Report Builder

Sample manual - first two chapters

Wise Owl Training

TABLE OF CONTENTS (1 of 8)

1	GETTING STARTED	Page
1.1	What is SQL Server Report Builder?	10
	Related Software	11
1.2	Installing Report Builder	12
	Installing from the Microsoft Website	12
	Installing from the SSRS Web Portal	12
1.3	Running Report Builder	13
	The Getting Started Dialog Box	13
1.4	The Report Builder Screen	14
	Opening and Closing Windows	15
	The Main Windows	15
1.5	Using a Report Server	16
	Connecting to a Report Server	16
	Setting a Default Report Server	16
	Finding the URL of the Report Server	17

2	WORKING WITH REPORTS	Page
2.1	Creating Reports	18
	Choosing to Create a New Report	18
2.2	Opening and Closing Reports	19
	Opening Existing Reports	19
	Closing a Report	19
2.3	Saving Reports	20
	Saving a Report	20
	Saving a Report with a New Name	20
2.4	Running Reports	21
	Design View and Report Preview	21

3	BASIC REPORT ITEMS	Page
3.1	Report Items	22
	Adding Items to a Report	22
3.2	Selecting Report Items	23
	Selecting Single Report Items	23
	Selecting Multiple Items	23
3.3	Manipulating Report Items	24
	Moving Report Items	24
	Resizing Items	24
	Using the Properties Window	25
	Deleting Items	25
	Aligning Items	26
3.4	Images, Rectangles and Textboxes	27
	Images	27
	Rectangles	28
	Textboxes	28

4	FORMATTING	Page
4.1	Three Ways to Format an Item	29
	Ribbon	29
	The Properties Window	29
	The Properties Dialog Box	29
4.2	Changing Colours	30
	Choosing Basic Colours	30
	Custom Colours	31
	Colour Gradients and Patterns	31
4.3	Formatting Text	32
	Formatting All or Part of a Textbox	32
	Basic Font Formatting Options	32
	Text Alignment	32
4.4	Formatting Borders	33
	The Border Ribbon Group	33
	The Borders Dialog	33
4.5	Formatting Numbers and Dates	34
	Using Built-In Formats	34
	Creating Custom Formats	34

5	GETTING DATA	Page
5.1	Data Sources and Datasets	35
	The Wise Owl Movies Database	35
5.2	Data Sources	36
	Shared and Embedded Data Sources	36
	Creating an Embedded Data Source	36
	Using a Shared Data Source	38
5.3	Datasets	39
	Shared and Embedded Datasets	39
	Creating an Embedded Dataset	39
	Using a Shared Dataset	40

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TABLE OF CONTENTS (2 of 8)

6	THE QUERY DESIGNER	Page
6.1	Query Designer Basics	41
	Selecting Fields	42
	Running a Query	42
	Editing a Query as Text	42
6.2	Using Filters	43
	Applying Basic Filters	43
	Removing Filters	43
	Text Filters and Wildcards	44
	Filtering Nulls	44
6.3	Grouping and Aggregating Data	45
	Creating a Query with Grouping	45
	Changing Aggregate Column Names	45
6.4	Relationships	46
	Using Automatic Detection	46
	Editing Relationships	46
6.5	Sorting Query Results	47

7	THE REPORTING SERVICES WEB PORTAL	Page
7.1	Overview of the Web Portal	48
7.2	Getting to the Web Portal	49
	Finding the Web Portal URL	49
	Browsing to the Web Portal	49
7.3	Using the Web Portal	50
	The Web Portal Menu	50
	Viewing Item Options	51
	Finding Items	51
	Using Favourites	51
7.4	Working with Reports	52
	Viewing and Exporting Reports	52
	Moving and Deleting Reports	53
	Downloading Reports	53
	Editing Reports without Downloading	54
	Managing Reports	55
7.5	Shared Data Sources and Datasets	56
	Viewing Shared Data Sources and Datasets	56
7.6	Managing Data Sources	57
	Editing Data Sources	57
	Creating a New Data Source	58
7.7	Data Source Credentials	59
	Viewing Credential Options	59
	Storing Credentials in a Data Source	60
	Prompting for Credentials	60
7.8	Managing Datasets	61
	Creating a New Dataset	61
	Viewing a Dataset's Data	62
	Editing a Dataset	62

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TABLE OF CONTENTS (3 of 8)

8	BASIC TABLES	Page
8.1	Creating Tables	63
	Inserting a Table	63
	Tables and Datasets	63
	Using the Field Selector	64
	Dragging Fields into a Table	64
8.2	Views of a Table	65
	Tables in Design View	65
	Tables in Report View	65
8.3	Selecting in Tables	66
	Selecting the Table	66
	Selecting Cells	66
8.4	Table Properties	67
	The Tablix Properties Dialog Box	67
	The Text Box Properties Dialog Box	67
8.5	Rows and Columns	68
	Selecting Rows and Columns	68
	Changing Column Widths	68
	Changing Row Heights	69
	Preventing Row Height Changes	69
	Inserting and Deleting Columns	70
	Inserting and Deleting Rows	70
8.6	Merging and Splitting Cells	71
	Merging Cells	71
	Splitting Cells	71
8.7	Controlling Column Headers	72
	How Not to Make Column Headers Repeat	72
	Repeating Column Headers on Each Page	73
	Making Column Headers Scroll	74

