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IDEA Training Course Curriculum

Length: Two days (7 hours per day), 14 total contact hours

Prerequisites: none

Overall Goals:
Gain experience and skills with both hands-on exercises and instructor lead discussions. Learn and practice key data elements such as, importing, reconciling, sampling, indexing/sorting, extracting, stratifying, summarizing, aging, gap detecting, relating databases and analyzing. Master key software features such as, Report Reader, Equation Editor, @functions, and analysis/reporting tools. By the end of this course, the novice user will return to the office and hit the ground running; the seasoned user will gain a deeper understanding of core competencies and maximize their daily performance.

MrDataMining Advantage:
For Private Web Based training we can use your data to form part of (or all of) the curriculum – send file(s) in advance or provide them at training time. Constructing your current business models in class creates a real-time work-while-learn environment. This not only jump-starts your ROI, it enables you to take solutions back to the office that you built and understand fully. Combining your data with our proven training techniques and lively, approachable, egos-at-the-door classroom environment simply means that you learn more material and software functionality.

Day One: Mine Data using the Import Assistant and Report Reader
    Explore Working Folder benefits
    Conquer Data Imports: Excel, Access, ASCII Delimited/Fixed, EBCDIC, dBase, Quickbooks, AS400
    Learn time-saving Record Definition techniques
    Demystify Report Reader
    Apply and understand both simple and complex trapping: alpha, numeric, space, non-blank, floating
    Unpeel layers: basic, append, floating and their components (anchor line, field editor, field anchor)
    Tackle tricky data samples: wrapped text, multiple line, columns, headers, suppressed text, filters
    Discover the importance of Field Order
    Find out when to exclude lines, apply a filter and the purpose of using the previous value

Day Two: Import, Manipulate and Present Data
Prerequisite (knowledge of Day One material)
    Verify data integrity using Control Totals, Field Statistics, Summarizations and Sampling
    Understand the Indexing and Sorting differences
    Maneuver through data quickly with record grouping, go to, find, filtering, extracting, filtering
    Merge disparate databases correctly choosing join, append or compare
    Export data, reports and results
    Utilize powerful and time-saving @ functions with Equation Editor
    Assess data with summarizing, aging, detecting gaps/duplicates, stratifying, extracting and filtering
    Change data types, appearances, orders, field manipulation including adding columns
    Display results graphically: tables, charts, graphs

Class Exercises:
Frequent exercises engage you in challenging missions that solidify learning in an open, easy and fun environment. We include more file types so our students understand the big picture, gain valuable experience, identify alternative resolutions and can then apply their knowledge to any situation, such as: sales history, general ledger, aging, vendors/terms of sale, fees billed/paid, properties, sales and profit, database, error logs.