

ATTACHÉ ODBC COURSE OUTLINE



Overview:

This course will teach the user how to get the most out of Attaché's ODBC driver module. This module was designed to extract information from your Attaché Accounting System and transfer it to another Windows package such as Word or Excel quickly and easily.

What you will learn:

During this course you will learn how to:

- Use the Attaché ODBC DSN Administrator to define the information you want to work with.
- Perform mail merges by extracting customer information from Attaché into a form letter in Microsoft Word.
- Extract General Ledger accounting information into a Microsoft Excel spreadsheet for further analysis and customised Profit & Loss reporting.
- Transfer product pricing information into a Microsoft Access database to print out product catalogues and custom price lists.
- Use Excel's built in Cross Tab analysis to look at your sales performance data in different ways.
- Obtain "top ten" best customer/products/supplier reports.
- Look for possible data corruption by 'going in the back door'.
- Join two or more related files together to look at your data differently.
- Create basic SQL (Structured Query Language) commands, which is the universal syntax of ODBC.
- Use SQL Aggregate functions to summarise your sales performance data.

Pre-requisites:

The course assumes that you are already familiar with the basic operation of Microsoft Word, Excel and to a lesser extent, Access. You do not have to be a 'power user', but you should already be comfortable with using formulas and doing basic formatting. Users who have completed a basic course in these programs will have no trouble at all.

What you will need:

Our training labs are already equipped with Microsoft Office 2000 and the Attaché ODBC Driver. Bring plenty of note paper as there will be a lot of hints and tips given during the course which you may wish to note down.

What you will get:

You will get a highly professional, clearly written course book with plenty of examples to take away with you plus a certification on completion.

At the conclusion of this course, you will be able to create your own custom reports and analysis worksheets with confidence using Attaché ODBC driver. You will have almost unlimited power to extract and look at your data in so many different ways. The sky is now your limit.

For more information on course times and availability, please call our office on (08) 9470 9922 or visit our web site at www.caman.com.au

MORE BUSINESS SUPPORT THAN YOU EXPECT...



88 Burswood Road,
Burswood WA 6100
PO Box 590,
South Perth WA 6951

T: (08) 9470 9922
F: (08) 9470 9955
W: www.caman.com.au
E: enquiries@caman.com.au