP, adding to a report	Intro, p. 23
Boolean values	Advanced, p. 2
Boolean values	Intro, p. 15
Boolean values, in selection formula	Intro, p. 16
Border properties	Intro, p. 22
Bottom percentage, group sorting	Intro, p. 6
BottomN, group sorting	Intro, p. 6
Boxes, drawing	Intro, p. 23
Browse values, while writing formulas	Intro, p. 18

### **C**

Calculated columns and rows, adding to cross-tabs	Advanced, p. 25
Can grow, formatting fields	Intro, p. 22
Caption, on-demand for subreports	Advanced, p. 21
Caption, preview tab for subreports	Advanced, p. 21
Cascading parameters	Advanced, p. 12
Cell width in cross-tabs	Advanced, p. 23
Changes to the data tables	Intro, p. 11
Changing a formula	Intro, p. 12
Changing a group	Intro, p. 5
Changing a sort	Intro, p. 5
Changing colors based on conditions	Advanced, p. 7
Changing printers	Advanced, p. 44
Changing subreport links	Advanced, p. 21
Changing templates	Intro, p. 3
Character functions	Intro, p. 14
Character operators	Intro, p. 13
Charting step, report wizard	Intro, p. 1
Charts, advanced	Advanced, p. 26
Charts, basics	Intro, p. 6
Charts, drill-down	Advanced, p. 26
Charts, formatting	Advanced, p. 26
Charts, group	Advanced, p. 25
Charts, overview	Advanced, p. 25
Checklist of user requirements	Advanced, p. 43

<b><u>Topic</u></b>	<b><u>Location</u></b>
Clear links	Intro, p. 10
colon equal sign, the assignment operator	Advanced, p. 33
Color highlight tab, chart expert	Intro, p. 6
Colors, changing based on conditions	Advanced, p. 7
Colors, font	Intro, p. 22
Colors, sections	Intro, p. 22
Command objects	Advanced, p. 40
Command parameters	Advanced, p. 41
Commands, for dynamic parameters	Advanced, p. 11
Comment marks	Advanced, p. 3
Compare one field to another in the selection formula	Intro, p. 16
Composite expression	Intro, p. 16
Concatenate	Intro, p. 13
Conditional formatting	Advanced, p. 7
Conditional formatting, based on a parameter choice	Advanced, p. 18
Contains, Boolean comparison	Advanced, p. 3
Continued, printing on subsequent pages	Advanced, p. 8
Convert null values to default	Advanced, p. 4
Convert null values to default	Intro, p. 19
Count function	Intro, p. 7
Count, in formulas	Intro, p. 20
Criteria	Intro, p. 9
Criteria, using subtotals	Intro, p. 21
Cross-tab expert	Advanced, p. 22
Cross-tabs	Intro, p. 8
Cross-tabs, adding calculated rows and columns	Advanced, p. 25
Cross-tabs, cell width	Advanced, p. 23
Cross-tabs, changing	Advanced, p. 22
Cross-tabs, group sorting	Advanced, p. 23
Cross-tabs, manual	Advanced, p. 23
Cross-tabs, overview	Advanced, p. 22
Cross-tabs, placement	Advanced, p. 22
Cross-tabs, specified order	Advanced, p. 23
Cross-tabs, TopN	Advanced, p. 23
Cross-tabs, using formulas	Advanced, p. 23
CurrentDate Function	Intro, p. 14
Custom functions	Advanced, p. 45
Custom functions, stored in the repository	Advanced, p. 46

