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
London	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
Thu/Fri 26-27 November 2026	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 28-29 January 2027	Online	09:30-16:30	£875 + VAT	Book this
Mon/Tue 08-09 March 2027	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 22-23 April 2027	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 03-04 June 2027	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.