

# TOAD FOR ORACLE FUNDAMENTAL



# Objectives



# Objectives

- Install and configure TOAD for Oracle
- Work with options and customizations
- Use the core functions of the product including Schema Browser, Editor, Data Grids, Project Manager, Debugger, Search Utilities, Query Builder, Visual Object Editors, Script Manager and Community Sites.
- Manage connections to the Database
- Navigate the Oracle Database
- Create and alter objects

# Objectives

- Manage scripts and database artifacts
- Work with Data Grids
- Use the Editor to build better code faster
- Build queries visually
- Use Toad for data management
- Use Toad reporting
- Use time savings utilities

# Introduction



# Introduction

- Video introducing the business benefits of using Toad for Oracle
- Overview of the Toad Family of products
- Navigating the course

The Oracle logo, consisting of the word "ORACLE" in white, uppercase, sans-serif font, centered within a solid red rectangular background.

# Introduction

The Oracle logo, consisting of the word "ORACLE" in white, uppercase, sans-serif font, centered within a solid red rectangular background.

- Toad for Oracle is the de facto standard for accessing Oracle databases to view data, write queries, generate reports, develop application code, build database objects and manage the performance of Oracle databases.
- There are over 2 million licensed copies of Toad for Oracle in the world and that number increases daily.

# Toad Family of Products





# Lesson 1 - Introduction to Toad Features



# Lesson Objectives

The Oracle logo, consisting of the word "ORACLE" in white, uppercase, sans-serif font, centered within a red rectangular background.

During this lesson we will cover the following objectives:

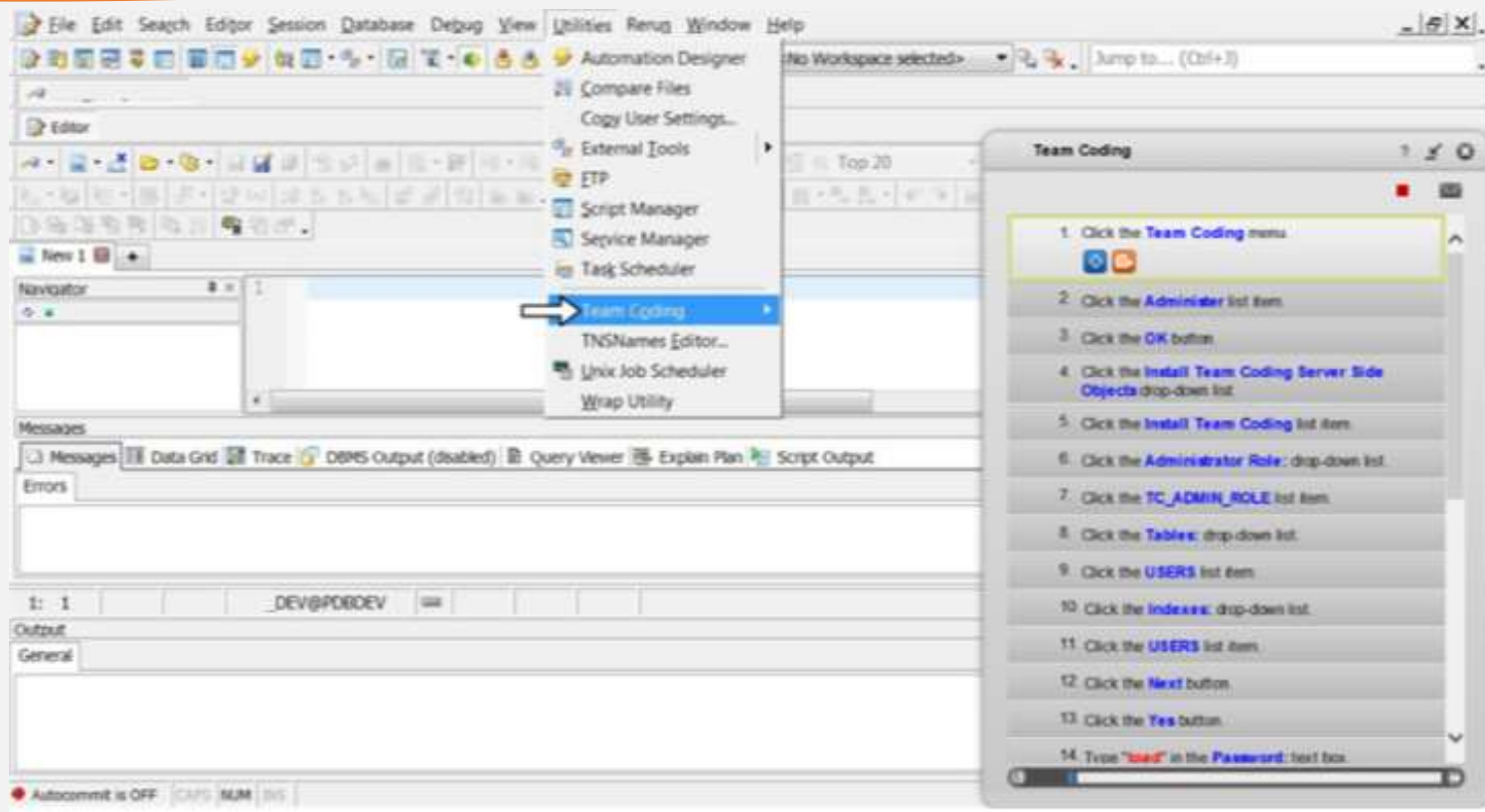
- How to access and use Toad for Oracle
- How to get started with Toad for Oracle
- How to use the essential documentation and help resources including the Toad for Oracle Community