## **D**

Data step, report wizard	Intro, p. 1
Data tab, chart expert	Intro, p. 6
Data types	Intro, p. 2
Data, saving with a report	Advanced, p. 42
Database expert	Intro, p. 10
Database expert	Intro, p. 11
Database, definition	Intro, p. 1
Dataset, definition	Intro, p. 1
Date formatting	Intro, p. 22
Date Function	Intro, p. 14
Date math	Intro, p. 14
Date range functions	Advanced, p. 2
Date range functions	Intro, p. 16
Date range parameters	Advanced, p. 15
DateDiff function	Intro, p. 14
DateTimeVar	Advanced, p. 32
DateVar	Advanced, p. 32
Day function	Intro, p. 14
DayOfWeek function	Intro, p. 14
Declaring variables	Advanced, p. 32
Default values, importing	Advanced, p. 13
Default values, parameters (v11-v12)	Advanced, p. 10

<b><u>Topic</u></b>	<b><u>Location</u></b>
Default values, parameters (v9-v10)	Advanced, p. 13
Deleting an object	Intro, p. 3
Deleting sections (subsections)	Intro, p. 23
Design mode	Intro, p. 2
Design tab	Intro, p. 2
Details	Intro, p. 2
Displaying a variable value	Advanced, p. 34
Displaying multiple-value parameters	Advanced, p. 16
Displaying range parameters	Advanced, p. 15
DISTINCT, in SQL Queries	Advanced, p. 39
DistinctCount	Intro, p. 7
DistinctCount, in formulas	Intro, p. 20
Drill-down	Intro, p. 4
Drill-down in charts	Advanced, p. 25
Duplicates inflating totals	Advanced, p. 30
Duplicates inflating totals	Advanced, p. 36
Duplicates, how to eliminate	Advanced, p. 19
Duplicates, using SELECT DISTINCT	Advanced, p. 39
Dynamic parameters	Advanced, p. 11
<b>E</b>	
Edit mask, parameters	Advanced, p. 14
Edit summary	Intro, p. 7
Editing a formula	Intro, p. 12
Editing subreports	Advanced, p. 21
Embed fields into text objects	Intro, p. 24
Empty values, selecting null values	Advanced, p. 4
Empty values, selecting null values	Intro, p. 19
Evaluate setting, running total fields	Advanced, p. 30
Evaluation time, variables	Advanced, p. 32
Excel, exporting to	Advanced, p. 29
Export	Intro, p. 2
Export destination	Advanced, p. 29
Exporting	Advanced, p. 29
Extractor, creating custom functions	Advanced, p. 46
<b>F</b>	
Field clipping	Intro, p. 7
Field explorer	Intro, p. 2
Field, definition	Intro, p. 1
Fields step, report wizard	Intro, p. 1
Fields, duplicating	Advanced, p. 3
Fields, embed into text objects	Intro, p. 24
Fields, formatting	Intro, p. 22
Fields, in formulas	Intro, p. 12
Fields, in headers and footers	Intro, p. 4
Fields, inserting	Intro, p. 3
Fields, special	Intro, p. 23
Filtering	Intro, p. 9
Filtering on an outer join	Advanced, p. 19
First pass	Advanced, p. 32
First pass	Intro, p. 21
Font properties	Intro, p. 22
Footers, fields placed in	Intro, p. 4
Format strings for Totext function	Advanced, p. 18
Formatting charts	Advanced, p. 26
Formatting dates	Intro, p. 22
Formatting fields	Intro, p. 22
Formatting numbers	Intro, p. 22
Formatting sections	Intro, p. 22
Formula basics	Intro, p. 12
Formula operators	Intro, p. 12

## **Topic**

Formula placement, when using variables  
Formula workshop  
Formulas, in cross-tabs  
Formulas, used as a link  
Formulas, using totals  
FROM clause  
Full outer join  
Functions

### *Functions*

AddDate function  
Average, in formulas  
Count, in formulas  
CurrentDate  
Date  
Date range  
Date range  
DateDiff  
Day  
DayOfWeek  
DistinctCount, in formulas  
InRepeatedGroupHeader  
Instr  
IsNull  
IsNull  
IsNull, in the selection formula  
IsNull, in the selection formula  
Join  
Left  
Length  
Maximum, in formulas  
Mid  
Minimum, in formulas  
Month  
MonthName  
MonthToDate  
MonthToDate  
Replace  
Right  
Round  
Sum, in formulas  
Summary  
Time functions  
Totext  
ToText  
Val  
Val  
WeekDayName  
WhilePrintingRecords, with variables  
WhileReadingRecords, with variables  
Year