9	SORTING AND FILTERING	Page
9.1	Sorting	75
	Sorting in a Table	75
	Sorting in a Group	75
	Interactive Sorting	76
9.2	Filtering	77
	Filtering in the Dataset Properties Dialog Box	77
	Filtering a Table	77
	Filtering in a Group	78

10	GROUPING IN TABLES	Page
10.1	Grouping Basics	79
10.2	Grouping Rows in a Table	80
	Step 1 – Build a Basic Table	80
	Step 2 – Apply Grouping to the Detail Row	80
	Step 3 – Choose Which Field to Group By	81
	The End Result	81
10.3	Removing Groups	82
	Deleting Groups in the Grouping Pane	82
	Deleting Groups in a Table	82
10.4	Formatting a Grouped Table	83
	Adding Group Headers and Footers	83
	Rearranging Group Titles	84
	Adding Group Totals	85
10.5	Multiple Groups	86
	Adding a New Parent Group	86
	Adding a Child Group	86
10.6	Page Breaks	87
	Inserting Page Breaks between Groups	87
10.7	Collapsible Groups	88
	Step 1 - Hiding Detail Rows	88
	Step 2 - Setting Toggle Items	89

© Copyright 2025

TABLE OF CONTENTS (4 of 8)

11	EXPRESSIONS	Page
11.1	Overview of Expressions	90
	Choosing to Create an Expression	90
	The Expression Builder Dialog Box	91
	Referring to Dataset Fields	91
	Referring to Report Items	92
	Inserting Functions	92
11.2	Ad-Hoc Table Columns	93
	Creating an Ad-Hoc Column Expression	93
11.3	Calculated Fields	94
	Adding a Calculated Field to a Dataset	94
	Using a Calculated Field	95
	Adding Calculated Fields to a Query	95
11.4	Working with Numbers	96
	Basic Arithmetic	96
	Numeric Functions	96
11.5	Conditional Functions	97
	The IIf Function	97
	The Switch Function	97
	Comparison Operators	98
	Logical Operators	98
11.6	Working with Text	99
	Concatenating Text	99
	Text Functions	99
11.7	Working with Dates	100
	Returning the Current Date	100
	Date Functions	100
	Intervals for Date Functions	101
	Formatting Dates	101
11.8	Aggregating Data	102
	Aggregate Functions	102
	Adding Aggregates the Quick Way	102
	Changing the Aggregate Function	103
	Specifying the Scope	103
11.9	Lookup Functions	104
	The Lookup Function	104
	The LookupSet Function	104
11.10	Built-In Fields	105
	Built-In Fields in the Expression Builder	105
	Built-In Fields in the Report Data Window	105
11.11	Placeholders	106
	Creating a Placeholder	106

12	DYNAMIC FORMATTING	Page
12.1	Formatting with Expressions	107
	Which Properties can be Calculated?	107
12.2	Calculating Colours	108
	Using Named Colours	108
	Using Custom Colours	109
	Converting RGB to Hexadecimal Values	109
12.3	Calculating Font Properties	110
	Dynamic Font Sizes	110
	Decorating Text	110
	Other Font Properties	110
12.4	Dynamically Hiding Report Items	111
	The Hidden Property	111
	Calculating the Visibility of Report Items	111

13	PRINTING AND EXPORTING	Page
13.1	Printing Reports	112
	Print Layout View	112
	Choosing to Print a Report	112
13.2	Page Setup	113
	Page Setup Options in Preview	113
	Page Setup Options in Design View	113
	Controlling the Page Size	114
13.3	Headers and Footers	115
	Adding and Removing Headers and Footers	115
	Adding Items to Headers and Footers	115
	Expressions for Headers and Footers	116
	Controlling Page Numbers in Groups	116
13.4	Exporting Reports	117
	Choosing to Export a Report	117
	Creating Worksheet Names in Excel	117
13.5	Testing the Render Format	118
	Displaying a Title Page in Excel Only	118
	A List of Render Formats	118

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TABLE OF CONTENTS (5 of 8)

