

SHOWCASE QUERY

■ iSeries ■ Duration: 2 days ■ Level: Beginner

TARGET AUDIENCE

This class is intended for anyone with limited or no prior experience in building queries or reports with Query. The class content minimizes “behind the scenes” technology and presents information from an end user perspective through presentations and hands-on learning experiences.

PREREQUISITES

Students should have a basic understanding of what a query is and a thorough understanding of Microsoft Windows. Experience with Query is not required; however, a general understanding of the purpose of the Query product is helpful. Experience with either Microsoft Excel or Lotus 1-2-3 is helpful.

OVERVIEW

This class provides comprehensive end user training for ShowCase Query. The class begins with an introduction to basic query building and ends with a discussion of ways in which queries can be run. Learning experiences include creating joins, adding variables and prompts, formatting the data in a report, and creating new columns and conditions with SQL functions. Additional topics include how to use certain Windows applications as alternate data viewers and how to use the add-in features provided by Query for Microsoft Excel and Lotus 1-2-3 spreadsheets to add additional function to your existing spreadsheet applications. Practical exercises are included to reinforce the learning.

COURSE CONTENT

Following an overview of the main features of query and an introduction to essential terminology, you will proceed logically through the following topics:

- Introduction to Query
- The Basics of Query Building
- Join Concepts
- Variables and Prompts
- Data Formatting Options
- New Columns and Conditions with SQL Functions
- Alternate Data Viewers and Spreadsheet Reporting
- Interactive and Batch Processing