

Report Builder

2 day training course







Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Basic reports

- Text boxes and images
- Selecting report items
- Formatting parts of a report

Data sources and datasets

- Data sources
- Datasets
- · Using query designer

Tables

- · Creating tables
- Interactive sorting
- Floating headers

Grouping

- Inserting groups
- · Group headers/footers
- · Displaying group totals
- · Expanding and collapsing

Expressions

- The expression builder
- The ReportItems collection
- Built-in fields
- Conditional formatting expressions

Page set-up

- Page headers and footers
- Page names and numbers

Exporting reports

- · The various report formats
- · Using RenderFormat.Name

Parameters

- Creating parameters
- Filtering using parameters
- Drop list parameters
- · Coping with empty tables

Matrices

- · Row and column groups
- Sorting and filtering matrices
- Creating subtotals

Charts

- · Creating charts
- · The parts of a chart
- · Formatting charts

Miniature charts (*)

- Creating sparklines
- · Creating data bars

Graphical indicators

- Creating and customising indicators
- · Linear and radial gauges

Lists

- Page-per-record lists
- Dashboard lists
- · Other list ideas

Subreports (*)

- · Creating a child report
- Creating the main report
- Linking the two reports

Drill-through reports (*)

- · Parent and child reports
- · Creating actions
- Passing values to a child report

The SSRS web portal

- · Browsing to the web portal
- · Viewing reports
- Managing reports



Pre-requisites for Report Builder course

There are no particular pre-requisites for this course, although a passing knowledge of how relational databases are formed will help. In particular, no knowledge of SQL is needed.

Prices

Venue	Address	Price per place
<u>London</u>	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,425 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,050 per person + VAT
Online	Your home or office!	£875 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Mon/Tue 15-16 December 2025	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 22-23 January 2026	Online	09:30-16:30	£875 + VAT	Book this
Mon/Tue 23-24 February 2026	Online	09:30-16:30	£875 + VAT	Book this
Mon/Tue 23-24 March 2026	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 23-24 April 2026	Online	09:30-16:30	£875 + VAT	Book this

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.