



To register or for more information call our office **(208) 898-9036** or email register@leapfoxlearning.com

SQL Querying – Level One

Duration: One day

Prerequisites: An understanding of relational database design. Relational database design is covered in any introductory Microsoft Access course.

Description:

This course serves two main audiences: those who have never touched Structured Query Language (SQL), and those who have seen SQL queries and may even have worked with existing SQL queries or tried to build a query but want to understand the language behind the query. Or, maybe you are reading this and thinking “I’ve seen others build SQL statements but I want or need to know how to do it myself.” In any of these cases, you have come to the right place.

This course will introduce you to SQL and its use in writing queries, questions you ask of data in your database, to retrieve information from a database. You will learn about SQL and its basic keywords and phrases used to build statements that will get the data you need from a database.

Target Audience: Any person with basic computer skills, familiar with concepts related to database structure and terminology, and wants to use SQL to query databases.

Outline

- **What is Structured Query Language (SQL)?**
 - Relational Databases
 - Basic SQL Keywords
 - Tips for Planning Queries
 - What People do with Queries
 - SQL Platforms
- **Selecting Data**
 - Using Select Statements to Examine Database Tables
 - Using Results to Figure out other Tables to Examine
 - Narrowing your SQL Statements to Fields you Need
 - Sorting Records
 - Using Field Aliasing
 - Saving a SQL Statement
- **Getting Data from Multiple Tables**
 - Inner and Outer Joins
 - Table Aliasing
 - Self Joins
- **Using Criteria in SQL Statements**
 - Avoiding Ambiguous Situations
 - Using a Single Criterion to Limit Records
 - And/Or Situations in Criteria
 - Criteria Keywords
 - Using Comparison Criteria
 - Using Wildcards
- **Generating Totals Using SQL**
 - Aggregate Keywords
 - The Group By Clause
 - Using Criteria in Aggregate-Based Queries
- **Generating Calculated Fields using SQL**
 - Math Calculations
 - Using SQL Keywords to Enhance the Display of Data
 - Date Calculations
 - Text Calculations



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