

# Fundamentals of Working With the Database



## Description

Manage data in the Database through the Data, Reports, and Dashboard experiences. Learn to accelerate control, visibility, and collaboration in your Controls Management (SOX), Audit Management or Risk Management (ERM/ORM) Solution.



## Learning Objectives

- Describe the process for creating, editing and deleting data records by navigating the Data Experience.
- Detail how to link data from the database to other files types, such as, spreadsheets, documents and presentations outside of the database.
- Compare data in the Reports Experience using report views, creating and editing charts and utilizing user centric reports.
- Recall the design process for using custom Dashboards.
- Describe ways to engage with My Dashboard templates that use tables, charts, and other widgets.



## Program Details

### Instructional delivery methods

QAS Self Study

### Recommend CPE credit and recommended field of study

Earn 1.0 CPE credits in Computer Software

### Prerequisites

No prerequisite knowledge is required for this course.

### Program level

Basic

### Advance Preparation

No advance preparation is required.

### Course registration and attendance requirements

[www.training.workiva.com](http://www.training.workiva.com)

### Refund policy and cancellation policy

This course is free of charge to all learners.

### Complaint resolution

Please contact us at [training@workiva.com](mailto:training@workiva.com)



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