SQL Commands 1 (Fundamentals of Querying)

Duration: 1 Day

Course Overview:

You have access to company databases from which your job may require you to retrieve data. Retrieval of information from a database is dependent on precisely ordered logic and specific information. This course will help you to use Structured Query Language (SQL) as a tool to implement that logic and define instructions for retrieving data.

Students Learn How To:

- Connect to the SQL Server database and execute a simple query
- Include a search condition in a simple query
- Use various functions based on the data types to perform calculations on data
- Organize the data obtained from the query before it is displayed on the screen
- Retrieve data by combining information from multiple tables
- Format the output, save the result, and generate a report

Who Should Attend: Any person with basic computer skills who is familiar with concepts related to database structure and terminology, and who wants to use SQL to query databases.

Prerequisites: Access 2000-2003 Introduction or equivalent database knowledge.

Course Outline:

Executing a Simple Query

Connect to the Database
Query the Database
Modify a Query
Save a Query
Execute a Saved Query

Performing a Conditional Search

Search Using a Simple Condition
Compare Column Values
Search Using Multiple Conditions
Search for a Range of Values and Null Values
Retrieve Data Based on Patterns

Working with Functions

Perform Date Calculations
Calculate Data
Manipulate String Values

Organizing Data

Sort Data
Group Data
Filter Grouped Data
Summarize Grouped Data

Retrieving Data from Multiple Tables

Combine Results of Two Queries
Retrieve Data by Joining Tables
Check for Unmatched Records
Retrieve Information from a Table Using Joins

Presenting Query Results

Customize and Save the Query Result
Generate an HTML Report

Appendix A: The Bindery Database