

Glossary

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Advise DDE function

Active window

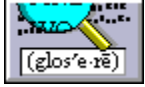
Arrow keys

Attaching Toolbox



Glossary

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
BLOB field Brightness



Glossary

A B **C** D E F G H I J K L M N O P Q R S T U V W X Y Z

Check box

Column

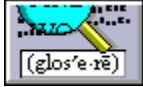
Column button

Command

Control menu

Cursor

Custom topic

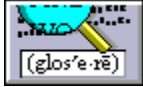


Glossary

A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z

Database
Datasheet
Data range specification
Data source
Data table
Data table window
DDE client
DDE interface

DDE server
Deselect
Destination file
Detaching toolbar
Drag
Double-click
Dialog box



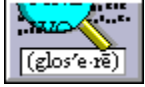
Glossary

A B C D **E** F G H I J K L M N O P Q R S T U V W X Y Z
Execute command Embedded object
Extension



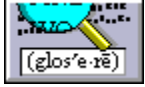
Glossary

A B C D E **F** G H I J K L M N O P Q R S T U V W X Y Z
Field Font



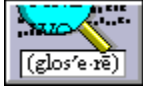
Glossary

A B C D E F **G** H I J K L M N O P Q R S T U V W X Y Z
Graphic object Grid



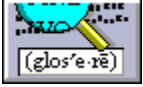
Glossary

A B C D E F G **H** I J K L M N O P Q R S T U V W X Y Z
Highlighting Hue



Glossary

A B C D E F G H **I** J K L M N O P Q R S T U V W X Y Z
Icon Insertion point
Initiate DDE function



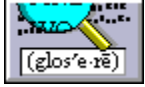
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A B C D E F G H I **J** K L M N O P Q R S T U V W X Y Z



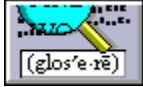
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A B C D E F G H I J **K** L M N O P Q R S T U V W X Y Z



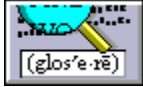
Glossary

A B C D E F G H I J K **L** M N O P Q R S T U V W X Y Z
Linked object List box



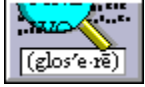
Glossary

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z
Maximize Minimize
MDI application Mode of connection
Menu Multiple selection
Menu bar



Glossary

A B C D E F G H I J K L M **N** O P Q R S T U V W X Y Z



Glossary

A B C D E F G H I J K L M N **O** P Q R S T U V W X Y Z

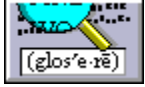
ODBC

OLE

OLE client

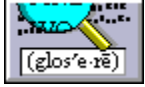
OLE server

OLE support



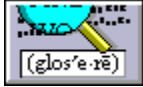
Glossary

A B C D E F G H I J K L M N O **P** R S T U V W X Y Z
Palette Paradox database file



Glossary

A B C D E F G H I J K L M N O P **Q** R S T U V W X Y Z



Glossary

A B C D E F G H I J K L M N O P Q **R** S T U V W X Y Z

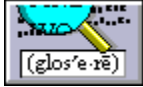
Radio button

Row

Request DDE function

Row button

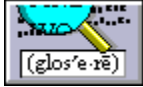
Record



Glossary

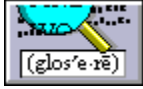
A B C D E F G H I J K L M N O P Q R **S** T U V W X Y Z

Saturation SQL
Scroll SQL query
Select Status bar
Select All button System topic
Sound object



Glossary

A B C D E F G H I J K L M N O P Q R S **T** U V W X Y Z
Terminate DDE function Topic
Title bar Transaction
Toggle Typeface
Toolbox



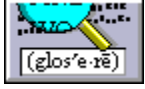
Glossary

A B C D E F G H I J K L M N O P Q R S T **U** V W X Y Z



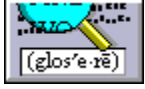
Glossary

A B C D E F G H I J K L M N O P Q R S T U **V** W X Y Z



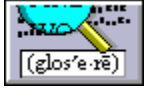
Glossary

A B C D E F G H I J K L M N O P Q R S T U V **W** X Y Z
Window



Glossary

A B C D E F G H I J K L M N O P Q R S T U V W **X** Y Z
XBase files



Glossary

A B C D E F G H I J K L M N O P Q R S T U V W X **Y** Z



Glossary

A B C D E F G H I J K L M N O P Q R S T U V W X Y **Z**

Advise DDE function

A DDE function issued by a client application that requests DDE server application to supply it with the specified data whenever it is updated.

Attaching Toolbox

An operation of fastening the Toolbox to one of the borders of the CorelQUERY window. To attach floating Toolbox drag it to the desired border (top, bottom, left or right) until the dotted outline of the Toolbox takes the shape of the attached bar along the entire border of the window.

Arrow keys

The arrow keys are ←, →, ↓ keys on the numeric keypad. They are used to move around the data table with a keyboard. They also move the insertion point in the dialog boxes.

Active window

Active window is the one in which you are working. Its Title bar is highlighted. The next action you perform applies to the active window.

BLOB field

The Binary Large Object is one of the Paradox data table fields that may contain the extensive amount of information. A BLOB field can contain formatted or unformatted text, structured or unstructured binary data including picture and sound objects.

Brightness

In the HSB color model the component that determines the amount of black in a color where 0% is black and 100% is white. See also Hue and Saturation.

Check box

A square box in a dialog box used to turn options on or off. The option is turned on when "X" appears in the check box after clicking on it. The option is off when the check box is empty.

Column

The column is a vertical set of cells in a data table. The cells in the column belong to one and the same data field in the data table. The name of the column in the data table is identical to the field name.

Column button

The button on the top of the column of cells displayed in the data table window. Clicking on the column button lets you easily select the whole column of cells. Clicking again on the column button deselects the column.

Command

One of the items of a menu (a word or phrase) that invokes an action.

Control menu

A menu available in all Windows applications. Commands on the menu allow you to maximize, minimize, close, move or resize your application. Control menu commands in dialog boxes let you move or close them. Pressing the ALT key and SPACEBAR or clicking on the box on the left side of the title bar opens the Control menu.

Related Topics

[CorelQUERY Control Menu](#)

[Data Table Window Control Menu](#)

Cursor

Used to indicate menu command, toolbox button or other screen item. The cursor can be a mouse pointer, moved with a mouse, its shape depends on the function the program currently performs. The cursor can also be a cell pointer used to point to the current cell with a keyboard; in this case the cursor is a thick frame outlining the current cell.

Custom topic

One of the topics to establish DDE conversation with CorelQUERY. The custom topic allows to link to CorelQUERY and have access to a single data table specified as the second parameter of the INITIATE DDE function. This can be a database filename, a SQL SELECT statement, a query file name or the name of a data table window.

Database

Database is a collection of data tables (files) having the same structure. For example, Paradox Database contains Paradox data files with .DB extension.

Datasheet

A document for storing and manipulating data. A datasheet is identical to a data table and consists of cells arranged in columns and records.

Data range specification

The specification of a range of cells in a data table to perform a CorelQUERY function upon. The data range specification is used in the REQUEST DDE function to specify data to be requested from a data table opened in CorelQUERY. For example, "ALL:100" specifies all fields in the record number 100.

Data source

Data source is a collection of data tables or files pertaining to the particular database (Paradox, FoxPro, etc.). When connecting to data table(s) through the ODBC level you should first specify the data source where the data table(s) are located.

Data table

The data table is a collection of data arranged in columns and rows. When you open a data table it is displayed in a data table window. You can open multiple data tables and switch from one data table window to another by clicking on it. The data table window then becomes active and you can apply any menu command available in the current mode of connection to the data source.