# Navigating Interactive Simulations

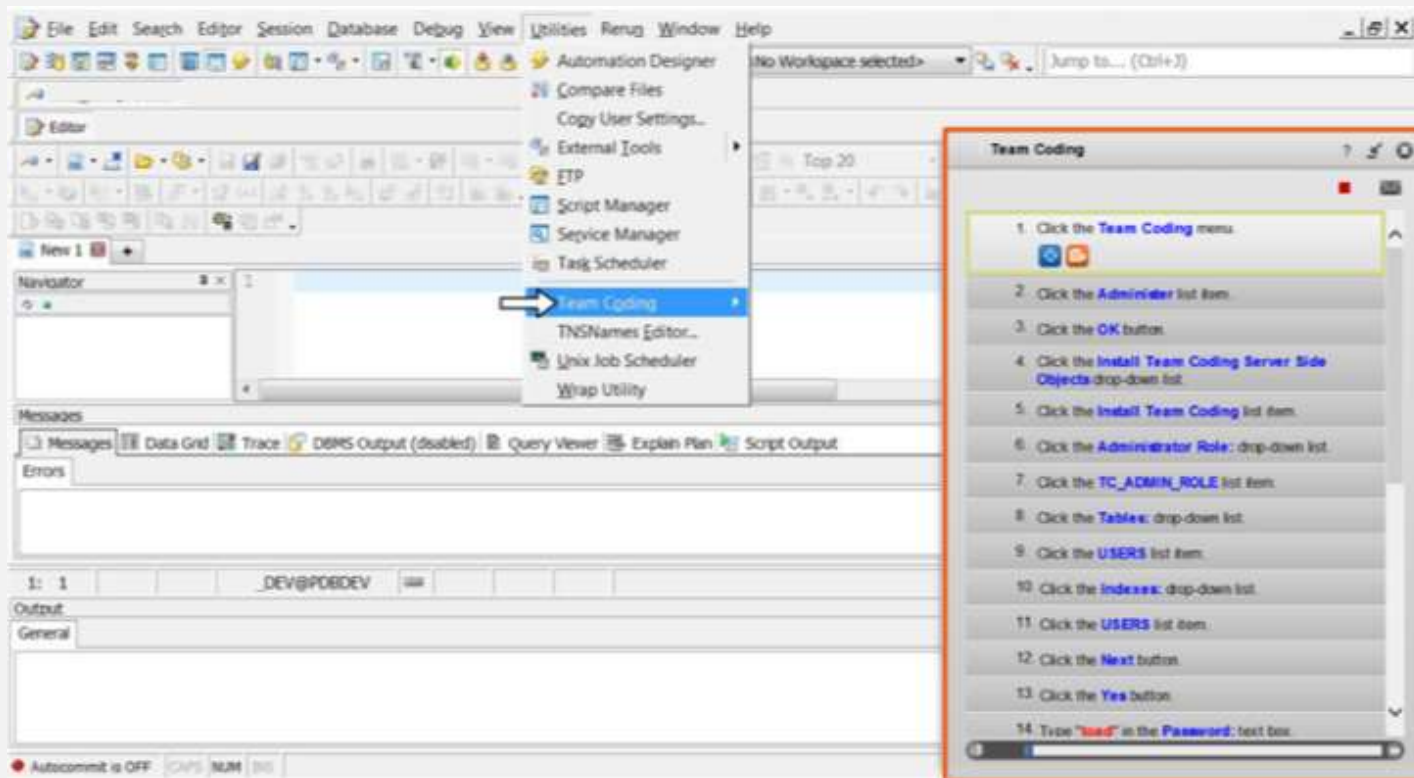
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- The lab contains an interactive simulation where you can practice lesson topics in a simulated environment.
- Each simulation is prefaced with an intro slide, such as this slide, and will start automatically in a new browser window or tab in full screen mode.
- If not, please disable your browser's pop-up blocker and adjust Internet Explorer compatibility if using IE.

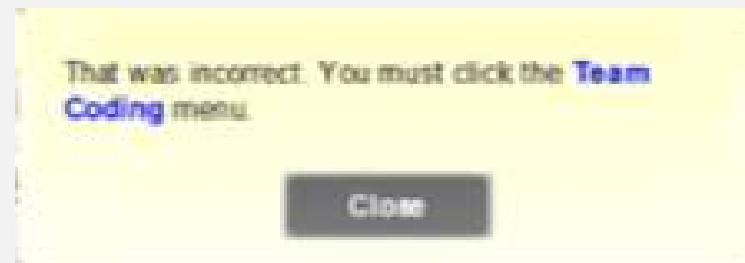
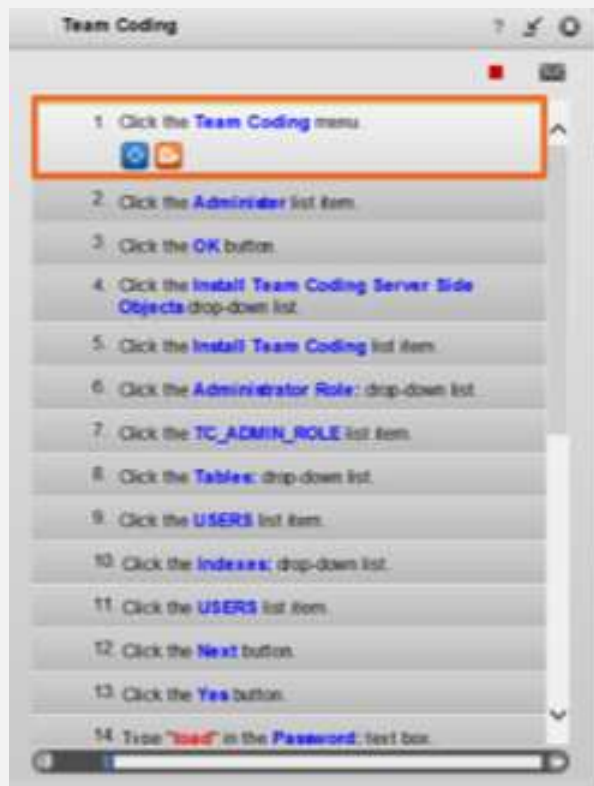
# Navigating Interactive Simulations



