Course Name: Basic Query

Course Code: ISQRY

Duration: 1 Day

Cost: £ 395

Course Outline: This course is intended for end users and support staff who need to create, modify and run query reports. The course covers the basics of creating new query definitions and modifying existing queries. It takes users step by step through the options to create and run a query in easy to understand terms. The course is very much hands on and delegates have plenty of opportunity to get to grips with the fundamentals of writing queries.

Prerequisites: There are no prerequisites for this course but delegates should have basic keyboard skills.

Course Content:

Introduction to query

- Explain Query and database file terminology
- How Queries process in batch and interactive environments
- Use of function keys within Query
- Starting Query
- Exit, Save and Run a Query definition
- Examples of storing Queries in libraries
- How to select the file and library that you wish to report on
- How to select and sequence the fields required in the report
- How to select which records you require in the report
- Detail the different record tests
- Examples of the different record tests
- Using the And and Or options when selecting records
- How to sort the list of records a logical sequence
- How to define report breaks
- Defining sub totals and final totals

- How to hide sub totals or final totals
- Output a Query to print
- Format the printed output
- Selecting detail and summary output
- Selecting report column formatting
- Formatting numeric and date fields
- How to reduce column heading lengths
- How to change existing Queries
- Query design checklist
- Manipulate printed output using the WRKSPLF command

Follow on Courses: We recommend that after a suitable period of time of attending this course then delegates may want to enhance the knowledge they have gained on this course by attending the Advanced Query course (ISQRA).

Schedule:

2018					2019						
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
				6			28				4