14	PARAMETERS	Page
14.1	Introduction to Parameters	119
	Displaying the Parameters Pane	119
14.2	Report Parameters	120
	Creating a Report Parameter	120
	Using a Report Parameter in a Filter	121
	Parameter Data Types	121
	Dealing with No Rows	122
	Displaying Parameter Values in the Report	122
14.3	Query Parameters	123
	Writing a Query using Parameters	123
14.4	Organising Parameters	124
	Changing the Order of Parameters	124
	Using the Parameters Pane	124
14.5	Default Values	125
	Typing in a Default Value	125
	Calculating Default Values	125
	Getting Default Values from a Dataset	126
14.6	Null Values	127
	Allowing Null Values	127
	Dealing with Nulls in Filters	127
14.7	Drop Down Lists	128
	Manually Entering Available Values	128
	Using a Dataset to Populate a List	129
14.8	Multi-Value Drop Down Lists	130
	Allowing Multiple Values	130
	Using Multiple Values in Filters	130
	Using Multiple Values in Queries	131
	Displaying Multiple Values in a Report	131
14.9	Cascading Drop Down Lists	132
	Creating Cascading Drop Down Lists	132
	Using Cascading Drop Down Lists	134
14.10	Conditional Formatting with Parameters	135
	Parameters in Formatting Expressions	135

15	INDICATORS	Page
15.1	Creating Indicators	136
	Adding an Indicator to a Table	136
	Assigning a Field to an Indicator	136
15.2	Editing Indicators	137
	Changing the Indicator	137
	Changing the Indicator's Field	137
	Changing the Aggregate Function	137
15.3	Formatting Indicators	138
	Changing Indicator Colours and Icons	138
	Formatting the Background of an Indicator	138
15.4	Indicator Size and Position	139
	Controlling the Size of an Indicator	139
	Preventing an Indicator from Stretching	139
15.5	Scaling and Measurement Units	140
	Changing the Scope of Scaling	140
	Changing the Measurement Units	141
	Adding and Removing Bands	141

© Copyright 2025

TABLE OF CONTENTS (6 of 8)

16	GAUGES	Page
16.1	What are Gauges?	142
	Anatomy of a Gauge	142
16.2	Creating Gauges	143
	Inserting a Gauge into a Table	143
	Assigning a Field to a Gauge	143
16.3	Editing Gauges	144
	Selecting Part of a Gauge	144
	Adding and Deleting Items in a Gauge	144
16.4	Editing a Scale	145
	Changing the Limits of the Scale	145
	Formatting Tick Marks	145
	Changing the Scale's Dimensions	146
16.5	Editing a Pointer	147
	Changing the Pointer Type	147
	Setting the Pointer Size and Position	148
	Changing the Pointer Fill Colour	148
16.6	Editing a Range	149
	Setting the Start and End Position	149
	Changing the Size and Position	149
	Changing the Fill Colour	149
16.7	Editing the Gauge	150
	Choosing a Frame	150
	Formatting the Frame	150
	Setting the Size and Position	150
16.8	Editing a Label	151
	Setting the Value Displayed	151
	Anchoring a Label	151
16.9	Multiple Items	152
	Multiple Pointers	152
	Multiple Scales	152
	Multiple Gauges	153
	Creating Child Gauges	153

17	CHARTS	Page
17.1	Creating Charts	154
	Inserting a Chart into a Report	154
	Inserting a Chart into a Tablix Item	154
	Assigning Fields to a Chart	155
	Previewing a Chart	155
17.2	Editing Charts	156
	Parts of a Chart	156
	Changing Chart Properties	157
	Adding and Removing Elements in a Chart	157
17.3	Chart Colours	158
	Choosing a Colour Palette	158
	Creating a Custom Palette	158
	Calculating Colours	159
	Synchronising Colours in a Table	159
17.4	Using Multiple Value Fields	160
	Adding Multiple Value Fields to a Chart	160
	Multiple Value Axes	161
	Using Different Chart Types	161
17.5	Sparklines	162
	Adding a Sparkline to a Report or Tablix Item	162
	Editing Sparklines	162
17.6	Databars	163
	Adding a Data Bar to a Report or Tablix Item	163
	Editing Data Bars	163

© Copyright 2025

TABLE OF CONTENTS (7 of 8)

18	MATRICES	Page
18.1	Overview of Matrices	164
	Adding a Matrix to a Report	164
	Assigning Fields to a Matrix	164
18.2	Editing a Matrix	165
	Changing the Aggregate Function	165
	Replacing Empty Cells	165
	Displaying Row and Column Totals	166
18.3	Sorting a Matrix	167
	Sorting by Row and Column Fields	167
	Sorting by Values	167
18.4	Matrix Headers and Titles	168
	Inserting the Extra Row	168
	Controlling the Height of the Header Row	168
18.5	Repeating and Scrolling Headers	169
	Making Row and Column Headers Repeat	169
18.6	Multiple Grouping Levels	170
	Creating Multiple Grouping Levels	170

19	LISTS	Page
19.1	Introduction to Lists	171
	What a List Really Is	171
19.2	Creating a List	172
	Inserting a List into a Report	172
	Adding Fields to a List	172
	Adding Labels to Fields	173
19.3	Grouped Lists	174
	Adding a Group to a List	174