Data table window

A window that displays opened data table. There may be multiple data table windows currently opened with CorelQUERY.

DDE client

An application that establishes a DDE link to the source data in a document opened by a DDE server application in order to have the information updated automatically whenever it changes in the source document.

DDE interface

The Dynamic Data Exchange facility provided with Windows that allow a DDE client application to request specific data from a DDE server application. Since the DDE link is established any changes in the original document are reflected in the destination document. CorelQUERY is a DDE server that can be accessed through a DDE mechanism by any application that supports DDE. Most of the CorelQUERY menu command can be realized through the DDE macro functions issued from within a macro in the client application.

DDE server

An application that supplies data from a source document or its part linked to a destination document through the DDE interface. CorelQUERY is a DDE server that supports DDE links from data tables opened in it to documents in a DDE client application.

Deselect

To cancel the currently active selection of cells, so that no more commands could be applied to it. You can deselect the previously selected region of cells by clicking somewhere outside it or clicking on the Select All button.

Destination file

A file opened with your client application into which you want to insert or link a portion of data from CorelQUERY.

Detaching Toolbox

A process of setting the Toolbox loose, so it may float across the CorelQUERY screen. To detach the Toolbox double-click on its background area. After this you can move the Toolbox wherever you like, resize it or attach to other borders of the screen.

Drag

To move the mouse while holding down the mouse left button. Releasing the button completes the action. With dragging you can easily move data from a cell or displace a border of selection.

Double-click

To push the left mouse button twice in quick succession.

Dialog box

A window displayed when additional information is needed to perform an action. For example, when you choose Open command from the File menu a dialog box appears prompting you to choose the mode of connection to a data source.

Execute command

One of the CorelQUERY commands issued by a client application in a DDE conversation. These commands are supplied as parameters of the DDE Execute function to have CorelQUERY perform one or several of its menu commands.

Extension

Characters following a period in a filename that identify the type of information in the file. The extension .SQL, for example, indicates that the file contains a SQL statement to request data from specific data table.

Embedded object

Data from a file created in one application that is inserted into a file in another application. The embedded information can be edited from within the application in which it is embedded.

Field

One of the separate data items of which consists a record in the data table. Each field contains a different kind of information. A field is identical to a column of cells in a data table.

Font

A set of characters in a given typeface and point size, for example, 10 points Times Roman. Some fonts are also available in different styles such as italic or bold.

Graphic object

A set of data composing graphic image or picture. A graphic object can be contained in a data field of a record. For example, binary large object (BLOB) in the Paradox database files may be a graphic object.

Grid

A series of evenly spaced horizontal and vertical lines used to outline data cells. You can enable or disable this option with the Format/Grid command.

Highlighting

Marking a selection of cells in order to be distinguished from other cells.

Hue

In the HSB color model, hue is the main attribute in a color that distinguishes it from other colors. Blue, green and red, for example, are all hues. See also [Saturation](#) and [Brightness](#).

Icon

A small graphic symbol that represents minimized data table windows in CorelQUERY.

Initiate DDE function

The function issued by a client application to start a DDE conversation with a server application. The name of the DDE server application must be supplied as the first parameter of the function, the topic name should be the second parameter.

Insertion point

A vertical bar that indicates where the text will be inserted when you type it. The insertion point appears when you click on a text box in dialog boxes that require you to type information.

Linked object

A reference or place holder for data inserted into a destination file. Changes to information comprising the linked object are automatically reflected in the destination files.

List box

A box that appears in dialog boxes and displays a choice of options. If the list cannot accommodate all of the options vertical scroll bar appears.

Maximize

To enlarge an application window to full screen size.

MDI application

An application that uses standard Windows Multiple Document Interface. Multiple document windows can be simultaneously opened and displayed. CorelQUERY is an MDI application.

Menu

A list of commands that appears when you choose a name in the menu bar. The menu bar appears below the Title bar which is at the top of the main CorelQUERY window.

Menu bar

The bar on the top of the window that contains the names of the program menus.

Minimize

To shrink an application window to an icon at the bottom of the screen.

Mode of connection

The way that you choose to connect to the desired data table. There are two ways to connect to a data table with CorelQUERY. The first one is direct connection to a database (such as Paradox or XBase). The second one is to connect to a database through the ODBC interface. The latter mode of connection allows you to use standard SQL queries to access a data table.

Multiple selection

A method of making multiple data selection regions in a data table to apply a CoreIQUERY command.

ODBC

The Open Database Connectivity interface level provided with Microsoft Windows to allow universal access to a wide range of existing databases. With the ODBC support you are given the possibility to work with your database using SQL statements. You need only to have the database registered in the ODBC administrator.

Object Linking and Embedding (OLE)

Mechanism that lets you create documents using information generated by different applications and maintain connections to those applications. The documents are updated whenever changes to the information are made in the original application. The connection allows you to make changes to the information by launching the application that created it from within our current application.

OLE client

An application that embeds or links an object into a document opened with that application. The original object is supplied with an OLE server application.

OLE server

An application that supplies an OLE client application with the original object to be linked or embedded into the destination document opened with the client application.

OLE support

The support for the Object Linking and Embedding mechanism that allows an object from an OLE server application to be embedded or linked into a document opened in an OLE client application.

Palette

A collection of colors displayed in the Select Color dialog box.

Paradox database file

A collection of data records forming a specifically structured data table. In CorelQUERY a Paradox database file can be accessed directly or through the ODBC interface. See also mode of connection.

Picture Viewer window

The special window for viewing Paradox graphic objects (in bitmap format) that are contained in a structured graphic BLOB field. You can resize the window scaling the picture view.

Query

A request issued by a user of CorelQUERY to retrieve a portion of data from the data source he is currently connected to. This can be a database file, a table etc. A query can be a SQL Query or some other command to fetch data.

Query file

A file that contains a SQL statement which is a query to retrieve certain data from the currently opened data table. To issue a SQL query a data table should be accessed through the ODBC interface.

Query table

A data table resulting from a query issued to retrieve data from the data source. Query tables could be saved in files the default extension of which is *.DSQ

Radio button

A round or diamond shaped button in a dialog box that turns an option on or off. When two or more options are available only one can be selected.

Request DDE function

A DDE function that requests DDE server application to provide required data to a client application that issues this function.

Record

A set of fields that forms complete data set types for a data table. Each field has a different meaning. A record is identical to a data row that consists of data cells (fields).

Row

The row is a horizontal set of cells in a data table. The cells in the row belong to one and the same data record in the data table. The number of the row in the data table is identical to the record number.

Row button

The button on the right of the row of cells displayed in the data table window. Clicking on the row button lets you easily select the whole row of cells. Clicking again on the row button deselects the row.

Saturation

In the HSB color model a component that determines the purity or intensity of a color. See also Hue and Brightness.

Scroll

To shift the view in a data table window to see portions of data outside the current viewing area. CorelQUERY provides scroll bars along the edges of a data table window.

Select

To choose a range of cells in the data table window with mouse or keyboard. The cells composing the selection are highlighted.

Select All button

The button on the top left corner of the data table window. Repetitive pressing of the button toggles on and off the selection of the whole data table.

Sound object

A set of data composing a file in the sound format. Its contents can be output to a speaker with the help of special sound driver. A sound object can be contained in a data field of a record. For example, binary large object (BLOB) in the Paradox database files may be a sound object.

SQL

Structured Query Language - a standard language used to access and process databases. SQL provides a set of statements with a predefined syntax used to retrieve and manipulate data. Some databases support SQL by themselves (like SQL SERVER). To use SQL with other databases you should connect them to the ODBC interface.

SQL query

A SQL statement used to request data from a database. With an SQL query you can't change data in the data table (update or append records, for example). `SELECT * FROM` is an example of an SQL query.

