## COURSE SUMMARY

This 1-day Advance Level 2 course is designed to teach Advance techniques needed to develop and/or maintain more complex reports such as:

- 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 **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

### 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*