20	SUBREPORTS	Page
20.1	An Overview of Subreports	175
20.2	Creating the Child Report	176
	Step 1 - Create the Dataset	176
	Step 2 - Create a Parameter	176
	Step 3 - Filter the Dataset	177
	Step 4 - Design the Report	177
20.3	Creating the Parent Report	178
	Step 1 - Create the Dataset	178
	Step 2 - Design the Report	178
20.4	Combining the Parent and Child Reports	179
	Step 1 - Insert a Subreport into the Parent Report	179
	Step 2 – Assign a Report to the Subreport	179
	Step 3 - Pass a Value to the Child Report's Parameter	180
	Running the Report	180

21	DRILLTHROUGH REPORTS	Page
21.1	Overview of Drillthrough Reports	181
	The Example for this Chapter	181
21.2	Creating the Child Report	182
	Step 1 - Create the Dataset	182
	Step 2 - Hide the Parameter	182
	Step 3 - Design the Report	182
21.3	Creating the Parent Report	183
	Step 1 - Create the Dataset	183
	Step 2 - Design the Report	183
21.4	Creating Report Actions	184
	Step 1 - View the Action Properties	184
	Step 2 - Configure the Action to Open a Report	184
21.5	Using Drillthrough Reports	185
	Running the Parent Report	185
	Returning to the Parent Report	185
21.6	Multiple Parameters	186
	Creating Child Reports with Multiple Parameters	186
	Creating the Parent Report	186

© Copyright 2025

TABLE OF CONTENTS (8 of 8)

22	MAPS	Page
22.1	Maps in SSRS	187
	Map Data	187
22.2	Creating a Map Report	188
	Creating a Dataset	188
	Inserting a Map into a Report	188
22.3	The Map Wizard	189
	Step 1 – Choosing a Map Source	189
	Step 2 – Cropping and Resizing the Map	189
	Step 3 – Choosing a Type of Visualisation	190
	Step 4 – Selecting a Dataset	190
	Step 5 – Linking the Dataset to the Map	191
	Step 6 – Choosing Which Field to Display	191
22.4	Editing Maps	192
	Map Options and Properties	192
	Map Layers	192
22.5	Colour Rules	193
	Controlling Colour Bands	193
	Types of Colour Rules	194

23	SCHEDULES, SNAPSHOTS AND SUBSCRIPTIONS	Page
23.1	Alternative Ways to Run Reports	195
23.2	Schedules	196
	Running the SQL Server Agent	196
	Managing Shared Schedules	196
	Configuring a Schedule	197
23.3	Caching Reports and Datasets	198
	Enabling Caching	198
	Cache Expiration Settings	199
	Cache Refresh Plans	199
	Setting Parameter Values	200
	Running a Report from a Cache Snapshot	200
23.4	Report History Snapshots	201
	Creating a History Snapshot Manually	201
	Creating Scheduled History Snapshots	201
	Retaining History Snapshots	202
23.5	Subscriptions	203
	Types of Subscription	203
	Creating a Subscription	203
	Using a Windows File Share Destination	204
	Using an Email Destination	204
	Assigning Parameter Values	205
	Managing Subscriptions	205

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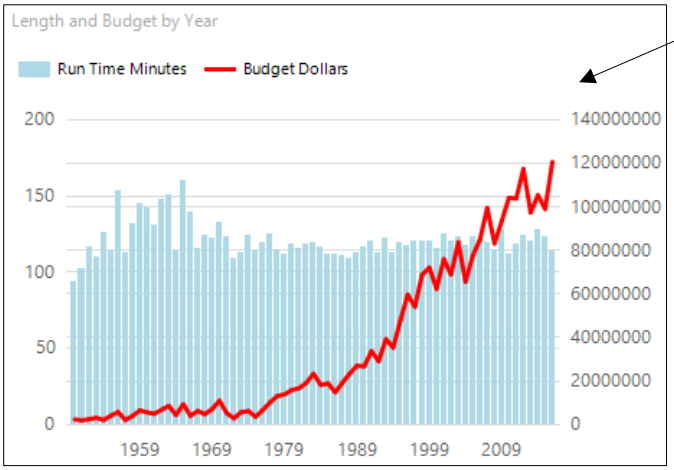
CHAPTER 1 - GETTING STARTED

1.1 What is SQL Server Report Builder?

SQL Server Report Builder allows you to create, manage and share reports. You can see examples of the types of reports you can create in the diagram below:

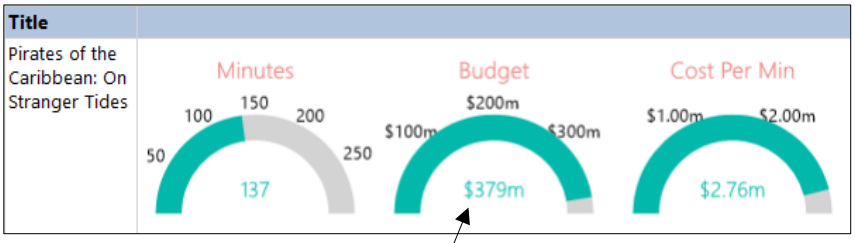


Charts allow you to display data graphically.