Status bar

The bar in the bottom of CorelQUERY window that displays helpful information about current state of the program.

System topic

One of the topics to establish DDE conversation with CorelQUERY. The system topic allows to link to CorelQUERY and have access to multiple data tables through single DDE channel. The data tables are specified as the second parameter of the INITIATE DDE function. Also the System topic provides system services such as help information on the DDE execute commands available with CorelQUERY.

Terminate DDE function

The function issued by a client application to end a DDE conversation with a server application.

Title bar

The bar across the top of a Windows application that contains control menu box, minimize and maximize boxes and the name of application and optionally the name of a file it is working with. CorelQUERY data table windows also have the Title bar as well as most dialog boxes.

Toggle

To alternately turn a program function on and off. For example, the Grid command from the Format menu in CorelQUERY toggles the display of the data table grid on and off.

Toolbox

The bar that contains various buttons with icons on their top duplicating the most commonly used menu commands. Originally the Toolbox appears on the top of CorelQUERY window, but you can detach it and move across the screen wherever you like or attach it to other edges of the window. You can also resize the Toolbox by dragging its edges.

Topic

The QUERY of services provided with the DDE server application that you want to exchange information with. With CorelQUERY two topics are available: system topic and custom topic.

Transaction

The single act of exchanging data in a DDE conversation.

Typeface

Characters of a single design such as Times New Roman or Arial. Most typefaces are available in different styles like regular, bold, italic and bold italic.

Window

A rectangular area of the screen in which applications or application documents are displayed. Every application window has a Title bar and menu bar across its top and one or two scroll bars along the side and/or bottom.

XBase data files

Data files that pertain to one of the following Databases: DBase III, DBase IV, FoxPro.



Get started with CorelQUERY

Overview

Querying databases

Main features

Managing data queries

ODBC-based connection

SQL support

Data manipulation

Data transfer and links

Clipboard support

DDE support

OLE support

Overview

CorelQUERY is a database viewer, that provides a quick and easy way to gather database information and build query tables. CorelQUERY can view files from database application files which use Microsoft's Open Database Connectivity, such as dBASE, Paradox, FoxPro and SQL Server. Once you open a data table you can browse through it viewing its structure and contents, sort data in different ways, copy all or a portion of data into your document and establish links to it. Another advantage of CorelQUERY is that you need not own a database program to view files--all you require is a database file from a third party.

CorelQUERY is designed for viewing specific database files; it can only read data and will not modify or corrupt the data file contents. Each data processing operation that deals with data manipulation concerns only temporary data structures and user-constructed query tables destined for current and future use.

Using CorelQUERY, you can query and analyse database files directly from Corel VENTURA and CorelCHART. Another advantage of CorelQUERY is that you need not own a database program to view files--all you require is CorelQUERY and a database file from a third party.

If CorelQUERY is installed on your system, you are ready to make your first database query. To install CorelQUERY, run Corel Setup from the Windows Program Manager (e.g., File, Run b:\setup). Consult the CorelDRAW *Installation Guide* for further details.

See also:

- [Making new data queries](#)
- [Opening data queries](#)
- [Adding Data Sources](#)

Close Print Basics Close All

Clipboard support

Copying selected data from a query table and pasting them into a client application.

DDE support

CorelQUERY supports Dynamic Data Exchange (DDE). You can use DDE to set up links between spreadsheet applications and data tables accessed through CorelQUERY.

You can create dynamic links between any application that supports DDE and CorelQUERY. When the linkage is established the data appears in the application just as if it had simply been copied and pasted. If the source information changes, the data in the application is updated automatically.

Notes: CorelQUERY does not create a dynamic link with the source application unless you actually open the server database program and choose Paste Link. If the data in the server file has been updated, use CorelQUERY to repeat the query.

DDE links guarantee that you will be presenting updated information in the application. CorelQUERY is a DDE server. It provides allows you to execute many commands issued from within a client application through a DDE channel. These commands duplicate CorelQUERY's main menu commands.

Close Print Basics Close All

OLE support

CorelQUERY supports the Microsoft Object Linking and Embedding (OLE) mechanism. CorelQUERY provides links to different data sources into an application that is used to incorporate these data. CorelQUERY acts as an OLE server only, and an application should also support OLE to be an OLE client.

Both OLE 1.0 and 2.0 are supported by CorelQUERY. Embedding is not included with CorelQUERY; you can only establish links from the destination files in your application to the data sources accessible to CorelQUERY.

Close **Print** **Basics** **Close All**

Managing data queries

CorelQUERY enables you to retrieve data from different data sources which may be various database files, tables etc. The retrieved data are combined into a data table known as data query. The data queries thus formed can be saved separately in the special format files with the .DSQ extension. There may be several new or already made data queries opened at a time, each appearing in the separate window.



SQL support

Once connected to a Database through ODBC level you can use Structured Query Language statements to make your own queries. To simplify access to a data table you may wish to store the most frequently used SQL queries in separate query files. The saved SQL queries may be consequently loaded to perform desired action.



Data manipulation

CorelQUERY is designed for viewing specific database files; it can only read data and will not modify or corrupt the data file contents. Each data processing operation that deals with data manipulation concerns only temporary data structures and user-constructed query tables destined for current and future use.



ODBC ODBC-based connection

Using the ODBC interface you can access numerous databases and use the powerful capabilities of the Structured Query Language (SQL). You don't even need to know the nature of the particular database, with the ODBC interface it may be quite transparent to you. Once you have entered the ODBC-based connection you can switch through all available databases that support ODBC. You need only to install the proper database drivers prior to connection.



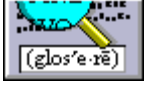
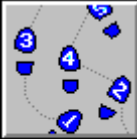



To connect to existing databases using the ODBC interface:

- Choose ODBC Data Sources.



CorelQUERY Help Contents

CorelQUERY Help is divided into the seven categories listed below. To select a category, click its icon.

 Screen	 Menus	 Glossary	
 How to...	 Shortcuts	 Glossary	 Support



Data Source dialog box

Chooses the data source type and the way to connect to it:

Dialog Box Options

Source Type:



ODBC Data Sources:

specifies connection to the data sources through the ODBC interface.

Related Topics

New command

Adding Data Sources



Open Data Query dialog box

Opens an existing data query file and displays it in its own data query window. You can have more than one data query file open at a time.

Dialog Box Options

File Name	Edit box displays the default file *.DSQ until you type in the name of the file you want to open, or select the file name you want from the list box. List box contains the list of the files in the current directory with the default extension.
Drives	Contains the list of all the available disk drives.
Directories	Contains the list of all the available directories.
Source	Contains the list of all the available database file formats.
ANSI to OEM	Switch this option ON if the file you want to open has the OEM (DOS) standard.

Related Topics

[Open command](#)

[Opening data queries](#)



Save Data Query dialog box

Saves new data query table displayed in the data query window to the specified file.

Dialog Box Options

File Name	Edit box displays the default file *.DSQ until you type in the name of the file you want to open, or select the file name you want from the list box. List box contains the list of files in the current directory with the default extension.
Drives	Contains the list of all the available disk drives.
Directories	Contains the list of all the available directories.
Source	Contains the list of all the available data query file formats.
ANSI to OEM	Switch this option ON if the file you want to open has the ANSI standard.

Related Topics

[Save as command](#)



Selection dialog box

Allows multiple data selection from a keyboard.

Dialog Box Options

Field/Record: Specifies the field name or the record number for the columns/rows to be selected (deselected) in the currently open data table. Make sure that the field name you type in matches the case of the corresponding column name of the data table.

Selection:

Field if turned on enables entering a field name.

Record if turned on enables entering a record number.

Mode:

Select if turned on specifies the single selection mode. The previous selection will be discarded.