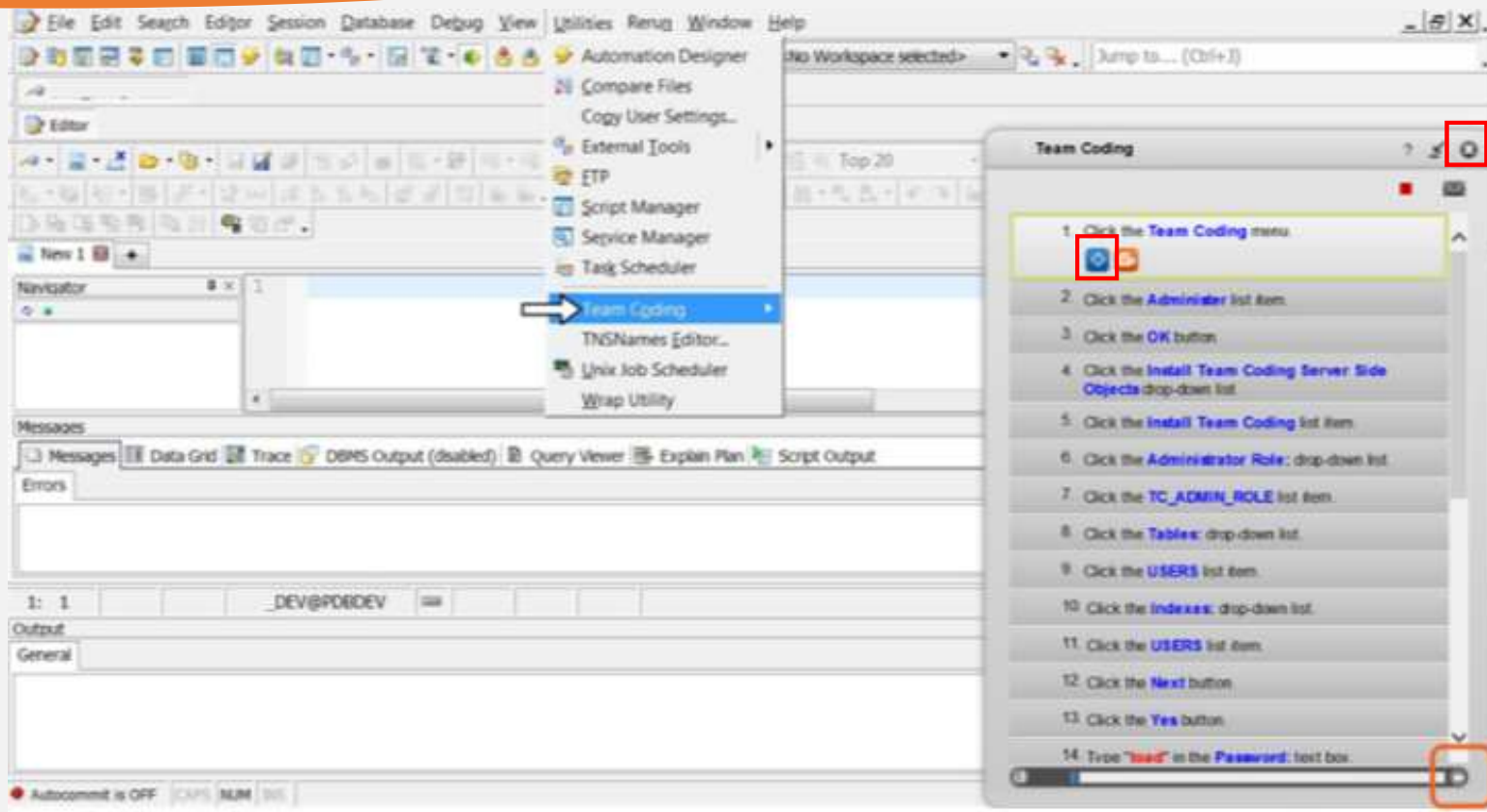
# Navigating Interactive Simulations



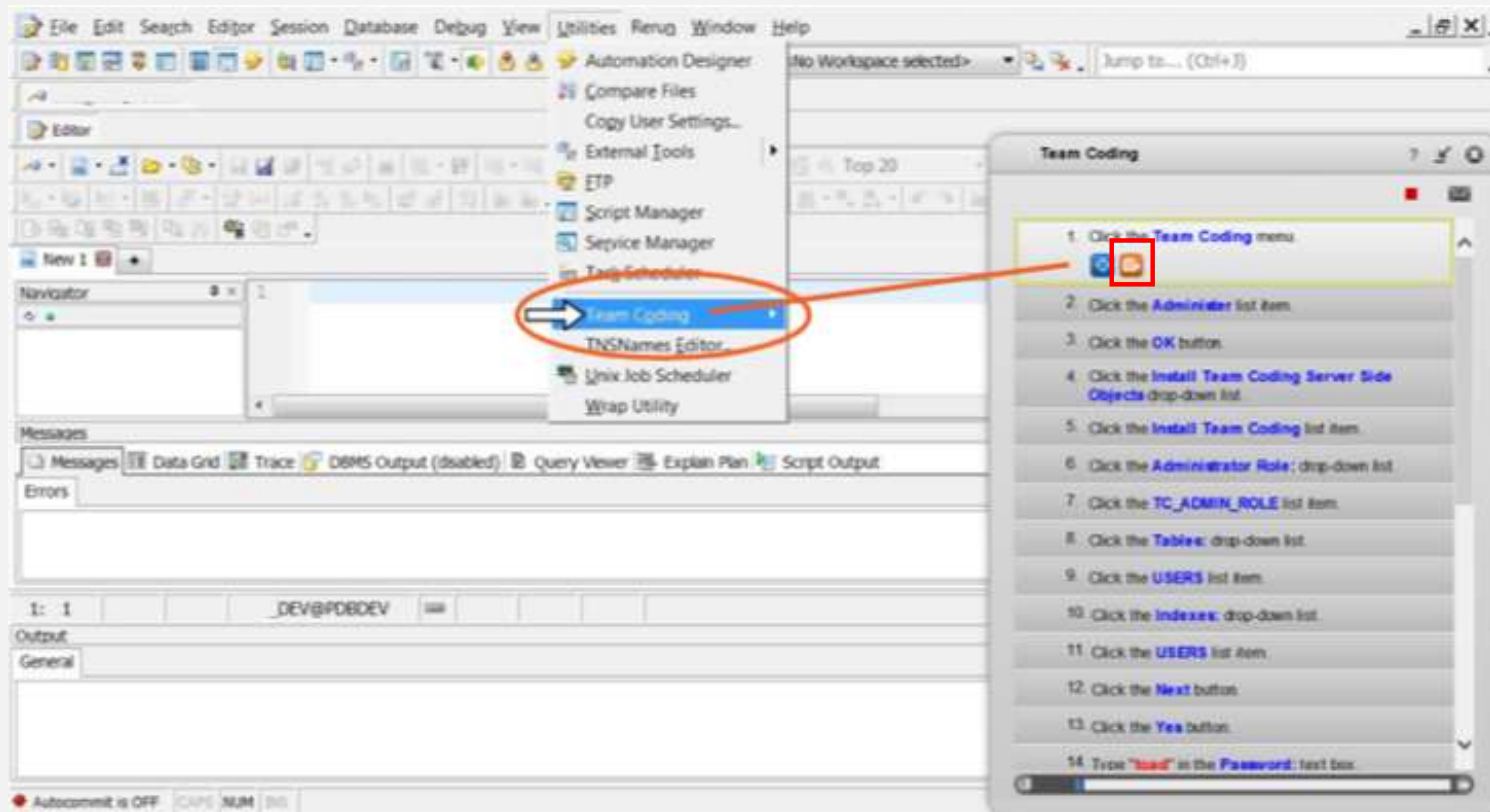
# Navigating Interactive Simulations



# Navigating Interactive Simulations

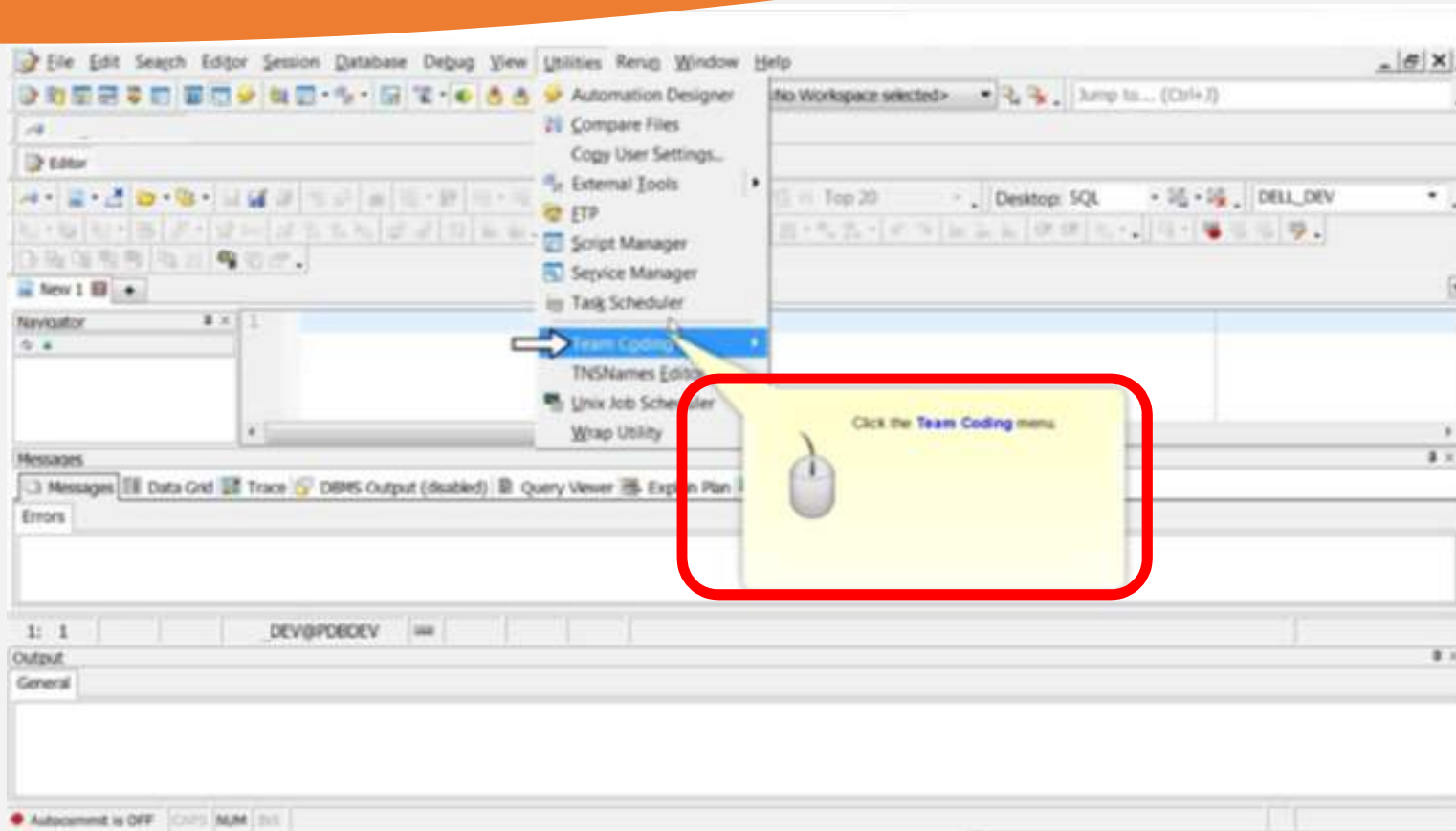


# Navigating Interactive Simulations





# Navigating Interactive Simulations



# Interactive Lab

Lab <Introduction to toad for oracle>

# Interactive Lab

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# Lesson Summary

- During this lesson we covered:
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  - How to get started with Toad for Oracle
  - How to use the essential documentation and help resources including the Toad for Oracle Community

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# Lesson 1 Review Question

- The HELP feature is context sensitive to your current screen and can be accessed by pressing which key?
  - a) F9
  - b) F5
  - c) F3
  - d) F1

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# Lesson 1 Review Question

- Updated feature information about your version of Toad can be found in what portion of HELP?
  - a) Toad Advisor
  - b) Support Bundle
  - c) Licensing Key
  - d) Release Notes

The Oracle logo, consisting of the word "ORACLE" in white, sans-serif, uppercase letters, centered within a solid red rectangular background.

# Lesson 1 Review Question

- The About Toad Splash screen shows you the current version of Toad for Oracle you are any add-on products.
- a) TRUE  
b) FALSE

The Oracle logo, consisting of the word "ORACLE" in white capital letters on a red rectangular background.

# Lesson 2 - Installation and Configuration





# Lesson Objectives

The Oracle logo, consisting of the word "ORACLE" in white, uppercase, sans-serif font, set against a solid red rectangular background.

- During this lesson we will cover:
  - How to find and understand the Property Files
  - How to download and install Toad for Oracle
  - Understanding and managing product licensing
  - How to update and use essential Toad Options
  - How to customize the GUI to suit your needs

# Interactive Lab



## Lab <Installation and Configuration>

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# Lesson Summary



Toad For Oracle

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  - Understanding and managing product licensing
  - How to update and use essential Toad Options
  - How to customize the GUI to suit your needs

# Lesson 2 Review Question

- Toad can be installed on a Citrix or network server.

- a) TRUE
- b) FALSE



Toad For Oracle

# Lesson 2 Review Question



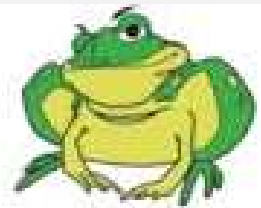
- Using the silent installer you can (Select all that apply):
  - a) Install a new version of Toad
  - b) Toad does not have a silent install option
  - c) Send an email to Support Link to open a Support ticket
  - d) Install patches and upgrades of Toad

# Lesson 2 Review Question

- When installing Toad you can enter your license key (Select all that apply):
  - a) If you have never used Toad before
  - b) At a later date if you do not have your key available right now
  - c) If you are installing an upgrade
  - d) Toad does not require a license key to operate

# Lesson 2 Review Question

- The website to use to download Toad software is:
  - a) questsoftware.com
  - b) toadsoftware.com
  - c) toadworld.com
  - d) support.quest.com



Toad For Oracle



# Lesson 3 - Managing Database Connections



# Learning Objectives



Toad For Oracle

- During this lesson we will cover:
  - How to use the Connection Manager to create and manage database connections
  - How to categorize and color-code your connections
  - How to configure Oracle Client Settings
  - How to define connection options for your sessions

# Interactive Lab



Toad For Oracle

## Lab <Managing Database Connections>

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# Lesson Summary



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  - How to define connection options for your sessions

# Lesson 3 Review Question

- Managing your connections is a simple process and these features allow you to customize toad to suit your needs. Match the feature to the response.

The file used to add a server to your list of available connections is -

Session Menu Item

If you want to save your password for your connections you -

Click on the Save Passwords check Box

To create a new user connection to a database you would choose "New Connection" from under the -

tnsnames.ora

# Lesson 3 Review Question

- What file defines the databases you can connect to (Select all that apply):
  - a) tnsnames.ora
  - b) database.ora
  - c) toad.ora
  - d) connections.ora



# Lesson 3 Review Question

- When color coding your database connections the only color available is green.

- a) TRUE
- b) FALSE



Toad For Oracle



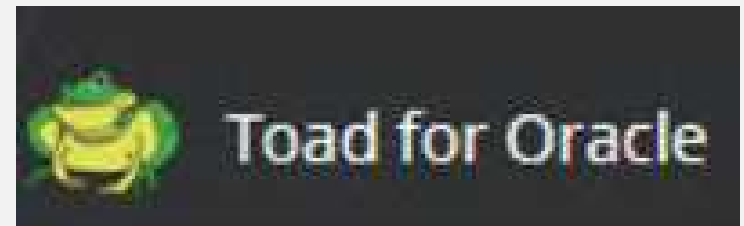
# Lesson 4 - Utilities



# Lesson Objectives

- During this lesson we will cover:
  - When to use various Toad for Oracle utilities and why
  - How to use the Automation Designer
  - How to use the Script Manager
  - How to Export Data
  - How to insert File Control Logic into your scripts
  - How to use the Quest Script Runner

# Automation Designer

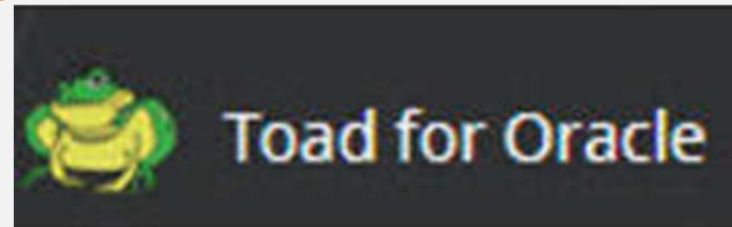


Lab <Automation Designer>

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# Script manager

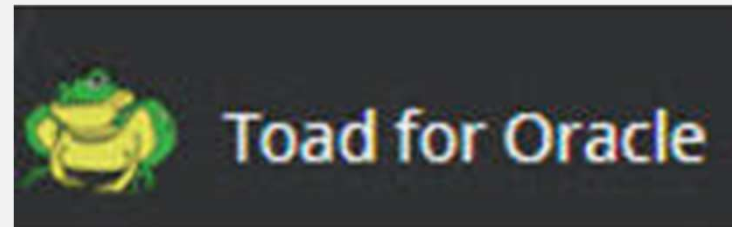


Lab <Script manager>

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# Exporting Data



## Lab <Exporting Data>

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# File Control Logic



Lab <File Control Logic>

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# Quest Script Runner

## Lab <Quest Script Runner>



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# Lesson Summary



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  - How to use the Script Manager
  - How to Export Data
  - How to insert File Control Logic into your scripts
  - How to use the Quest Script Runner

# Lesson 4 Review Question



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DB Management

- Quest Script Runner:
  - a) Does not allow you to view query results in a data grid
  - b) Does not allow you to run a script against multiple Oracle connections
  - c) Does not allow you to save all of your work into a file so you can use it later
  - d) Allows you to execute a .sql script in an interface other than the Toad for Oracle editor

# Lesson 4 Review Question

- Using the Script Manager you can run a script against more than one database connection at same time.

- a) TRUE
- b) FALSE



# Lesson 4 Review Question

- Using Automation Designer you can (Select all that apply):
  - a) Schedule a job to create a HTML Data Dictionary report
  - b) Perform all of the above tasks
  - c) Create a process to check variables used in your Oracle environment
  - d) Create a process to Export data from tables



# Lesson 4 Review Question

- The Automation Designer Execution log only shows if the job completed or failed, not when it ran.
- a) TRUE
- b) FALSE



# Lesson 5 – Navigating the Oracle Database



# Lesson Objectives

- During this lesson we will cover:
  - How to view, manage, and diagram database objects
  - How to build new database objects
  - How to view data in tables and generate reports
  - How to generate scripts for database objects
  - How to search for objects in the database you want to see
  - How to compare database objects and find discrepancies
  - How to customize the look-and-feel of the Schema Browser

# Schema Browser and Object Search

## Lab <Schema Browser and Object Search>



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# Project Manager

## Lab <Project Manager>

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# Code Road Map

Lab <Code Road Map>

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# ER Diagram

Lab <ER Diagram>

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# Object Compare

Lab <Object Compare>

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  - How to search for objects in the database you want to see
  - How to compare database objects and find discrepancies
  - How to customize the look-and-feel of the Schema Browser

# Lesson 5 Review Question

- The About Toad Splash screen shows you the current version of Toad for Oracle you are running and any add-on products.

a) TRUE

b) FALSE

The Oracle Database logo, featuring the word "ORACLE" in red with a registered trademark symbol, followed by a horizontal line, and the word "DATABASE" in black capital letters below it.

# Lesson 5 Review Question

- When using Code Road Map on a table it will create documentation that shows:
  - a) how many records are in the table
  - b) if my co-workers have been using my table
  - c) the table and it associated procedures, functions, and packages
  - d) if the table name and/or column names are misspelled



# Lesson 5 Review Question

- The purpose of the Project Manager is to (Select all that apply):
  - a) Allow me to store files and objects in a convenient location for further use in Toad
  - b) Allow my manager to keep track of when I go to lunch
  - c) Allow the sharing of all of the components of a project with my co-workers
  - d) Allow me quick access to frequently used code and database objects

# Lesson 5 Review Question

- Workspaces are a great way to create multiple different desktop environments that you can work with inside of Toad. Which of the following are limitations of using Workspaces?
  - a) I can only create and store one workspace in Toad
  - b) In order to open a Workspace, I have to exit Toad and reconnect
  - c) There are no limitations to how many workspaces I can create
  - d) I have to name my workspace Workspace1

# Lesson 5 Review Question



- When comparing database objects:
  - a) you can only compare objects as the user you are currently connected to Toad as
  - b) you can have Toad automatically call the business unit manager responsible for any discrepancies
  - c) you can compare objects between two different users/schemas

# Lesson 6 – Creating and Altering Objects



# Lesson Objectives



- During this lesson we will cover:
  - How to use Visual Object Editor to create and alter database objects
  - How to extract DDL scripts for database objects
  - How to schedule a job to extract DDL

# Creating and Altering Objects

Lab <Creating and Altering Objects>

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# Lesson Summary



- During this lesson we covered:
  - How to use Visual Object Editor to create and alter database objects
  - How to extract DDL scripts for database objects
  - How to schedule a job to extract DDL



# Lesson 6 Review Question

- Once you have created a new table it is impossible to alter the table using the Toad interface
- a) TRUE
- b) FALSE



# Lesson 6 Review Question

- When creating a new table you can (Select all that apply)
  - a) determine the Primary Key (PK) column(s) for the table as you are building the table.
  - b) have your co-worker call you when the process is complete because they are probably watching your screen any way.
  - c) assign the tablespace to use to store the table in
  - d) determine the datatype for each column in the table

# Lesson 6 Review Question

- Toad for Oracle will generate the creation script for you so you could run it on your own outside of the Toad interface.

a) TRUE

b) FALSE



# Lesson 6 Review Question

- When creating a new table your Toad for Oracle license only allows you to build one table then you have to buy a new license to Toad for Oracle.

a) TRUE

b) FALSE

The Oracle logo, consisting of the word "ORACLE" in a bold, red, sans-serif font, with a registered trademark symbol (®) at the end.

# Lesson 7 – Working with Data Grids



# Lesson Objectives



- During this lesson we will cover:
  - How to group and sort data
  - How to use various data filtering options
  - How to edit data
  - Options for exporting data
  - How to generate and view reports on data

# Working with Data Grids

Lab <Working with Data Grids>

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# Lesson 7 Review Question

- Once you have created a Data Filter you can disable it without deleting it completely.
  - a) TRUE
  - b) FALSE

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# Lesson 7 Review Question

- Once the data has been filtered the easiest way to find a particular data value:
  - a) is to scroll up-and-down through every record one at a time
  - b) is to ask your boss to come over to your desk and see if they can find the data
  - c) is to use the Find Data menu item by right-clicking on the data grid and choosing Find Data from the pop up menu

# Lesson 7 Review Question

- Once I have filtered the data and want to print it your only option is to print it to a text file

a) TRUE

b) FALSE

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# Lesson 7 Review Question

- When using the Single Record View to view data you can (Select all that apply):
  - a) only rollback any changes you made since you cannot see all of the data for a table in Single Record View mode
  - b) never update the even if you have the database permissions to update data
  - c) move to the first or record of the dataset with a single mouse click
  - d) navigate through the data one record at a time

# Lesson 8 – EDITOR



# Lesson Objectives

- During this lesson we will cover:
  - How to use Code Snippets
  - How to execute your SQL statements
  - How to view Explain Plans
  - How to clean up and format your code
  - How to recall previously executed queries
  - How to compile and debug PL/SQL



# Code Snippets, Format Code and Explain Plans



Lab <Code Snippets, Format Code and Explain Plans>



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# SQL Recall



Lab <SQL Recall>

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# Debugger



Lab <Debugger>

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# Lesson 8 Review Question

- The HELP feature is context sensitive to your current screen and can be accessed by pressing which key?
  - a) F9
  - b) F5
  - c) F3
  - d) F1



# Lesson 8 Review Question

- Using Code Snippets you can quickly insert Oracle functions into your SQL statements
- a) TRUE
- b) FALSE





# Lesson 8 Review Question

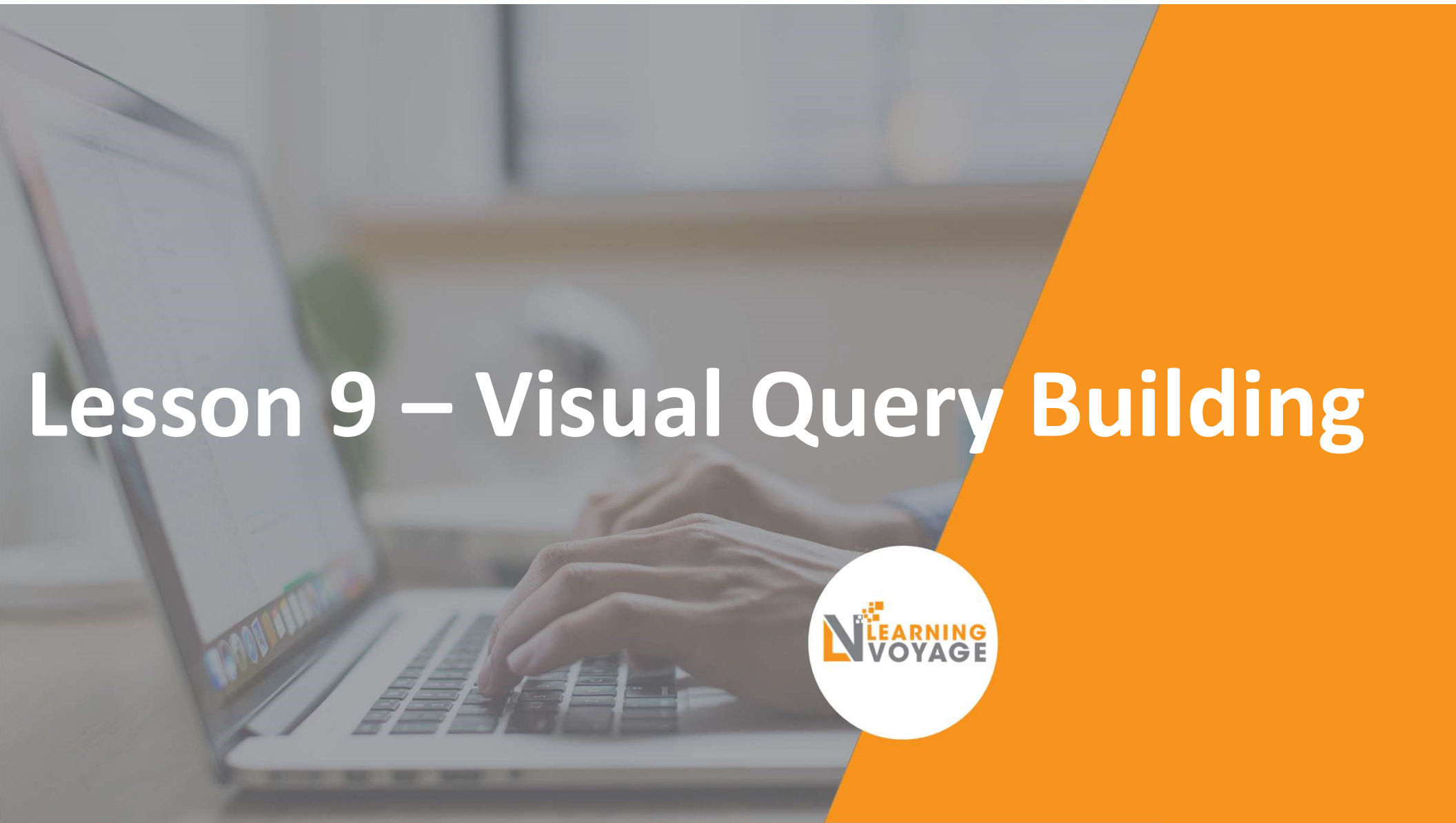
- When viewing the Explain Plan for the query you just executed you have several options to Explain Plan. Which of the following is NOT an option:  
(Select all that apply)
  - a) Having the Explain Plan window email you that it has found a problem
  - b) Viewing the Explain Plan in an inverted tree view
  - c) Animating the steps an Explain Plan takes
  - d) Viewing the Explain Plan in Plain English