Functions, custom

## **G**

GIF, adding to a report  
Global, variable scope  
Grand totals  
Grand totals, in formulas  
Grand totals, inflated  
Grand totals, using variables  
Grand totals, when using TopN without others  
GROUP BY clause  
Group charts

## **Location**

Advanced, p. 34  
Intro, p. 12  
Advanced, p. 23  
Advanced, p. 19  
Intro, p. 20  
Advanced, p. 38  
Intro, p. 10  
Intro, p. 12

Intro, p. 14  
Intro, p. 20  
Intro, p. 20  
Intro, p. 14  
Intro, p. 14  
Advanced, p. 2  
Intro, p. 16  
Intro, p. 14  
Intro, p. 14  
Intro, p. 14  
Intro, p. 20  
Advanced, p. 8  
Advanced, p. 5  
Advanced, p. 4  
Intro, p. 18  
Advanced, p. 4  
Intro, p. 19  
Advanced, p. 16  
Intro, p. 14  
Advanced, p. 5  
Intro, p. 20  
Intro, p. 14  
Intro, p. 20  
Intro, p. 14  
Intro, p. 14  
Advanced, p. 2  
Intro, p. 16  
Advanced, p. 6  
Intro, p. 14  
Intro, p. 14  
Intro, p. 14  
Intro, p. 20  
Intro, p. 20  
Intro, p. 14  
Advanced, p. 6  
Intro, p. 14  
Advanced, p. 6  
Intro, p. 14  
Intro, p. 14  
Advanced, p. 32  
Advanced, p. 32  
Intro, p. 14  
Advanced, p. 45

Intro, p. 23  
Advanced, p. 33  
Intro, p. 7  
Intro, p. 20  
Advanced, p. 30  
Advanced, p. 35  
Intro, p. 6  
Advanced, p. 38  
Advanced, p. 25

## **Topic**

Group expert  
Group Footer  
Group Header  
Group name field  
Group selection  
Group selection, getting a good grand total  
Group sort expert  
Group sorting in cross-tabs  
Group sorting step, report wizard  
Group step, report wizard  
Group tree  
Grouping  
Grouping based on a parameter choice  
Grouping, specified order  
Guidelines, adding  
Guidelines, attaching  
Guidelines, moving  
Guidelines, removing

## **Location**

Intro, p. 5  
Intro, p. 2  
Intro, p. 2  
Intro, p. 6  
Intro, p. 21  
Advanced, p. 30  
Intro, p. 6  
Advanced, p. 23  
Intro, p. 1  
Intro, p. 1  
Intro, p. 1  
Intro, p. 5  
Advanced, p. 18  
Advanced, p. 1  
Intro, p. 3  
Intro, p. 3  
Intro, p. 3  
Intro, p. 3

## **H**

Headers, fields placed in  
Headings, specified  
Hide formula button, in select expert  
Hyperlink property

Intro, p. 4  
Advanced, p. 1  
Intro, p. 16  
Intro, p. 22

## **I**

If then else  
Images stored in the repository  
Importing default values, for a parameter  
In, used between two string values  
In, used between two string values  
In, used for "is between"  
In, used for "is between"  
In, used for "is one of"  
In, used for "is one of"  
In, used with date range functions  
In, used with date range functions  
Include others, in group sorting  
Include ties, in group sorting  
InList, see "Is one of"  
Inner join  
InRange, see "Is between"  
InRepeatedGroupHeader function  
Insert Summary  
Inserting fields  
Inserting text objects  
Instr function  
Is between, criteria in the select expert  
Is between, syntax in formulas  
Is equal to, criteria in the select expert  
Is greater than, criteria in the select expert  
Is in the period, criteria in the select expert  
Is in the period, criteria in the select expert  
Is less than, criteria in the select expert  
Is like, criteria in the select expert  
Is one of, criteria in the select expert  
Is one of, syntax in formulas  
IsNull function  
IsNull function  
IsNull, in the selection formula  
IsNull, in the selection formula