Add if turned on specifies the multiple selection mode. New data field/record or a portion of it will be added to the previous selection.

Related Topics

[Selection command](#)

[Selecting data](#)



Format Font dialog box

Changes the font face, size, style and color of the data table cells.

Dialog Box Options

Font	Lists available fonts installed in your system. Select the name of the font you want to be displayed in the data table.
Size	Lists all the available sizes (in points) for the font selected in the Font list box. Select the size for the font you want to display your text with. If the proper size is not listed type the appropriate size into the text box.
Font Style	Lists the available font styles: Bold, Italic, Bold Italic, Regular. Choose the desired from the list box.
Strikeout	If checked on enables the strikeout effect.
Underline	If checked on enables underlining of the text.
Foreground	Controls the text color. Invokes the dialog box that helps you choose or customize data table colors.
Background	Controls the color of the data table background. Invokes the dialog box that helps you choose or customize data table colors.
Sample	Shows the example of text with the options you set.



Go To dialog box

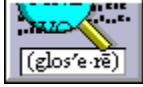
Use the Go To command from the Data menu to locate the specific record in the current data query table.

Dialog Box Options

Record: Specifies the number of the record to move to.

Related Topics

[Go To command](#)



Load SQL Query dialog box

Opens an existing SQL query file and displays it in SQL query window.

Dialog Box Options

File Name	Edit box displays the default file *.SQL until you type in the name of the file you want to open, or select the file name you want from the list box. The list box contains the list of the files in the current directory with the default extension.
Drives	Contains the list of all the available disk drives.
Directories	Contains the list of all the available directories on the currently selected drive.
Source	Contains the list of available query file formats.
ANSI to OEM	Switch this option ON if the file you want to open has the OEM(DOS) standard.

Related Topics

[Creating and Using SQL statements](#)



Save SQL Query dialog box

Saves the SQL query statement displayed in SQL query window to the specified file.

Dialog Box Options

File Name	Edit box displays the default file *.SQL until you type in the name of the file you want to save or select the file name you want from the list box. The list box contains the list of the files in the current directory with the default extension.
Drives	Contains the list of all the available disk drives.
Directories	Contains the list of all the available directories.
Source	Contains the list of available query file formats.
ANSI to OEM	Switch this option ON if you want to save file for the further use from DOS applications (i.e., using OEM character table).

Related Topics

[Creating and Using SQL statements](#)

Close Print How to... Close All



Build SQL Query (ODBC) dialog box

Initial dialog box used to gain access to one of the data tables available in the data source chosen to be connected to through the ODBC interface.

Dialog Box Options

SQL Query

Specifies SQL query statement used to process and display a data table.

Build

Builds a new SQL according to the data specified in Select, Order by, and Criteria sections.

Load

Invokes Load SQL Query dialog box to choose a file containing the desired SQL query.

Save

Invokes Save SQL Query dialog box to choose a file to store the newly constructed SQL query to.

Note: The SQL Query text box initially displays the default SQL query (SELECT * FROM <dataitem>). If you wish to display the whole data item use the default SQL query. Choose the proper data item by clicking on it or selecting it with the keyboard arrow keys from the List box. The name will be reflected in the default SQL statement. If you don't need the default SQL statement type your own SQL query into the SQL Query text box. Press OK to activate the SQL query.

Related Topics








New command

Picture Viewer window

The Picture Viewer window is designed to let user view pictures stored in the Paradox databases. To open the window position the data table cursor on the cell marked PICTURE and choose the View command from the Data menu or press the tool bar button.

Picture Viewer tool bar:

The Picture Viewer window has its own tool bar which allows you to change the appearance of the picture and to select a picture from the database.

	Home button	Displays the first picture in the selected database field
	Previous button	Displays the previous picture in the selected database field
	Next button	Displays the next picture in the selected database field
	End button	Displays the last picture in the selected database field
	Stretch mode button	When pressed the picture is displayed stretched or shrunk to the Picture Viewer window size. When the button is not pressed window size does not affect the size of the displayed picture.
	Native size button	Restores the actual size of the picture in the window
	Copy button	Copies the picture onto the Windows Clipboard

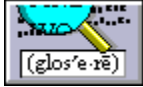
Picture Viewer Control menu:

Stretch to Window	When the mode is switched on (the check mark is displayed to the left of the menu command) the picture is displayed stretched or shrunk to the Picture Viewer window size. When the mode is switched off window size does not affect the size of the displayed picture.
Native size	Restores the actual size of the picture in the window
Copy	Copies the picture onto the Windows Clipboard

Note: You can have only one Picture Viewer window open at a time.

Related Topics

View command



Query Builder dialog box

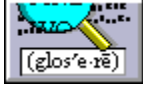
The dialog box allows you to create or modify SQL query for the data table. The dialog box contains the following sections(pages):

<u>Select</u>	Allows to select data tables and data table fields for an SQL query
<u>Criteria</u>	Allows to add a criteria to an SQL statement.
<u>Order By</u>	Allows to specify the order of sorting.
<u>SQL</u>	Allows to build, edit, load, or save SQL query.

Note: The OK button is grayed until a query is specified.

Related Topics

New command



Select tab (Query Builder dialog box)

 [Dialog box](#)

This section allows you to select data tables and fields to include into your SQL query.

Dialog Box Options

Tables

Shows the list of available tables for the selected data source. Double click the table name in the list box to select or deselect the table. The selected tables are marked with check marks.

Columns

Show the complete list of the fields in the selected tables. Double click the field name to select the field.

Heading

Shows how the selected field will be titled in the table window. You can type in the new name or leave the name from the database.

Table Type

Switch the options for the table types you want to view in the **Tables** list box.

Related Topics

[Selecting Tables and Fields](#)



Order by tab (Query Builder dialog box)

Dialog box

Use the Order by page of the dialog box to specify the order of sorting data for the table you are creating.

Dialog Box Options

Columns

Lists all the fields in the selected tables. The red arrow to the left of the field name in the list box indicates the order of sorting defined for that field. To define an order of sorting select a field and then click the corresponding

Order

Defines the order of sorting for the selecting field.

Related Topics

[Sorting data](#)



SQL tag (Query Builder dialog box)

 Dialog box

Initial dialog box used to gain access to one of the data tables available in the data source chosen to be connected to through the ODBC interface.

Dialog Box Options

SQL Query

Specifies SQL query statement used to process and display a data table.

Build

Builds a new SQL according to the data specified in Select, Order by, and Criteria sections.

Load

Invokes Load SQL Query dialog box to choose a file containing the desired SQL query.

Save

Invokes Save SQL Query dialog box to choose a file to store the newly constructed SQL query to.

Related Topics

New command



Column Width dialog box

The dialog box allows you to specify column width for the data table column.

Type in the column width (in characters) in the text box and click OK.



Criteria tag (Query Builder dialog box)

Dialog box

This section of Query Builder dialog box allows to set a criteria for an SQL query you are creating.

Dialog Box Options

Field Name

Lists all the fields in the selected data tables. Select a field you want to add criteria for.

Operator

Lists all the available criteria operators.

Value

Specifies the value for the criteria. Type in the value you want to match the field to or click the List Values button and then select a value from the list of all the available field values.

And/Or

List Values

Lists all the possible values for the field selected in the Field Name combo box.

Add

Adds a criteria you just constructed to the criteria list.

Remove

Removes the selected criteria from the criteria list.

Related Topics

[Defining Selection Criteria](#)



How to...