Year	Quarter	Month	Action	Adventure	Ani
2016	1	January			
		February	108		
		March	151		
	2	April		105	
		May	291		

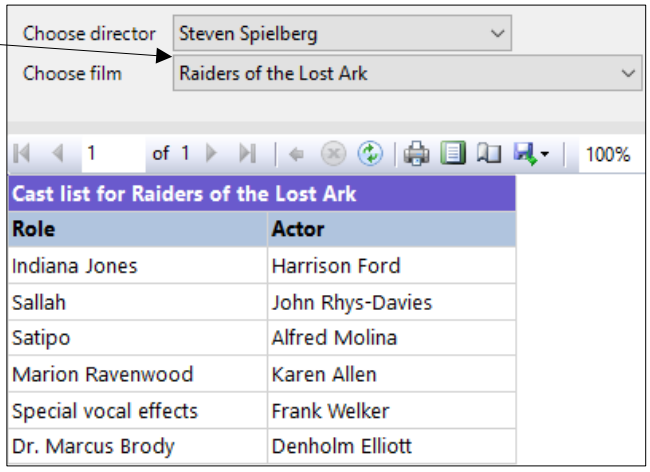
A *matrix* groups data into rows and columns.

Akira Kurosawa		
Title	**Run Time**	
Seven Samurai	207	↑
Kagemusha	180	↑
Ran	162	→
Ikiru	143	→
The Hidden Fortress	139	→
Throne of Blood	110	↓
Yojimbo	110	↓
Sanjuro	95	↓
Rashomon	88	↓



Indicators and *gauges* allow you to replace a boring list of numbers with a set of interesting icons and simple charts.

You can add *parameters* to a report to allow users to control what data they see.



Even a boring table can become exciting by adding interactive elements to it.

⊞ Australia		
⊟ Brazil		
Title	**Release Date**	**Run Time**
City of God	30/08/2002	130
	Total	**130**
⊞ Canada		

Related Software

Report Builder is just one of many applications in the *Microsoft SQL Server* suite of software. You can see an overview of some of the software mentioned in this manual in the table below:

Name	Description
SQL Server	The core component of the SQL Server suite of software. This comprises the *database engine* which deals with storing and serving large volumes of data for applications designed by developers.
SQL Server Management Studio	An application for creating and managing SQL Server databases and various other associated objects.
SQL Server Configuration Manager	A tool for controlling which components of a SQL Server are running.
SQL Server Reporting Services	The *report server* component of SQL Server which deals with storing reports and serving them to applications or users who request them.
Reporting Services Configuration Manager	A tool for configuring the various aspects of a report server.
Visual Studio	Microsoft's flagship development tool which allows you to create many different types of applications and projects.
SQL Server Data Tools	A set of templates for Visual Studio which allows you to create and deploy SQL Server Reporting Services reports.
SQL Server Report Builder	A simple desktop application for creating SQL Server Reporting Services reports.
Reporting Services Web Portal	A web-based application for viewing and managing reports that have been deployed to a report server.

This manual assumes that you're a report author rather than a SQL Server developer and so you won't need to use many of the applications mentioned in the table above. It can be handy to understand how everything fits together however!

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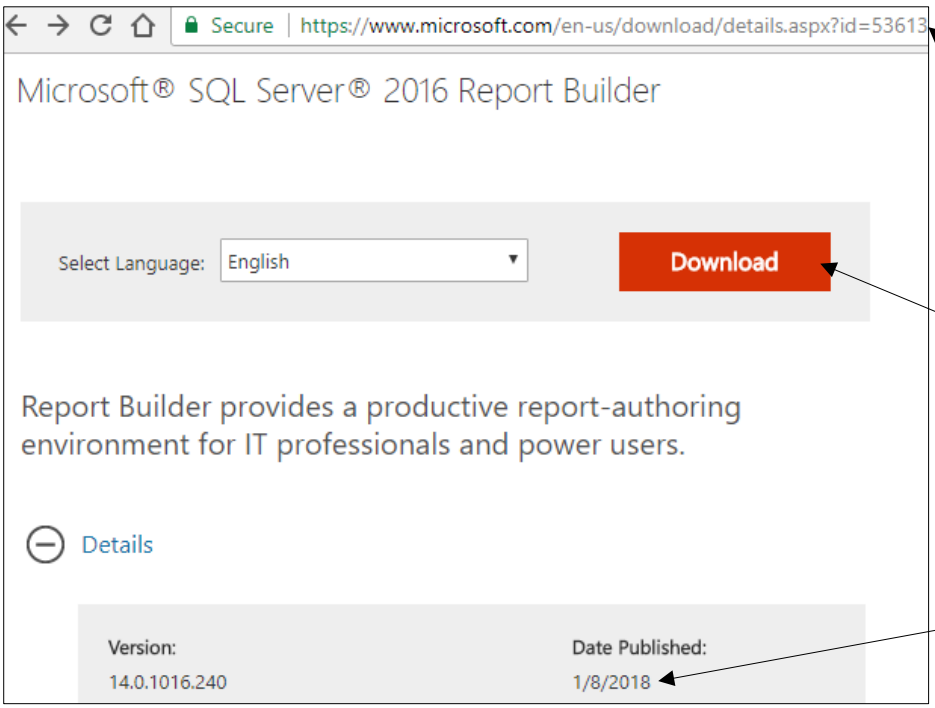
1.2 Installing Report Builder

You can install Report Builder from a couple of locations, as described in this section.