Intro, p. 15  
Advanced, p. 47  
Advanced, p. 13  
Advanced, p. 2  
Intro, p. 15  
Advanced, p. 2  
Intro, p. 17  
Advanced, p. 2  
Intro, p. 17  
Advanced, p. 2  
Intro, p. 17  
Advanced, p. 2  
Intro, p. 16  
Intro, p. 6  
Intro, p. 6  
Intro, p. 17  
Intro, p. 17  
Advanced, p. 8  
Intro, p. 7  
Intro, p. 3  
Intro, p. 3  
Advanced, p. 5  
Intro, p. 9  
Intro, p. 17  
Intro, p. 9  
Intro, p. 9  
Advanced, p. 2  
Intro, p. 16  
Intro, p. 9  
Intro, p. 9  
Intro, p. 9  
Intro, p. 17  
Advanced, p. 4  
Intro, p. 18  
Advanced, p. 4  
Intro, p. 19

## Topic

## Location

### **J**

Join function, used with parameters	Advanced, p. 16
Joins	Intro, p. 10
JPG, adding to a report	Intro, p. 23

### **K**

Keep group together	Advanced, p. 27
Keep object together	Advanced, p. 27
Keep together, in section expert	Advanced, p. 27

### **L**

Layout tab, chart expert	Intro, p. 6
Left function	Intro, p. 14
Left outer join	Intro, p. 10
Length function	Advanced, p. 5
Like	Advanced, p. 3
Lines, drawing	Intro, p. 23
Link step, report wizard	Intro, p. 1
Linked subreports	Advanced, p. 20
Linking	Intro, p. 10
Linking on a formula	Advanced, p. 19
Links, changing in subreports	Advanced, p. 21
List of values, see "Is one of" or see "LOV"	Intro, p. 17
Literal values, syntax in formulas	Intro, p. 12
Local variables	Advanced, p. 37
Local, variable scope	Advanced, p. 33
LOV, dynamic	Advanced, p. 11
LOV, importing	Advanced, p. 13
LOV, static (v11-v12)	Advanced, p. 10
LOV, static (v9-v10)	Advanced, p. 13

### **M**

Manual cross-tabs	Advanced, p. 23
Many-to-many relationship	Advanced, p. 19
Maps, adding to reports	Advanced, p. 28
Math functions	Intro, p. 13
Math operators, in formulas	Intro, p. 12
Maximum	Intro, p. 7
Maximum, in formulas	Intro, p. 20
Maximum, of range parameters	Advanced, p. 15
Merging fields and text	Intro, p. 24
Merging sections	Intro, p. 23
Mid function	Intro, p. 14
Minimum	Intro, p. 7
Minimum, in formulas	Intro, p. 20
Minimum, of range parameters	Advanced, p. 15
Month function	Intro, p. 14
MonthName function	Intro, p. 14
MonthToDate	Advanced, p. 2
MonthToDate	Intro, p. 16
Moving objects	Intro, p. 3
Multiple value parameters, creating	Advanced, p. 16
Multiple value parameters, displaying	Advanced, p. 16

### **N**

New page after	Intro, p. 4
New page before	Intro, p. 4
Null values	Advanced, p. 4
Null values	Advanced, p. 4
Null values	Intro, p. 18
Null values	Intro, p. 19
Number formatting	Intro, p. 22
NumberVar	Advanced, p. 32

