



Course Description: Alpha Five V8, Level 1, is an instructor-led training (ILT) course designed for new users of the Alpha Five V8 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 ALLTRIM()
- 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
- Formatting Row Colors
- Adding Images to a Browse
- Setting Browse Column Sorting
- 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
- Selecting a Style Sheet for the Form
- 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



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Alpha Five V8, Level 1

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 Lightning 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

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