

## Quick Start to Monarch Learning Outcomes

Following are the performance objectives for participants in this training class. After successfully completing this class learners will be able to:

### Report View

- Open a report in Monarch
- Review and Assess a simple source report to recognize its patterns and layout
- Use the 3 basic steps for building a template
- Select a sample and Create a Detail Template
- Create Append, Footer and Header templates
- Set traps and define fields
- Verify field boundaries and make adjustments
- Know the difference between a template and a model
- Apply a variety of traps and combine traps successfully
- Save a model for future use

### Data View

- Sort records within a table
- Adjust column properties
- Move columns of data
- Edit field properties using the Field List
- Hide fields
- Build a simple filter that targets selected records
- Create a simple calculated field
- Export to Excel and/or other formats

### Summary View

- Create a simple summary that tabulates your data
- Obtain totals and subtotals of numeric columns

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Page 1 of 2

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### Chart View

- Display your summary data in chart form
- View multiple charts at once
- Float and dock documents

### Additional Content

Some of the more powerful capabilities of Monarch will be revealed in a slide presentation that demonstrates some astounding data conversions accomplished with Monarch. Note: these examples are displayed only briefly here but are fully covered in our two-day classes.