COURSE SUMMARY

This 1-day Advance Level 1 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

The student will develop **9** Reports using these techniques along with other course topics listed below.

COURSE PREREQUISTIES

- 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*