

Course Description: Alpha Five V7, Level 1, is an instructor-led training (ILT) course designed for new users of the Alpha Five V7 software package. Participants learn relational database concepts and theory, how to design and build tables, create sets for linking tables, use default browses and forms, create custom browses and forms, use functions in expressions, create tabular and grouped reports, print reports to PDF format, create and use calculated and total fields, select specific records with queries and filters, use action scripting for form and report objects, export data for use with other applications, create operations to import data into a database, import graphic images, create a startup form.

Course Length: 2 Days

Prerequisites: Windows Level 1. Knowledge of database concepts and terminology is helpful.

OUTLINE

Database and Alpha Five Essentials

- An Overview of Databases
- Understanding Database Terminology
- Touring the Alpha Sports Application
- Viewing the Alpha Sports Data Model
- Understanding Field Data Types
- Relating Data Tables

Designing a Database Application

- Understanding the Design Process
- Determining Application Tasks
- Outlining Task Details
- Identifying Table Entities
- Creating a New Database
- Knowing Where to Store the Database
- Creating a Table from Scratch
- Defining the Table Structure
- Creating an Index
- Using the New Table/Set Genie

Expanding Table and Field Definitions

- Modifying a Table's Structure
- Opening a Table in Design Mode
- Adding Fields to an Existing Table
- Rearranging Table Structure Order
- Editing Field Definitions
- Deleting Fields from a Table
- Using the Index Builder
- Concatenating Data and Using the ALLTRIM() Function
- Using the Field Rules Editor
- Auto-Incrementing a Field
- Adding Field Descriptions
- Setting a Default Value
- Defining a Mask
- Defining a Field Lookup List

Working with Table Data

- Entering Data into a Table
- Adding Records to a Table
- Navigating Within a Table
- Editing Data in a Table
- Duplicating a Record in a Table
- Deleting Records from a Table
- Working in Default Browse Mode
- Resizing & Moving Columns in a Browse
- Using Quick Sort to Order Records
- Using Quick Filter to Select Records
- Removing a Filter
- Using Find-by-Key to Locate Records
- Using the New Browse Genie

Working with Custom Browses

- Manipulating Browse Fields
- Renaming Browse Columns
- Customizing Browse Column Display
- Adding Fields to a Browse
- Deleting Fields from a Browse
- Controlling Column Display

Working with Forms

- Entering Data with a Form
- Using the Default Form
- Creating a Form Using Form Genie
- Working with Form Objects
- Selecting an Object
- Editing and Resizing Objects
- Moving Form Objects
- Aligning Objects on a Form
- Creating Form Objects using the Toolbox

Working with Sets and Operations

Using the Set Editor
Choosing the Primary Table
Adding a Table to the Set
Defining Link Properties
Selecting the Parent and Child Key
Saving a Set
Using the Import Operation Genie

Creating and Using Reports

Creating a Tabular Report Using Quick Report
Planning the Design of a Report
Exploring the Report Editor Window
Understanding Report Sections
Previewing and Printing a Reports
Saving a Report
Printing to an Adobe Acrobat File (.PDF)
Creating a Blank Report
Inserting Table Fields
Changing the Size of a Section
Creating Report Sections
Working with System Fields
Inserting a Group
Creating a Summary Calculation

Working with Queries

Using the Query Genie
Entering a Query Condition
Specifying Query Sort Order
Saving and Closing a Query
Running a Saved Query
Entering Multiple Query Conditions
Deleting a Query Condition
Using Query-by-Form
Using the QBF Helper
Clearing Query Criteria
Understanding Lightnight Query Optimization

Expanding Forms

Enhancing Forms
Adding a Pre-Defined Button Object
Importing an Image into a Record
Working with Startup Forms
Adding aBitmap Object to a Form
Defining a Button with Action Scripting
Assigning a Startup Form
Using the Shortcut Genie