



## Course Content

### Course Description:

In this course you will cover how to: connect to the SQL Server database and execute a simple query, include a search condition in a simple query, use various functions to perform calculations on data, organize data, retrieve data by combining information from multiple tables & present query results in a report.

### Prerequisites:

Windows Level 1

### Topics:

#### 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