

Data Warehouse Crib Sheet

Data Surfing Exercises

1. Logging on to A Database and Logging Off

Use the Blank Query to log onto the TRAINING database.

Bring up a table list of data available.

Become familiar with the layout of the Brio Query Section.

Log off the database by Exiting BrioQuery.

Differentiate Code tables from Data tables by their titles.

Describe the difference between Code tables and Data tables.

2. Building A Query, Getting Results

Move a table to the query building workspace.

Put data elements on the Request Line and take them off.

Save a query.

Process a query.

Determine how many records were retrieved.

Change from the Results Section to the Query Section and back.

Resize and move the Results columns around.

Determine the College codes for Liberal Arts and Business Administration by "eyeballing" the student data.

Determine how many students attend the university this semester.

Predict the type of data that will be found in a table based on the name of the table.

3. Putting Limits On The Query

Open a saved query.

Put limits (or criteria) on data elements in the table.

Use the Remarks function.

3. Putting Limits On The Query (continued)

Insert and process a new query and rename it.

Understand the difference between Ethnic Code and Minority Status Code.

Determine data element definitions using the Remarks function.

Use a query on a code table to find code definitions that are not in the Remarks.

4. Joining Tables To Get Data Out Of Both At The Same Time

Build a query involving two tables.

Join two tables on a common field with an equal join.

Remove limits.

Enter multiple limits for one data element.

Remove joins.

Recognize Auto Joins and be able to turn them off.

Export data in formats that can be used in a word processor to make mailing labels, or in a spreadsheet.

Understand why you need to join tables.

Know what field makes a student unique.

5. Essential Data Eyeballing Skills

Use the Remarks function to get information about a table.

Interrupt a query

Sort a column of data in the Results window.

Save the Results WITH a query.

Limit the Results locally (not on data source).

Eyeball the records in a table before you get started using the table.

6. Queries that Count, Sum or Average Data

Modify a query to count, sum, or average data elements.

Remove the count, sum or average from a query.

6. Queries that Count, Sum or Average Data (continued)

Understand how BY groups work on the Request Line when counting, summing or averaging.

Know what data element to count to get numbers of students.

Realize that you should never count, sum, or average records without looking at the individual records first.

7. Pivot Reports and Charts

Insert a new Pivot Report section and turn on the Outliner Box.

Change an ID field into a Count of Ids in the Pivot Report.

Create counts by groups such as Gender or Degree with top or side labels in the Pivot Report.

Create a bar or pie chart from a Pivot.

Change label names in the Pivot.

Duplicate and rename a Pivot.

Create a bar or pie chart from a Pivot.

Edit the Titles on the chart to make it pretty.

Real World Query Tips

Always Use ONE STEP AT A TIME Analysis techniques when building queries.

**If a table has Semester in it - LIMIT IT (ie. 19981 for Spring 1998).
Financial and HR Users Limit Fiscal Year, Month, Pay Period.**

Use the Alt/End keys in combination to interrupt a query.

Don't hit Show Values in a LIMIT BOX.