[Get started with CorelQUERY](#)

[Query databases](#)

[Add Data Sources](#)

[Connect to a database](#)

[Select and sort data](#)

[Use SQL statements](#)

[Save your data query](#)

[Transfer data from CorelQUERY](#)

Select and sort data

Overview

[Selecting data with the mouse](#)

[Selecting data with the keyboard](#)

[Selecting data tables and fields](#)

[Using the Select command](#)

[Using the Selection dialog box](#)

[Defining selection criteria](#)

[Changing sorting order](#)

[Defining sorting order](#)

[Using the Query Builder dialog box](#)

Transfer data from CorelQUERY

[Transferring data using the clipboard](#)

[Setting up a DDE link](#)

[Dragging data from CorelQUERY](#)

[Updating links](#)

[Changing links](#)

[Canceling links](#)

Use SQL statements

[Overview: SQL support](#)

[Saving SQL statements](#)

[Loading SQL statements](#)

[Selecting data tables and fields](#)

[Defining selection criteria](#)

[Changing sorting order](#)

[Defining sorting order](#)

[Build SQL Query \(ODBC\) dialog box](#)

Save your data query

[Save a data query](#)

[Save a data query under a new name](#)



To save a data query:

1. Choose the Save command from the File menu. If you are saving a newly created file, the Save Data Query dialog box appears.
2. Type in the new query file name in the **File Name** edit box. You may need to change the drive and directory, use the **Drives** and **Directories** fields for this purpose.
3. Click OK or press <Enter> to save current data query in a file.



To save a data query under a new name:

1. Choose the Save As command from the File menu. The Save Data Query dialog box appears.
2. Type in the new query file name in the **File Name** edit box. You may need to change the drive and directory, use the **Drives** and **Directories** fields for this purpose.
3. Click OK or press <Enter> to save current data query in a file.

Connecting to a database using ODBC

Using the ODBC interface you can access to as many databases as it provides. You don't even need to know the nature of the particular database, with the ODBC interface it may be quite transparent to you. Once you have established the ODBC based connection you can switch through all available databases that support ODBC. You need only to install the proper database drivers prior to connection. Consult your ODBC administrator for the installation procedure details.

To establish connection to a data source through ODBC:

1. Choose the New command from the File menu or click the New button on the Toolbox.
2. In the Data Source dialog box that appears choose the ODBC Data Sources item and double click on it or press the OK button. The item will expand to show the data sources available at the moment. Select the appropriate data source and double click on it or press OK.
3. Build an SQL query in the Query Builder dialog box.

The necessary data table will show up in the new data query window.

See also Using SQL statements

Overview: Selecting and sorting data

You can select a single table cell, a column, a row or an arbitrary combination of the above items. The data are selected and automatically adjusted to form a regular data structure, that is to say, the fields selected from one record have their counterparts selected from the other selected records. In other words, the number and types of the fields selected from different records are always the same no matter how much fields and of what types you have selected from each of the records (the corresponding non selected fields from other records that have some fields already marked, are selected automatically). This allows the user to make multiple record selections of identical contents (size and types of fields), so it would be possible to copy them to the corresponding rectangular portion of cells in your application (for example, a spreadsheet table).

Note: The cell in your application table marked as current, becomes the top left corner cell of a rectangle for the rectangular selection imported from CorelQUERY.

Selecting data with the keyboard

1. Use the arrow keys to move the cell cursor to the desired cell. The selected cell becomes highlighted.
2. Hold down the Shift key while moving the cursor with arrow keys to make a selection.

Note: Moving this way across the selected rows or columns deselects them.

Adding data to the selection

To add some more data to your selection hold down the Ctrl key, then hold down the Shift key and move the cursor to make successive selection. The corresponding data columns and rows will be added to the previous selection to form a regular structure of fixed size records.

Note: If you press the Shift key on one of the selected cells while holding down the Ctrl key the entire column and row intersecting on the cell will be deselected.



Using the Selection dialog box

Using the Selection dialog box to select data

You can as well make appropriate column or row selection using the Selection dialog box which is invoked choosing the Selection command from the Edit menu.

1. To select a row press the Record radio button in the Selection group and type the record (row) number into the Record text box.
2. To select a column press the Field radio button and type the field (column) name into the same text box which this time changes its name to Field.

Note: The field name is case sensitive. Make sure the Field name matches the case of the column name in the data query window.

If you wish to start a new selection press the Select radio button from the Mode group. Otherwise press the Add radio button to enhance your previous selection. Press OK to make current selection. To deselect cells from a column or row use the same dialog box indicating the required field or record name in the text box.

See also Selecting data with the mouse



Selecting data with the mouse

To make data selection using a mouse move the mouse cursor into the desired data query window. The cursor takes the shape of a hand with a small rectangle under the index finger. Position the rectangle on the desired cell and click the mouse left button. The cell becomes highlighted and the corresponding row and column buttons are pressed automatically.

To select a range of cells position the cursor on the top left cell of a rectangle to be selected, hold down the left button of the mouse and drag the cursor to the bottom right cell of your selection, then depress the button. As you drag the cursor the cells are being highlighted to form the selection rectangle. You may as well select continuous portion of columns or rows dragging the mouse cursor across the column or row buttons. If you drag the cursor backwards the corresponding columns or rows will be successively deselected.

Click the Select (Deselect) All button to apply the action to the whole data table.

Adding data to the selection

Hold down the Ctrl key while dragging the cursor to make successive selection. The corresponding data columns and rows will be added to the previous selection to form a regular structure of fixed size records. If you click on one of the selected cells holding down the Ctrl key the entire column and row intersecting on the cell will be deselected. You may select or deselect entire columns or rows leaving the rest of the selection intact. To do this hold down the Ctrl key and click on the desired column or row button.

Note: Any time you wish to modify your selection hold down the Ctrl key first.

See also [Selecting data with the keyboard](#)

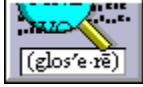


Changing sorting order

You may change the way your data table is sorted by changing an SQL query in the Query Builder dialog box.

To change the order of sorting in the data table:

1. Choose the SQL command from the Data menu. The Query Builder dialog box appears.
2. To change the order of sorting you can either change your SQL query by hand in the SQL Query edit box, or create a new SQL query.



Defining sorting order

To define sorting order in an SQL query:

1. Select the Order by section of the dialog box. The **Columns** list box shows you the complete list of fields in the selected tables.
2. Select the field you want to sort your table by.
3. In the **Order by** group select an order of sorting for the selected field. The field icons in the left part of the Columns list box shows you the selected order of sorting.

Overview: SQL support

SQL support provides an interface to database information. When you use the ODBC support, you are given the possibility to work with your database using SQL statements. These are reduced only to the queries, you can't use data definition or manipulation statements which are also part of the SQL syntax but are intended to modify the contents of a database which is prohibited by CorelQUERY. The SQL is supported by the ODBC interface. You can create or change SQL query in the Query Builder dialog box which appears automatically after establishing connection to the data source and is available during the whole CorelQUERY session through the SQL command from the Data menu.



Saving SQL statements

1. Click on the Save button, the Save SQL Query dialog box appears.
2. Choose the desired drive, directory and file name and press the OK button. The SQL query will be saved into a file the default extension of which is .SQL.



Loading SQL statements

1. Press or click the Load button and choose the appropriate SQL file name, directory and drive in the Load SQL Query dialog box.
2. click OK and the contents of the SQL file will be loaded into the SQL Query text box.



Transferring data using the clipboard

The Windows clipboard is a temporary storage area used to transfer text and graphics between Windows applications.

To copy data from CorelQUERY to another application using the Clipboard:

1. Select the data area you want to copy.
2. Choose Copy from the Edit menu.
3. Open other application into which you want the data to be copied.
4. Choose Paste from the Edit menu.

