

# 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
<a href="#">London</a>	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,425 per person + VAT
<a href="#">Manchester</a>	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,050 per person + VAT
<a href="#">Online</a>	Your home or office!	£875 per person + VAT

## Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Thu/Fri 23-24 July 2026	Online	09:30-16:30	£875 + VAT	<a href="#">Book this</a>
Thu/Fri 20-21 August 2026	Online	09:30-16:30	£875 + VAT	<a href="#">Book this</a>
Mon/Tue 21-22 September 2026	Online	09:30-16:30	£875 + VAT	<a href="#">Book this</a>
Thu/Fri 22-23 October 2026	Online	09:30-16:30	£875 + VAT	<a href="#">Book this</a>
Wed/Thu 25-26 November 2026	Online	09:30-16:30	£875 + VAT	<a href="#">Book this</a>

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.