## Topic

## Location

### **O**

Objects, deleting	Intro, p. 3
Objects, moving	Intro, p. 3
Objects, sizing	Intro, p. 3
ODBC	Advanced, p. 38
Old method for running totals	Advanced, p. 35
On change of group, running totals	Advanced, p. 30
On change of, chart expert	Intro, p. 6
On change of, in advanced charts	Advanced, p. 26
On change of, in group charts	Advanced, p. 25
Once per group, adding to variables	Advanced, p. 36
On-demand caption, subreports	Advanced, p. 21
On-demand subreports	Advanced, p. 21
One of, using "In"	Intro, p. 17
One string within another	Advanced, p. 2
One string within another	Intro, p. 15
On-to-many relationships	Intro, p. 10
<i>Operators</i>	
Concatenate	Intro, p. 13
In, used between two string values	Advanced, p. 2
In, used between two string values	Intro, p. 15
In, used for "is between"	Advanced, p. 2
In, used for "is between"	Intro, p. 17
In, used for "is one of"	Advanced, p. 2
In, used for "is one of"	Intro, p. 17
In, used with date range functions	Advanced, p. 2
In, used with date range functions	Intro, p. 16
Like	Advanced, p. 3
Startswith	Advanced, p. 3
Subscript	Intro, p. 13
Substring, see subscript	Intro, p. 13
Operators, character	Intro, p. 13
Operators, in formulas	Intro, p. 12
Options	Intro, p. 2
Options tab, charts	Intro, p. 6
Or vs. And, selection formula	Intro, p. 16
ORDER BY clause	Advanced, p. 38
Order, specified	Advanced, p. 1
Orientation of subreports (portrait vs. landscape)	Advanced, p. 21
Others, specified order	Advanced, p. 1
Outer join, filtering	Advanced, p. 19
Outer joins	Intro, p. 10

### **P**

Page breaks	Intro, p. 4
Page Footer	Intro, p. 2
Page Footers, subreports	Advanced, p. 21
Page Header	Intro, p. 2
Page Headers, subreports	Advanced, p. 21
Page orientation for subreports	Advanced, p. 21
Paging through the report	Intro, p. 1
Parameters, allow ALL option	Advanced, p. 17
Parameters, allow partial match	Advanced, p. 17
Parameters, allow wild cards	Advanced, p. 17
Parameters, cascading	Advanced, p. 12
Parameters, choosing summary vs. detail	Advanced, p. 18
Parameters, controlling the sort/group	Advanced, p. 18
Parameters, creating	Advanced, p. 9
Parameters, date range	Advanced, p. 15
Parameters, default values (v11-v12)	Advanced, p. 10
Parameters, default values (v9-v10)	Advanced, p. 13