See also [Copy command](#)

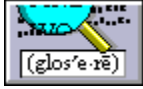


Setting up a DDE link

To set up a DDE link from a Windows application that supports this type of linking:

1. Open the appropriate data query table.
2. Select the area of cells in the data query table you'd like to link to.
3. Choose Copy command from the Edit menu.
4. Switch to the client application.
5. Place the cursor at the place in the destination file of the client application where you want the linked data to begin.
6. Choose Paste Link command from the Edit menu.

Note: After setting up dynamic link between client and CorelQUERY and saving the worksheet or document, each time you open the file the link to CorelQUERY is reestablished and the most current information is copied into the file.



Dragging data from CorelQUERY

To copy data from CorelQUERY using drag and drop option the OLE client application must support object linking and embedding (OLE 2.0).

Note: Dragging data between applications is different from using the Copy command on the Edit menu because the data you copy is not placed on the Clipboard. Once you've dragged data to another application, you can't use the Paste command to paste another copy of the data.

To copy data from CorelQUERY into another application:

1. Arrange CorelQUERY and the target application so that the data query window with data to be linked and the destination file window are both visible.
2. In CorelQUERY select the data you want to link.
3. Position the mouse cursor on one of the edges of the selection until the cursor takes the shape of a hand with an arrow under the index finger.
4. Hold down the Ctrl key and then hold down the left button of the mouse. Drag the cursor holding down the Ctrl key to the desired application window.

Note: The mouse cursor takes the shape of a crossed circle while being dragged to the target application indicating screen areas where data insertion is prohibited.

5. Position the mouse cursor on the destination file window in the place you want to insert the selected data to. Release mouse button and Ctrl key. As you drag the cursor over the destination file window the cursor takes the shape of a document indicating the region where the data insertion is permitted. The CorelQUERY icon appears in your destination file marking the link to the data query you have created.

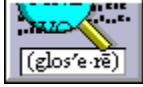
Note: If you drag the selected data without holding the Ctrl key the data will still be copied but the link will not be established.

Double clicking on the CorelQUERY icon in the target application results in starting CorelQUERY (if not yet started) and displaying the data query window with the source data selection linked to your application. The data table window becomes active.



Updating links

Updating links to the source data is performed by an OLE client application. Since CorelQUERY functions only as an OLE server your application is in charge of updating links. Thus the method of updating links depends on the application you are currently using to add source data to a destination file. Refer to the documentation on OLE processing supplied with your application.



Changing links

Once a link to a portion of data source is created you may wish to change the currently created link to point to a different selection of data.

To change a link to a data selection:

1. Start your application and open the destination file that contains link to the desired data source.
2. Double-click on the CoreIQUERY icon that marks the link. The CoreIQUERY data query window appears displaying data selection associated with the link.
3. In the CoreIQUERY data query window modify the current data selection or make a new one.
4. Choose Close command from the File menu or double click on the system menu button of the data query window to close it. The link to the new data selection will be established.



Canceling links

If an OLE client application permits, you can cancel specific link in the destination file so that the information is no longer updated and remains intact since the last update before the link is canceled.

You may as well close the link by selecting the corresponding CorelQUERY icon and performing the Delete command from the Edit menu in the client application. In this case the link will be canceled and the source data disappear from the destination file.



Defining selection criteria

SQL criteria allows you to include into your data query table only those records which meet the specified conditions.

To define SQL criteria:

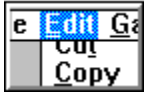
1. Choose the SQL command from the Data menu. The Query Builder dialog box appears.
2. Select the Criteria section of the dialog box.
3. From the **Field Name** combo box select the field for which you want to specify a criteria.
4. Select the criteria operator.
5. In the **Value** box type the value you want to be used in the criteria. Alternatively you may first click the **List Values** button and then choose the value from the combo-box.
6. Select **And** option if you want both the existing criteria and the new one to be true. Select **Or** option if you want either the existing criteria or the new one to be true.
7. Click Add button to add the new criteria to the criteria list. You may delete the existing criteria from the criteria list by selecting a criteria and pressing **Remove** button.



Selecting data tables and fields

To select tables and fields:

1. Choose the SQL command from the Data menu. The Query Builder dialog box appears.
2. Select the Select section of the dialog box.
3. In the **Type** group box select the data types you want to view. The **Tables** list box contains the list of the available data tables. Select the tables you want to use in your SQL query. To select or deselect a table double click on the table name in the listbox or position a cursor on the table name and press a spacebar. The selected tables are marked with a check mark on the table icon.
4. From the **Columns** list box select the fields you want to view in the data query window. You may also define a column heading for the selected field by changing the default name in the **Heading** box.



Menu Commands

Click the various menu areas of the graphic below for information about CoreIQUERY's menus.



File

<u>N</u> ew...	Ctrl+N
<u>O</u> pen...	Ctrl+O
<u>S</u> ave	
Save <u>A</u> s...	
<u>C</u> lose	
<u>E</u> xit	Alt+F4
1 C:\TEST.DSQ	
2 B:\TEST.DSQ	
3 D:\EXCEL\ALL.DSQ	
4 D:\PROG\DBSCOPE\DBASE.DSQ	

Quick List

The Quick List records in order the last four files you have opened. To open a file using the quick list, choose it from the menu, either by number on the keyboard or with the mouse.

Edit

Copy Ctl+C

Selection...

Column Width...

Data

<u>G</u> oto...	
SQL <u>Q</u> uery...	Ctrl+Q
<u>V</u> iew...	Ctrl+P

Format

- Grid Ctl+G
- Font...

Window

<u>T</u> ile	Shift+F4
<u>C</u> ascade	Shift+F5
Arrange Icons	
Close <u>A</u> ll	

√ 1 C:\TEST.DSQ

Tile Command

Automatically and neatly arranges open data query windows on screen

Cascade

Arranges open windows diagonally, leaving title bars visible.

Arrange

Arranges icons for all minimized windows.

Close All

Closes all data query windows

Window Menu Quick List

If two or more data query windows are open, you may select them by number or by clicking their menu item from the Window Menu Quick List.

Help

Contents F1

Search for Help On... Ctrl-F1

About...

Contents

Displays Help contents

Search

Opens the Help Search text box. Key in words or parts of words on various subjects. They will appear in the Search Go To box. Double clicking the subject opens a Help topic for that area.

About

Opens the About CorelQUERY box, citing the application version number, copyright, user name and serial number and available disk space.

—	
<u>R</u> estore	
<u>M</u> ove	
<u>S</u> ize	
<u>M</u> inimize	
<u>M</u> aximize	
<u>C</u> lose	Alt+F4
<u>S</u> witch To...	Ctrl+Esc
<u>R</u> un...	

Restore

Restores the active data query window or CoreIQUERY window to its former size and location.

Move

Displays a four-headed arrow you can use to reposition the active data query window, CorelQUERY window, or an open dialog box.

Size

Displays a four-headed arrow you can use to change the size of the active data query window or CorelQUERY window.

Minimize

Shrinks the active data query window or CoreIQUERY window to an icon.

Maximize

Enlarges the active data query window or CoreIQUERY window to fill the available space.

Close

Closes the active data query window or an open dialog box. Quits CorelQUERY.

Switch To... (CorelQUERY Control Menu only)

Lists all currently open applications and activates the one you select.

Run... (CorelQUERY Control Menu only)

Opens the application you select.

Next (Data table window Control menu only)

Switches to the next CorelQUERY data query window.

New command (File menu)

The command allows you to connect to a data source and to create a new data query. You can connect to a Data Base table through the Microsoft Open Data Base Connectivity (ODBC) interface in which case you should install ODBC package before starting CorelQUERY. When you select a data source and specify a query CorelQUERY adds a new window to your desktop so you can have several data query windows open at a time.

