



Course Name: Basic Query

Course Code: ISQRY

Duration: 1 Day

Cost: £ 475

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 pre-requisites 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 / 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:
2022

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec