

COURSE SUMMARY

This 2-day Advance course is designed to teach Advance techniques needed to develop and/or maintain more complex reports such as:

- **Parameters** that control multiple record sorts, multiple grouping and conditional filtering
- **Cascading Parameters**
- **Grouping** using custom features, specified ordering and define named groups
- **Drill-Down Grouping** - Develop High Level to Details reporting
- **Conditional Formatting** at field and sections
- **Grouping** with Page Breaks at new Group
- Develop several reports using **Running totals** with conditionals
- Develop more **complex formulas** using Evaluation Time techniques and Variables
- Understand how **SQL** and **SQL Expressions** impact Processing
- Develop **Cross-tab** Reporting
- Learn how to **Sort Groups** based on Summary totals with conditions
- Understand and Develop linked or un-linked **Sub-Reports**

The student will develop **18** Reports using these techniques along with other course topics listed below.

COURSE PREREQUISITIES

- Student must be familiar with basic design techniques such as sorting records using the Record Expert, filtering records using the Select Expert and Grouping reports using the Group expert.

COURSE TOPICS

Parameters

- *Allow report user to select multiple Record Sort Orders on same report*
- *Allow report user to select multiple Grouping Orders with summary totals on the same report*
- *Allow report user to select different filtering scenarios on same report*
- *Write conditional suppress formats to control showing or not showing output on the report*
- *Cascading Parameters - provide filtering so the report user can select information that's pertinent to a specific data field*

Grouping

- *See how to Customized Group Name labels*
- *Group in a Specified Order – learn how to pick what groups show where on the report*
- *Learn how to Group in a Specified Order defining your own Group*

Drill-Down Reporting

- *Develop management high to detail level reports*
- *Learn how to write conditional formatting to show specific summary/formula totals when drilling down a level*
- *See how to conditionally suppress Multiple Sections*

Running Totals

- *Understanding Running Totals*
- *Creating Cumulative Running Totals*
- *Formula Based Running Totals*

Advanced Formulas

- *Pass Logic*
- *Evaluation Time Functions*
- *Work with Variables*
- *Declaring Variables*
- *Assign values to a Variable*
- *Using variables in Formulas*
- *Understand Variable Scopes*
- *Working with Arrays*

Sub Reports

- *Why use Sub reports?*
- *Unlinked Sub reports*
- *Linked Sub reports*

Cross-Tab Reports

- *Cross-Tabs Overview*
- *Create a Cross-Tab Report*
- *Create a Cross-Tab with Multiple Rows or Columns*
- *Formatting Style to the Cross-Tab*
- *Customizing the Cross-Tab Format*
- *Suppressing Empty Row/Columns*
- *Repeating Row Headings for Multiple Pages*
- *Using Alias Names for Row/Columns*
- *Conditional Formatting for Row/Columns using Alias Names*
- *Group Sort Experts*
- *Hands on Exercises*

SQL Expressions/Commands

- *Working with SQL Expressions*
- *Learning how to use manual written SQL statements*
- *Editing/Viewing the SQL*
- *Using a Parameter with the SQL Command*

Filter Records (Select Expert)

- *Filtering Data with the Select Expert*
- *Selecting Records with Multiple Criteria*
- *Viewing and Editing the Select Formula*
- *Case Sensitive vs. Non-Case Insensitive*
- *Record Selection Formula Templates*