<b><u>Topic</u></b>	<b><u>Location</u></b>
Parameters, dynamic	Advanced, p. 11
Parameters, highlighting target values	Advanced, p. 18
Parameters, importing default values	Advanced, p. 13
Parameters, in commands	Advanced, p. 41
Parameters, in subreports	Advanced, p. 20
Parameters, multiple-value	Advanced, p. 16
Parameters, response restrictions	Advanced, p. 14
Parameters, selection formula	Advanced, p. 9
Parameters, static list of values (v11-v12)	Advanced, p. 10
Parameters, static list of values (v9-v10)	Advanced, p. 13
Pasting literal values from the database into formulas	Intro, p. 18
Pattern matching operators	Advanced, p. 3
PDF, exporting to	Advanced, p. 29
Pictures, inserting	Intro, p. 23
PM- parameter fields in subreports	Advanced, p. 20
Preview mode	Intro, p. 1
Preview tab caption, subreports	Advanced, p. 21
Printer Drivers	Advanced, p. 44
Printer Names	Advanced, p. 44
<b>R</b>	
Range of values, see Is between	Intro, p. 17
Range parameters, creating	Advanced, p. 15
Range parameters, displaying	Advanced, p. 15
Ranking groups	Intro, p. 6
Recognizing table changes	Intro, p. 11
Record selection step, report wizard	Intro, p. 1
Record sort expert	Intro, p. 5
Record, definition	Intro, p. 1
Recurring subreports	Advanced, p. 20
Refresh	Intro, p. 1
Removing a group	Intro, p. 5
Removing a sort	Intro, p. 5
Removing tables	Intro, p. 11
Repeat group header on each new page	Advanced, p. 8
Replace function	Advanced, p. 6
Re-pointing the report to different data	Intro, p. 11
Report definition	Advanced, p. 29
Report Footer	Intro, p. 2
Report Header	Intro, p. 2
Report options	Intro, p. 2
Report processing model	Advanced, p. 32
Report wizard	Intro, p. 1
Repository, an overview	Advanced, p. 47
Repository, storing commands	Advanced, p. 40
Repository, storing custom functions	Advanced, p. 46
Repository, storing images	Advanced, p. 47
Repository, storing text objects	Advanced, p. 47
Repository, updating	Advanced, p. 47
Reset page number after	Intro, p. 4
Reset setting, running total fields	Advanced, p. 30
Resetting a variable	Advanced, p. 36
Resources for support	Advanced, p. 44
Response restrictions, parameters	Advanced, p. 14
Right function	Intro, p. 14
Right outer join	Intro, p. 10
Round function	Intro, p. 14
RPT file	Intro, p. 1
Running grand totals using variables	Advanced, p. 35
Running subtotal using variables	Advanced, p. 36
Running total fields	Advanced, p. 30
Running totals, used with group selection	Intro, p. 21

## Topic

## Location

### S

Save data with report	Advanced, p. 42
Save data with report	Intro, p. 2
Scope of variables	Advanced, p. 33
Second pass	Advanced, p. 32
Second pass	Intro, p. 21
Section Expert	Intro, p. 4
Sections, adding subsections	Intro, p. 23
Sections, colors	Intro, p. 22
Sections, deleting	Intro, p. 23
Sections, described	Intro, p. 2
Sections, formatting	Intro, p. 22
Sections, hiding	Intro, p. 4
Sections, merging	Intro, p. 23
Sections, sizing	Intro, p. 3
Sections, splitting	Advanced, p. 24
Sections, splitting	Intro, p. 23
Sections, suppressing	Intro, p. 4
SELECT clause	Advanced, p. 38
Select Distinct Records	Advanced, p. 39
Select expert	Intro, p. 9
Select expert, using subtotals	Intro, p. 21
Selecting multiple objects	Intro, p. 3
Selection formula	Intro, p. 16
Selection formula, using subtotals	Intro, p. 21
Semicolons, used with variables	Advanced, p. 33
Set DataSource location	Intro, p. 11
Shared, variable scope	Advanced, p. 33
Show formula button, in select expert	Intro, p. 16
Show setting, in chart expert	Intro, p. 6
Show values, in advanced charts	Advanced, p. 26
Show values, in group charts	Advanced, p. 25
Sizing a section	Intro, p. 3
Sizing objects	Intro, p. 3
Smart linking	Intro, p. 10
Sorting	Intro, p. 5
Sorting based on a parameter choice	Advanced, p. 18
Special fields	Intro, p. 23
Specified headings	Advanced, p. 1
Specified order	Advanced, p. 1
Specified order in cross-tabs	Advanced, p. 23
Split sections, overview	Advanced, p. 24
Splitting sections	Intro, p. 23
SQL command parameters	Advanced, p. 41
SQL commands	Advanced, p. 40
SQL expressions	Advanced, p. 39
SQL statements	Advanced, p. 38
SQL, overview	Advanced, p. 38
Square brackets, is one of operator	Intro, p. 17
Square brackets, subscripting	Intro, p. 7
Startswith	Advanced, p. 3
Static list of values for parameters (v11-v12)	Advanced, p. 10
Static list of values for parameters (v9-v10)	Advanced, p. 13
Storing commands in the repository	Advanced, p. 40
StringVar	Advanced, p. 32
Subreport links, Crystal adding automatically	Advanced, p. 20
Subreports, changing links	Advanced, p. 21
Subreports, drill-down	Advanced, p. 21
Subreports, editing	Advanced, p. 21
Subreports, linked	Advanced, p. 20
Subreports, on-demand	Advanced, p. 21

