

### LOSE COLLECTION

This menu commands closes the currently open Data file.

### CLOSE WINDOW

Closes the active window.

### CLOSE ALL

Closes all windows within "Grades"

### SAVE

Saves any changes to the collection or data file.

### SAVE AS

Saves any changes to the collection or the data file with the option to rename the data file.

### REVERT TO SAVE

Revert all changes to the point where you perform the last save command. You cannot undo this operation.

### RESET ALL DATA

Deletes all students, exam description, and grades data from the program

### RESET ONLY STUDENTS AND GRADES

Deletes all students and their grades data from the program but the course details are maintain.

Click on the button "Delete Selectively" if you wish to delete certain exam grades from the program. Click and Shift click to select records, click on "Delete Selection" to remove the records from "Grades".

### PAGE SET UP PRINT FORM

Commands for printing the active window.

### QUIT

Quits the program.