To connect to a data source:

1. Choose the New command from the File menu. The Data Source dialog box appears allowing you to select the type of data source you want to connect to.
2. From the list box select the ODBC data source.
3. Follow the instructions for the subsequent dialog boxes to make a query and create a new data query table.

See also Save As command, and ODBC based connections

New button

Allows you to connect to a data source and to create a new data query.

See [New command](#)

Open command (File menu)

The command allows you to open an existing data query from a file on disk.

To open a data query:

1. Choose the Open command from the File menu or press the tool bar button. The Open Data Query dialog box appears.
2. Select the data query file name from the **File Name** list box or type the name in the edit window. You may need to change the drive and directory, use the **Drives** and **Directories** fields for this purpose.
3. Click OK or press <Enter> to open the selected query file. CorelQUERY will load the query file and display data in the newly opened data query window.

See *also* New command and Save command

Open button

The command allows you to open an existing data query from a file on disk.

See [Open command](#)

Save command (File menu)

Saves changed data query to the file on disk. If you choose the command for the newly created data query CorelQUERY will ask you for the query file name.

See also [New command](#) and [Save As command](#)

Save As command (File menu)

Saves the newly created or changed data query to the file on disk.

To save a data query under a new name:

1. Choose the Save As command from the File menu or press the tool bar button. The Save Data Query dialog box appears.
2. Type in the new query file name in the **File Name** edit box. You may need to change the drive and directory, use the **Drives** and **Directories** fields for this purpose.
3. Click OK or press <Enter> to save current data query in a file.

See also New command and Save command

Close command (File menu)

Closes the active data query (table) window.

If you have several windows open and want to close only one of them, switch to the window you want to close, and then use the Close command from the File menu.

Close button

Closes the active data query (table) window.

If you have several windows open and want to close only one of them, switch to the window you want to close, and then use the Close button or Close command from the File menu.

Exit command (File menu)

Ends your CorelQUERY work session.

If you have opened any data table window, you'll be asked if you really want to exit CorelQUERY.

Copy command (Edit Menu)

Puts a copy of a selection onto the Windows Clipboard. The selection can be a cell, cell range or the whole data query table.

See also [Selection command](#)

Copy button

Puts a copy of a selection onto the Windows Clipboard. The selection can be a cell, cell range or the whole data query table.

See also [Selection command](#)

Selection command (Edit Menu)

Displays the Selection dialog box so you can control which cells are to be selected on the data table window.

These settings affect only the active data query window.

To select or deselect a row or column:

1. Choose the Selection command from the Edit menu.
2. In the Selection group box check **Field** radio button if you want to select a table column, check the **Record** radio button if you want to select a row.
3. In the **Mode** group box check the radio button for the selection mode you need. You have the alternative to select a new area or to add an area to the current selection.
4. In the local edit box type either field name or the record number.

Using this command you can as well deselect the previously selected rows and/or columns.

See also Selecting data

Column Width command (Edit menu)

Sets the column width for the selected column. You specify the column width in characters so the real width of columns depends on a selected font.

To change the column width:

1. Position the data table cursor on a cell of a column you want to change.
2. Choose the Column Width command from the Edit menu. The Column Width dialog box appears.
3. Type in the new column width (in characters) and click the OK button.

Note: You can change the width of only one column at a time.

Grid command (Format menu)

Toggles the displaying of gridlines in the data query window.

Grid button

Toggles the displaying of gridlines in the data query window.

Font command (Format Menu)

This command allows you to change the font format for the whole data query table. When you choose the Font command from the Format menu the Font dialog box appears to let you select the necessary font face, size, style and color. This command also lets you select the background color for the whole table.

To change font face, size, style or color:

1. Choose Font from the Format menu or press the button on the tool bar.
2. From the **Font** combo box select the font face you want.
3. From the **Font Style** combo box select the font style.
4. From the **Size** combo box select the font size(in points).
5. If you want your text to be displayed strikethrough or underlined switch the appropriate check-boxes in the **Effects** group.
6. Use the **Foreground** and **Background** buttons to change the color of data table text and background. These buttons call the **Select Color** dialog box.

Note: The Sample field lets you control the font you select.

Font button

This button allows you to change the font format for the whole data query table. When you choose the Font button or Font command from the Format menu the Font dialog box appears to let you select the necessary font face, size, style and color. This command also lets you select the background color for the whole table.

Go To command (Data Menu)

Displays the Go To dialog box, which allows you to position the record pointer on a specific record in the data query window. This is a shortcut for moving in a very large data range.

To move to the specific record in your data query table:

1. Choose Goto command from the Data menu or press the appropriate button on the tool bar.
2. In the **Record** field enter the record number you want to move to.

Go To button

Displays the Go To dialog box, which allows you to position the record pointer on a specific record in the data query window. This is a shortcut for moving in a very large data range.

View command (Data menu)

The command allows you to view binary objects such as pictures or sounds stored in the Paradox data bases. In the data query window such objects are represented with corresponding names:

PICTURE	Windows bitmap
SOUND	Windows sound file

To view a picture from a data query table:

1. Position the data table cursor on the cell marked PICTURE.
2. Choose View from the Data menu or click the tool bar button. The Picture Viewer window appears showing you the selected picture. You can use the Picture Viewer window tool bar or control menu to change the appearance of the displayed picture or to select the other picture from the data table.
3. To close the Picture Viewer window choose the View command once more or depress the tool bar button.

To play the sound from the data query table:

1. Position the data table cursor on the cell marked SOUND.
2. Choose View command from the Data menu or click the tool bar button. The current data cell sound will begin to play.

Note: Wait until the sound stops playing because at this time the mouse and keyboard inputs are disabled.

SQL command (Data Menu)

The command allows to modify currently active data query table by performing specific SQL query. Changing current SQL query you can change the order of sorting and toggle the displaying of data table fields and records.

To change SQL query:

1. Choose the SQL command from the Data menu. The Query Builder dialog box appears.
2. To change an existing SQL query edit SQL statement by hand in the SQL Query box.
3. To create a new SQL query apply to the Select, Criteria, and Order by pages of the dialog box to specify the new selection, criteria, and order of sorting, and then switch to the SQL page and press Build button.

Notes:

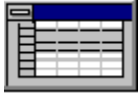
1. If you wish to keep the SQL statements for the further use you may save them in a separate file. Click on the Save button, the Save SQL Query dialog box appears. Choose the desired drive, directory and file name and press the OK button. The SQL query will be saved into a file the default extension of which is .SQL.
2. After you have build SQL query you are not able to edit with the help of Select, Criteria, and Order by sections of the dialog box.

See also Using and creating SQL statements

SQL button

This button allows to modify currently active data query table by performing specific SQL query. Changing current SQL query you can change the order of sorting and toggle the displaying of data table fields and records.

See also [Using and creating SQL statements](#)



CoreIQUERY Screen

Click any part of the screen below for information about what that area does.

The screenshot shows the CoreIQUERY application window. The title bar reads "CoreIQUERY". The menu bar includes "File", "Edit", "Format", "Data", "Window", and "Help". The toolbar contains icons for file operations (New, Open, Save, Print), a grid icon, a function key "F", a data table icon, and "SQL". The main area displays a window titled "New Query2" containing a table with the following data:

*	PNO	ONORDER	PRICE
1	A9155	2	4.21
2	A3858	1	93.2
3	A6064	9	223.8
4	A6162	1	51.58
5	A2330	3	82.67
6	A1953	0	71.15

Below the table is a small icon of a calendar and a pencil, labeled "NewQuery1".

Menu bar

CorelQUERY's Menu bar contains six drop-down menus, along with the Windows-standard maximize, minimize and control menus.

See also [Menus](#)



Data Table Window Control Menu

Data table window Control menu allows you to execute some general operations with the window. Double click on the Control menu icon to close the data table window.