# Lesson 8 Review Question

- Toad's debugger is a very powerful tool. With it you can debug your PL/SQL code. Some of the things you can do with the debugger include (Select all that apply):
  - a) the ability to pass variables to your code
  - b) the ability to add a Breakpoint to your code so you can stop execution of your code when a particular threshold is met
  - c) the ability to add Watches to your code so you can track data value changes as your code executes
  - d) the ability to step through your code line-by-line

# Lesson 8 Review Question

- Some of the possibilities for formatting you code include (Select all that apply):
  - a) determining how many spaces should be included in a TAB
  - b) determining the positioning of commas in your code



# Lesson 9 – Visual Query Building



# Lesson Objectives

- During this lesson we will cover:
  - How to build SQL queries
  - How to reverse engineer existing SQL statements in the Query Builder
  - How to create where clauses as you are building queries
  - How to work with Bind Variables
  - How to create joins and sub-queries
  - How to populate tables with sample data
  - How to view and report on result sets

# Visual Query Building

Lab <Visual Query Building>



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# Lesson 9 Review Question

- To Calculate the sum, average, count, min and max values for 2 or more data cells you highlight the cells that you want to calculate on the data grid, click the right-mouse button and choose:
  - a) Find Data
  - b) Print
  - c) Sort Columns
  - d) Calculate Selected Cells
  - e) Filter Data



# Lesson 9 Review Question

- Toad supports the use of Bind Variables in your code. To add a bind variable to your code you:
  - a) alter your code to include a colon (:) and then the name of the variable
  - b) have to have a nested subquery in your code
  - c) compile your code and choose the bind option
  - d) add the keyword BIND at the beginning of your code

# Lesson 9 Review Question

- If a SQL statement contains nested subqueries you can execute each of these individually to view the results
  - a) TRUE
  - b) FALSE



# Lesson 10 – Data Management



# Lesson Objectives

- During this lesson we will cover:
  - How to import data into tables
  - How to export data from tables
  - How to use Automation Designer to perform the import and export activities
  - How to use the Data Duplicates Wizard
  - How to compare data
  - How to generate data
  - How to view and report on data

# Import and Export Data

Lab <Import and Export Data>

# Interactive Lab

- The interactive Lab will launch in a new browser tab or window in the moments
- If the Lab does not appear within 1 minute, please try the following troubleshooting steps:
  1. Make sure the Lab did not start in another browser tab or window under the current window
  2. Disable your Internet browser's pop-up blocker temporarily for the following Internet domains
    - \*.quest.com
    - \*.software.quest.com

# Data Duplicates Wizard

Lab <Data Duplicates Wizard>





# Interactive Lab

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# Lesson Summary

- During this lesson we covered:
  - How to import data into tables
  - How to export data from tables
  - How to use Automation Designer to perform the import and export activities
  - How to use the Data Duplicates Wizard
  - How to compare data
  - How to generate data
  - How to view and report on data



# Lesson 10 Review Question

- When importing data into a table (Select all that apply)
  - a) you can map fields in a spreadsheet directly to columns in the table
  - b) you cannot import data into a table if data already exists in the table
  - c) you can append the new data to the existing data in the table
  - d) you can truncate any existing data in the table before you import the new data

# Lesson 10 Review Question

- When looking for duplicate data Toad will generate a listing of any duplicates it finds. So things you can do with the duplicate data includes (Select all that apply):
  - a) Toad does not have a way to view duplicate data in tables
  - b) Generate a report on all of the duplicate data found
  - c) Commit the changes when you are done so they are written to the database
  - d) Edit the data and make the appropriate changes

# Lesson 10 Review Question

- If you are looking for data discrepancies, you can compare (Select all that apply):
  - a) only tables that are in the same schema
  - b) data in two tables that are in the same schema
  - c) data in two tables that are in different schemas

# Lesson 10 Review Question

- When exporting data from a table the only option you have is to save the output as a .txt file

a) True

b) False



# Course Summary



# Summary

- During this course we covered:
  - Install and configure Toad for Oracle
  - Manage connections to the database
  - Use various Toad for Oracle Utilities
  - Navigate through the Oracle database
  - Create and alter database objects
  - Work with Data Grids
  - Build better Code faster with the Editor
  - Use the Visual Query Builder
  - Manage and report on data



# THE END

