

**FIS/HRIS Data Warehouse Cooperative Learning Group**  
**05-06-03**  
**Windows Tricks Handout**

**Create a new window:**

- Navigate to the User Queries window.
- Click the Design Mode button on the toolbar.
- Right-click in empty space in the window and select "Windows..." from the shortcut menu.
- Type a new window name in the bottom portion of the dialog box, like "More User Queries", and click [NEW].
- Click [DONE].
- Exit Design Mode by unclicking the button on the toolbar.
- Go to the File menu and choose "Save".

**Create a button to navigate to this new window:**

- Grab the title bar of the new window and drag it down and to the right so you can see the User Queries window behind it.
- Click once on the User Queries window to make it active. Right-click once on the User Queries window and select "Create Button..." from the shortcut menu.
- Click the [Edit Text] button. Type something like "Go to More User Queries window". Change the text style as desired and click [OK].
- In the linkage section, click the left drop-down box and choose "Window". In the right drip-down box, select the name of our new window from the list.
- Click [OK].
- Exit Design Mode and then click on the new button. Your new window should become active.

**Arrange windows:**

To stack the window behind the others, click on the User Queries to activate it. Then go to the Window menu and click "Stack Design Windows."