MrMonarch Boot Camp Curriculum

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Instructor Led Web Based Training

Length:
10.5 hours

Prerequisites:
None

Goals:
Gain experience and skills with both hands-on exercises and instructor lead discussions. Learn and practice key features like, template and model building, data manipulation and reports. 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 to maximize their daily performance.

Topics:
- Understand the entire process: from data capture (Report Window) to data manipulation (Table Window) through data analysis (Summary Window)
- Discover Monarch's inherent help capabilities
- Learn the purpose and use of Project Files and Portable Reports; when and how they work for you
- Link Objects between models like: templates, fields, filters, calculated fields

Report Window
- Source various file types: prn/txt, pdf, html
- Review and discuss diverse reports and apply the best extraction techniques to build quality tables
- Dissect reports then reanimate them using the appropriate template: detail, append, header or footer
- Master foundation tools and terms: selecting the right sample line, setting traps, defining fields, building templates and models
- Create symbiotic trap and template combinations to build better database tables
- Understand and apply both simple and complex trapping: wild, literal, floating, postal, not, numeric or
- Employ several source files to a single model file
- Manage the field list to create templates quicker and easier
- Learn time saving tools like: Auto-Define Fields, Verify, Bookmarks
- Quickly navigate using: Tree View, Find, Split Screen, Cascade/Split Window
- Save models then recycle them for single or multiple concurrent instances
- Apply targeted features to obtain data from variable, multiple line/column and inconsistent reports

Table Window
- Manipulate data using: Sort, Hide, Move, Order, Column Widths and Properties, Field List
- Build Filters to purge unnecessary or redundant records and analyze data (i.e. top x data)
- Maximize data manipulation with Expressions like: LTrim, If, Instr
- Nest expressions for precision data mining
- Understand the differences between and attributes of: Filters (Formula-based, Compound), Calculated Fields (Formula-based, Runtime Parameter, Lookup, User-edited), Function types (Date, String, Numeric, Conversion, Special, Report, User-defined) and Operators (And, Or, Not, In, Notin)
- Discover the purpose of brackets, braces, quotes and parenthesis
- Break apart addresses using Address Blocks

Summary Window
- Generate both Quick and Complete summaries
- Find out how Key Fields, Item Fields and Measure Fields function and affect summaries
- Build structured summaries using multiple Key Fields and Measure Fields

Change data display/perspective with the Across Key or CrossTab and Drilling Up/Down features
Incorporate Match Values to limit summary records
Create subtotals, totals and averages
Replicate your corporate image with Design Preferences
Harness tools like: Sorting, Filters, Ranges, Exception Coloring
Produce expressive, colorful and informative charts (area, bar, line, pie, point) for the greatest ROI
View summaries and charts simultaneously

Importing, Exporting and External Lookups
Import or join data that appends tables and/or generates new data columns
Formulate External Lookups to incorporate one or more data sources
Export data to other applications like MS Excel with multiple worksheets appended to one file
Learn Project Exports

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, like: sales history, general ledger, vendors/terms of sale, fees billed/paid, properties, sales and profit, database, error logs.

Lab Session:
The class ends with a lab session during which we resolve your current challenges, play out potential scenarios and answer general questions. We encourage you to bring your data and/or a scenario or three. Then, with the support of an expert craftsman at your fingertips, you apply your new knowledge and walk away empowered with answers.