## **Topic**

Subreports, overview  
Subreports, page headers and page footers  
Subreports, page orientation  
Subreports, passing parameters  
Subreports, recurring  
Subreports, unlinked  
Subscript  
Subsections, adding and removing  
Substring, see subscript  
Subtotals  
Subtotals, as criteria  
Subtotals, in formulas  
Subtotals, using variables  
Sum  
Sum, in formulas  
Summary fields  
Summary Functions, in formulas  
Summary report  
Summary step, report wizard  
Summary vs. detail, based on parameter choice  
Support resources  
Suppress if duplicated  
Suppressing a field

## **T**

Table, aliases  
Table, changes  
Table, definition  
Table, inflation  
Tek-Tips as a resource  
Template step, report wizard  
Templates, changing  
Text objects stored in the repository  
Text objects, editing  
Text objects, inserting  
Text objects, inserting fields into  
Text, adding to charts  
Three formula method for running totals  
Time functions  
To, use with "in" for is between  
Top percentage  
TopN  
TopN in cross-tabs  
TopN without others, getting a good grand total  
Totext function  
ToText function  
Totext, used with parameters  
Totext, used with parameters  
Type tab, chart expert

## **U**

Underlay  
Undo  
Unlinked subreports  
use saved data  
User requirements checklist

## **V**

Val function  
Val function  
Variables, assignment  
Variables, declaration

## **Location**

Advanced, p. 19  
Advanced, p. 21  
Advanced, p. 21  
Advanced, p. 20  
Advanced, p. 20  
Advanced, p. 19  
Intro, p. 13  
Advanced, p. 24  
Intro, p. 13  
Intro, p. 7  
Intro, p. 21  
Intro, p. 20  
Advanced, p. 36  
Intro, p. 7  
Intro, p. 20  
Intro, p. 7  
Intro, p. 20  
Intro, p. 4  
Intro, p. 1  
Advanced, p. 18  
Advanced, p. 44  
Intro, p. 22  
Intro, p. 22

Intro, p. 11  
Intro, p. 11  
Intro, p. 1  
Intro, p. 10  
Advanced, p. 44  
Intro, p. 1  
Intro, p. 3  
Advanced, p. 47  
Intro, p. 3  
Intro, p. 3  
Intro, p. 24  
Intro, p. 6  
Advanced, p. 35  
Intro, p. 14  
Intro, p. 17  
Intro, p. 6  
Intro, p. 6  
Advanced, p. 23  
Advanced, p. 30  
Advanced, p. 6  
Intro, p. 14  
Advanced, p. 15  
Advanced, p. 18  
Intro, p. 6

Advanced, p. 27  
Intro, p. 2  
Advanced, p. 19  
Intro, p. 9  
Advanced, p. 43

Advanced, p. 6  
Intro, p. 14  
Advanced, p. 33  
Advanced, p. 32

**Topic**

Variables, displaying  
Variables, formula placement  
Variables, local  
Variables, naming  
Variables, overview  
Variables, running totals  
Variables, scope  
Verify database

**W**

WeekDayName function  
WHERE clause  
WhilePrintingRecords, with variables  
WhileReadingRecords, with variables  
Wildcards

**X**

X+2 buttons, condition properties

**Y**

Year function

**Location**

Advanced, p. 34  
Advanced, p. 34  
Advanced, p. 37  
Advanced, p. 32  
Advanced, p. 31  
Advanced, p. 35  
Advanced, p. 33  
Intro, p. 11

Intro, p. 14  
Advanced, p. 38  
Advanced, p. 32  
Advanced, p. 32  
Advanced, p. 3

Advanced, p. 7

Intro, p. 14