

## 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*