# MrMonarch
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# Monarch Intermediate Course Curriculum

**Course Description:** This two-day (14 hour) class is designed for users who have already attended the Monarch course, or have been working with Monarch and want to expand their expertise.
This class takes your existing skill set and builds upon that to achieve powerful and more complex data extraction and manipulation solutions. More intensive lessons and examples are utilized throughout the course to demonstrate different data extraction techniques. There are also several self paced exercises that reinforce the material covered.

**Prerequisite:** For the class to be as beneficial and instructive as possible students must already be familiar with Monarch, model building and the fundamental processes necessary for trapping and data extraction.

**Course Topics:**
**Data Extraction**

Learn how to use both the Address Block and the Postal Trap to extract varying addresses in the same report.

Learn the best and most efficient manner for dealing with report inconsistencies such as variable lines, variable data and intermittent fields.

Utilize Monarch's Date Range functionality to work with dates successfully for data extraction.

How to avoiding the total and subtotal lines when extracting data to prevent "double-counting" of data records.

Utilize Advanced Field Options allowing you to specify the start and end points of a field while extracting it.

Get the most out of The Page Header Template; a great feature.

Utilize the Multi-Column Region feature to get data out of non standard reports.

Explore the Floating Trap in more detail and its functionality.

**Data Manipulation**

You will explore and practice maximizing Functions and Expressions and how to nest them to produce targeted results.

Functions that will be covered include: STUFF, SUBSTR, LEFT, IF, VAL, LSPLIT, LTRIM, IN, YEAR, TODAY, INSTR, nested IF's and many more nested functions.

How to set up Multiple Runtime parameters that prompt you to enter appropriate data each time a model is activated.

How to creating filters using the Advanced Duplicate Handling Options.

Utilizing multiple Lookup Fields as a simple way to reference a list of pre-existing values.

**Data Analysis and Presentation**

Using wild cards for controlling summaries, table filters and calculated fields.

Create summary tables that give you subtotals, totals, averages, percentages and more.

How to match values from the summary to the actual report to efficiently narrow your summary view to topics of interest. It's a lot like creating a filter within the summary.

Create colorful charts for management reports and presentations.

How and why to performing calculations in the summary by creating Measure Expressions. Similar functionality to building a calculated field within the summary.

## Importing and External Lookups

Monarch Pro can directly import or join data from outside sources such as MS Access, Excel, dBase, Paradox and HTML as well as ODBC sources such as MS-SQL Server and Oracle.

## Project Exports

Create multiple exports using the Project Export feature. Combine the Table Window and the Summary Window into one exported Excel file.

## Class Exercises

After each main topic you will be given a lab exercise to complete to reinforce what you have learned in that module.

## Lab Session

The course will incorporate your data so you are able to see the solutions provided by what you are learning during this class. The models you create are yours for your current and future use.