

Query Builder 6

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
One	Background Information	2
	- Databases	3
	- Tables	4
	- Table Pseudo Columns	5
	- Views	6
	- Indexes and Relationships	7
	- SQL Commands	8
Two	Introduction to Query Builder	9
	- Introduction	10
	- Logging on	12
	- Successful Logon	14
	- Unsuccessful Logon	15
	- Table Problem	17
	- <i>Exercise One</i>	19
Three	Interface Components	21
	- Introduction	22
	- Menu Bar	23
	- Shortcut Bar	24
	- Windows	30
	- DataSource Window	31
	- Conditions Window	32
	- Results Window	33
Four	Simple Queries	34
	- Creating a New Query	35
	- Adding Tables	36
	- Table Relationships	38
	- Column Datatypes	39
	- Selecting Columns	41
	- Executing a Query	42
	- Counting Rows	43
	- <i>Exercise Two</i>	44
Five	Complex Queries	52
	- Applying Conditions	53
	- Functions	56
	- Group Functions	57
	- Defining Columns	58
	- <i>Exercise Three</i>	61
Six	Formatting	67
	- Columns	68
	- Positioning Columns	72
	- <i>Exercise Four</i>	74
	- Sorting	76
	- Break Example	80
	- <i>Exercise Five</i>	83
	- Totals	85
	- <i>Exercise Six</i>	89
Seven	The Data Editor	93
	- Introduction	94
	- Updating	95
	- Inserting	97
	- Deleting	100

Query Builder 6

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
	- Amending	102
	- Commit	103
	- Exceptions	105
	- Exceptions to Update	106
	- Exceptions to Insert	108
	- Exceptions to Delete	109
	- Record Locking	110
	- <i>Exercise Seven</i>	111
Eight	Printing Options	113
	- Page Setup	114
	- Margins	115
	- Page Justification	117
	- Headers and Footers	119
	- Exporting to a File	123
	- <i>Exercise Eight</i>	124
Nine	Miscellaneous	125
	- Setting Preferences	126
	- Setting Table Relationships	129
	- Importing SQL	133
	- Exporting SQL	134
	- Query Parameters	135
	- Query Builder Tables	138
	- Subqueries	139
	- Granting Access	140
	- Revoking Access	141
	- DDE (Dynamic) Links	142
	- The Command Line	145
	- The Command File	147
	- Query Naming Conventions	148
	- Query Builder Restrictions	149
Ten	Help Facility	150
	- <i>Exercise Nine</i>	154

Appendices:

- Appendix Q1 – SQL Commands**
- Appendix Q2 – SQL Functions**
- Appendix Q3 – Oracle Reserved Words**
- Appendix Q4 – Query Builder Shortcut Keys**
- Appendix Q5 – Header and Footer Codes**
- Appendix Q6 – Comparison Operators**
- Appendix Q7 – Command Line Options**
- Appendix Q8 – Query Builder Limitations**
- Appendix Q9 – Query Builder Tables**

Delegate Questionnaire