

# Introduction to Q&A 11.3 Session 1 - Training Agenda

## Bitesize Training – Basic Queries

### 1 – About this guide

### 2 – Query Definitions:

- Data Extraction Definition Types
- Definition
- Report Style
- Query Definition Forms

### 3 – Detail Reports:

- Overview
- **Exercise 1:** Creating a Detail Report

### 4 – Summary Reports:

- Overview
- **Exercise 2:** Creating Summary Reports

### 5 – Query Definitions:

- Statistical / Non-Statistical Extract Modes
- **Exercise 3:** Extract Mode
- **Exercise 4:** Creating User Defined Output
- **Additional Exercise:** User Defined Output

## **Bitesize Training – Advanced Queries**

### 1 – About this guide

### 2 – Reference Link & Data Selectors:

- Reference Link
- Data Selector / Automatic Filter Lookup
- **Exercise 5:** Creating Reference Links

### 3 – Summary Link:

- **Exercise 6:** Creating a Summary Link

### 4 – Setting Query Filter Criteria:

- Lookup
- Cell References
- Overrides
- Wildcard & Pattern Matching
- **Exercise 7:** Filter Options

### 5 – Combining Q&A Functions