Data table Control menu commands:

Restore	Restores the active data table window or to its former size and location.
Move	Allows to move data table window from a keyboard.
Size	Allows to change size of a document table window from a keyboard.
Minimize	Shrinks the active data table window to an icon.
Maximize	Enlarges the data table window to fill the CorelQUERY workspace.
Close	Closes the data table window.
Next	Switches to the next CorelQUERY data table window.

Data Table Window Minimize Button

Minimizes a data table window to the icon at the bottom of the application window workspace.

Data Table Window Maximize Button

Maximizes a data table window to the size of the screen.

Data Table Window Icon

Double click the icon to restore window to its original size, or click the icon to open the window Control menu.

Data Table Window Title bar

Title bar displays the name of the open document.

Drag the window title bar with a mouse to change the window position.

Status Bar Message Field

The field displays the current state of CorelQUERY.

While moving through the main menu this field gives a short description of the selected command.

NUM Field

Indicates the state of Num Lock key.

CAPS Field - indicates the state of Caps Lock key.

Select/Deselect All Button

Selects/Deselects the whole data table.

Field Button

Displays the name of the data table field.

Click to select/deselect the whole data table column.

Record Button

Displays the number of the data table record.

Click to select/deselect the whole data table row.

Selected Record Button

The pressed record button means that the record contains selected fields. Press the record button to deselect all the record selected fields.

Data Table Selection

An area of data table displayed in inverted colors. When you choose Copy command from the Edit menu the selected area is copying onto Windows Clipboard.

Selected Field Button

The pressed field button means that the field contains selected records. Press the field button to deselect all the selected records.

Active Cell

The data table cell marked with a thick border is an active cell. You can make the cell active using the arrow keys or clicking on it with a mouse. You can select/deselect an active cell pressing SHIFT key or clicking it with a mouse.



Shortcuts

Menu command keys

Dialog box keys

Movement keys

Selection keys

Window keys

Menu command keys

Key(s)	Command
CTRL+N	New (File menu)
CTRL+O	Open (File menu)
CTRL+S	Save (File menu)
CTRL+C	Copy (Edit menu)
CTRL+G	Grid on/off (Format menu)
CTRL+Q	SQL Query (Data menu)
CTRL+V	View object (Data menu)

Dialog box keys

Press	Function
Tab	Moves to next list box, text box, check box, command button or group of option buttons
Shift+Tab	Moves to previous list box, text box, checkbox, command button or group of option buttons
Arrow Keys	Moves and selects within active group of option buttons
Spacebar	Turns on or off active check box or chooses active command button
Letter Keys	Moves to next item beginning with that letter in an active list box
Alt+Underlined letter	Selects item with the underlined letter
Enter	Chooses active command button
Esc	Cancel command and closes dialog box

Movement keys

Movement keys	Function
Right Arrow	Moves the cursor one cell right
Left Arrow	Moves the cursor one cell left
Up Arrow	Moves the cursor one cell up
Down Arrow	Moves the cursor one cell down
CTRL+PgUp	Moves the table one column left
CTRL+PgDn	Moves the table one column right
CTRL+Home	Moves the cursor to the beginning of the row
CTRL+End	Moves the cursor to the end of the row
PgUp	Moves the table one screen up
PgDn	Moves the table one screen down
Home	Moves to the beginning of the table
End	Moves to the end of the table

Selection keys

Selection keys	Function
Shift	Marks the cell
Shift+Right Arrow	Marks the cell to the right if not yet selected, unmarks the cell if selected previously
Shift+Left Arrow	Marks the cell to the left if not yet selected, unmarks the cell if selected previously
Shift+Up Arrow	Marks the cell one row up if not yet selected, unmarks the cell if selected previously
Shift+Down Arrow	Marks the cell one row down if not yet selected, unmarks the cell if selected previously
CTRL+Shift	For a cell marked within selection region, unmarks the intersecting portions of row and column cells; for an unmarked cell, marks the intersecting portions of row and column cells
CTRL+Shift+	(Up/Down)Arrow For a cell marked within selection region, unmarks the currently selected portion of row cells; for an unmarked cell, marks the unselected portion of row cells
CTRL+Shift+	(Left/Right)Arrow For a cell marked within selection region, unmarks the currently selected portion of column cells; for an unmarked cell, marks the unselected portion of column cells

Window keys

Window keys	Function
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
ALT+F4	Closes an application window.
CTRL+F4	Closes a document window.
ALT+Esc	Switches to the next application window or minimized icon, including full-screen programs.
ALT+TAB	Switches to the next application window, restoring applications that are running as icons.
ALT+ENTER	Switches a non-Windows application between running in a window and running full screen.
DIRECTION key	Moves a window when you have chosen Move from the Control menu or changes the size of a window when you have chosen Size from the Control menu.

Querying databases

[Making new data queries](#)

[Opening data queries](#)

[Adding Data Sources](#)

See also:

- [Corel VENTURA Online Help](#)
- [CorelCHART Online Help](#)
- [ODBC Help](#)

Close

Print

How to...

Close All

Making new data queries

1. Choose new from the File menu. The Data Source dialog box appears.
2. Double-click the ODBC folder. A list of available data sources will appear (see *also Adding Data Sources*).
3. Double-click a data source.
A CorelQUERY window and the Query Builder dialog box open.
4. In the Relations list box, double-click the data table(s) you want to use. **Note:** Until you are familiar with making complex queries, we recommend that you select only one table for each query.
5. In the Fields list box, double-click the data fields you want to include in your query.
6. Select Criteria and Order/Group choices as required. For example, if you want to change the sort order from Ascending to Descending, click the Order/Group tab, select the relevant fields, and click Descending.
7. Click the SQL tab and click Build.
CorelQUERY automatically writes your query in Structured Query Language.
8. Click OK. CorelQUERY generates a query table in a small application window.
If you want to save your query file, choose Save Copy As... from the File Menu and give your query table a name.
The .dsq extension is automatically appended.



Adding Data Sources

The Add ODBC Data Source dialog box appears when you click the Add button in CorelQUERY's Data Source dialog box.

To add an ODBC Data Source:

1. Choose a driver name (e.g., dBase Files (*.dbf)) from the Add ODBC Data Source dialog box.
2. Click OK.

When the resulting dialog box appears, key in the required data source information, i.e., name, version, number or location.

Adding Data Sources

The Add ODBC Data Source dialog box appears when you click the Add button in CorelQUERY's Data Source dialog box.

To add an ODBC Data Source:

1. Choose a driver name (e.g., dBase Files (*.dbf)) from the Add ODBC Data Source dialog box.
2. Click OK.

When the resulting dialog box appears, key in the required data source information, i.e., name, version, number or location.



Opening data queries

1. Click Open... from the File menu.
4. Choose any .dsq file from the Open Query dialog box and click OK.
The data will flow into a CorelQUERY window.

Opening data queries

1. Click Open... from the File menu.
4. Choose any .dsq file from the Open Query dialog box and click OK.
The data will flow into a CoreIQUERY window.

System Info dialog box

Use System Info to display information about your system, display, network, printing, Corel EXEs & dlls and system DLLs.

Dialog Box Options

Choose a category Choose a category from the drop-down list box. The categories are: System, Display, network, printing, Corel EXEs and DLLs and system DLLs.

List box Displays the system information for the chosen category.

System: information about your computer. For example, Windows version, DOS version, processor, etcetera.

Display: information about your monitor. For example, driver, driver version, etcetera.

Network: information about the network. For example, drivers, whether a network is installed, etcetera.

Printing: information about installed printers.

Corel EXEs and DLLs: lists all of the Corel EXEs and DLLs.

System DLLs: lists all of the system DLLs.

Save Saves all of the selected category's details to a predefined file.