Installing from the Microsoft Website

You can use a search engine to find the Microsoft download page for Report Builder:



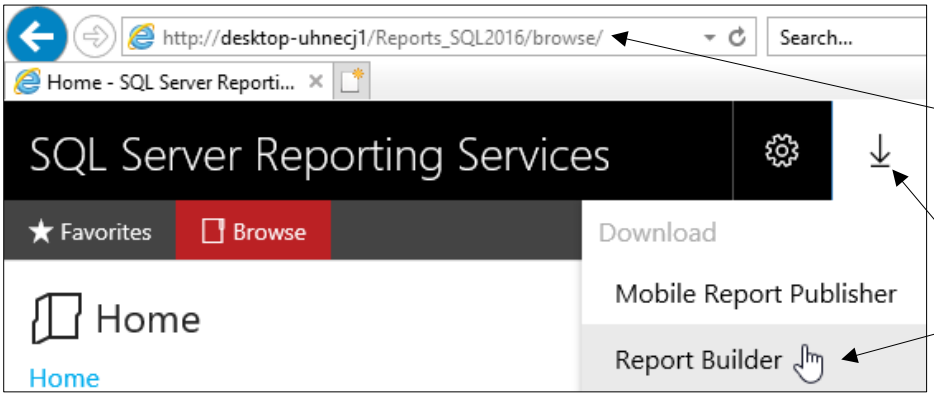
You could also just type this URL into your web browser.

Click here to download the installer file and then run it to install Report Builder on your machine.

The examples shown in this manual use a version of Report Builder released on the 8th of January 2018.

Installing from the SSRS Web Portal

The *Reporting Services Web Portal* runs in a web browser and allows you to view reports that you've saved to a *Report Server*. You can also install Report Builder from the web portal:

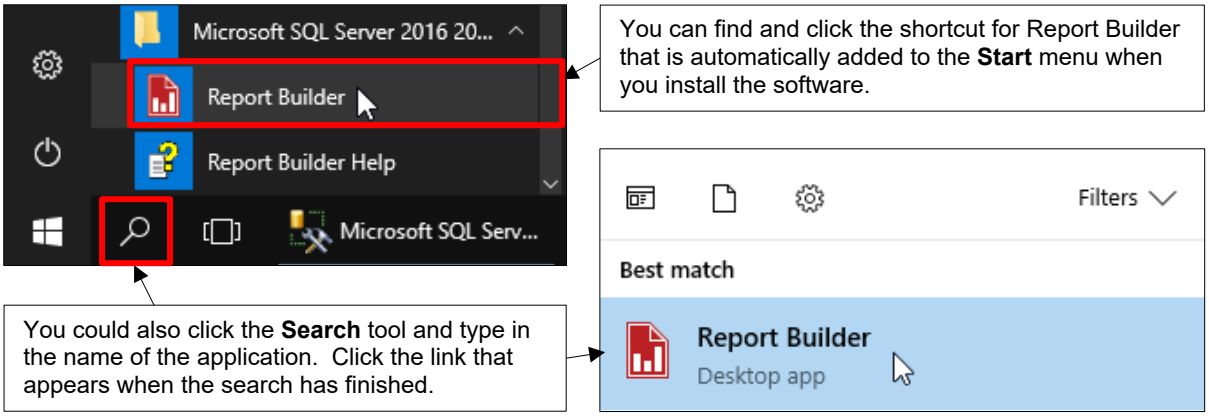


The URL of the web portal will depend on the configuration of your report server. How to find the web portal URL is covered later in this courseware.

From the menu, choose **Report Builder** and then follow the instructions to install the software.

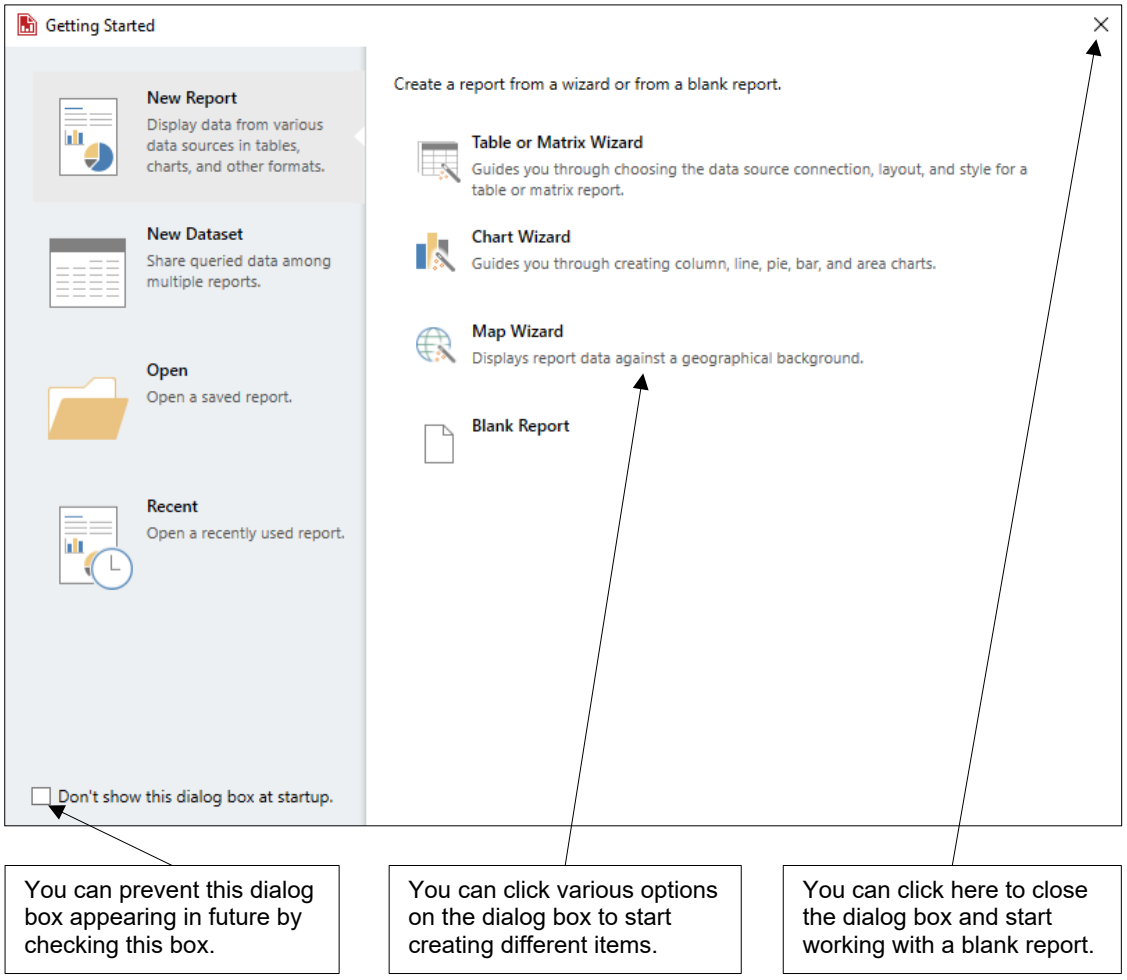
1.3 Running Report Builder

Once you've installed it, you can run Report Builder from the **Start** menu:



The Getting Started Dialog Box

By default, Report Builder displays the **Getting Started** dialog box when you open the application:



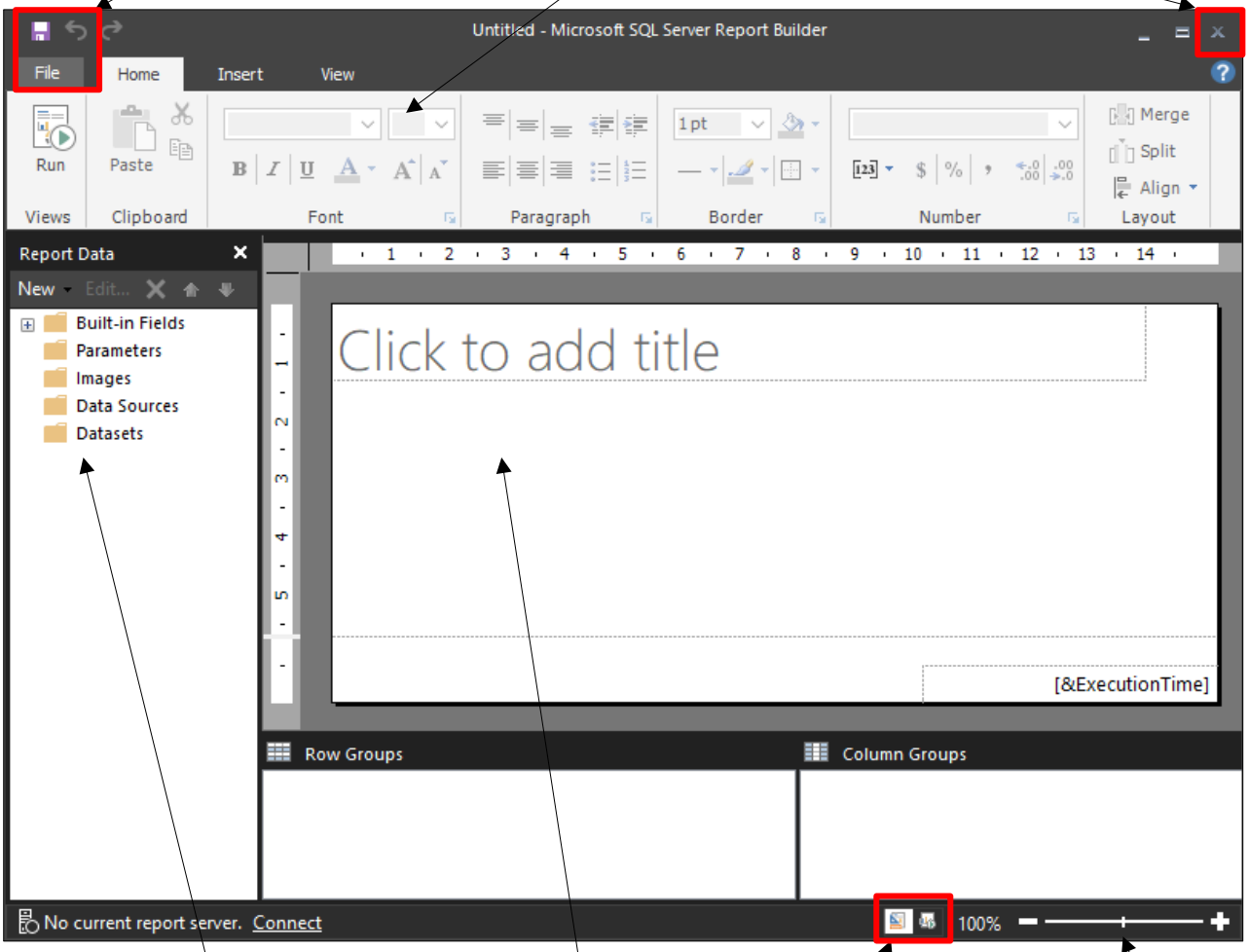
1.4 The Report Builder Screen

Report Builder has several views and windows that you'll use when creating reports. You can see an overview of the screen in which you'll spend most of your time in the diagram below:

The **File** menu contains options for opening, saving and creating new reports.

The **Home** tab of the ribbon has a variety of options for formatting and editing parts of your report.

You can close Report Builder by clicking the cross in the top-right corner of the window.



You may see a number of windows and panels around the border of the main Report Builder window. The next page describes these windows.

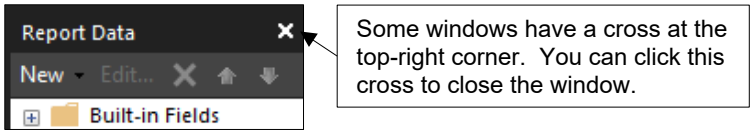
The main part of the screen is taken up by the report you're currently working on.

These buttons allow you to run the report and switch back to the design view.

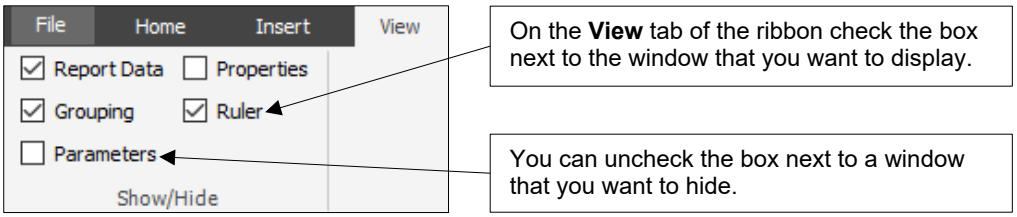
You can zoom in and out on the report using this slider.

Opening and Closing Windows

Report Builder has several windows and panels that you can open and close as and when you need them.

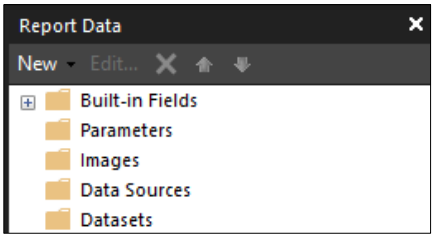
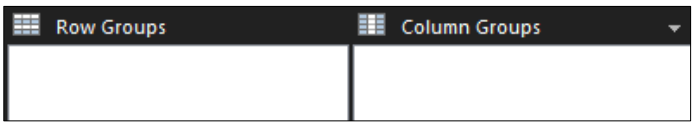
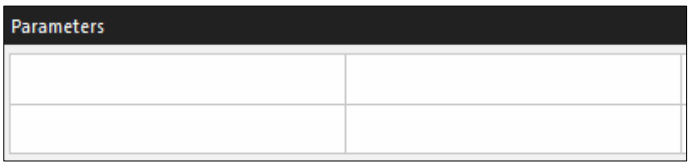


To reopen any windows that you've closed, choose **View** from the ribbon and select the window that you want to display.



The Main Windows

You can see a description of the main windows and panels in the table below:

Name	What it's for	What it looks like
Properties	Displays the attributes of any object that you have selected. You can change these properties to alter the object in various ways.	
Report Data	Allows you to create connections to data sources and queries to retrieve data that will be displayed in the report.	
Grouping Pane	Allows you to control how the selected report item is grouped.	
Parameters Pane	Allows you to create and edit report parameters.	

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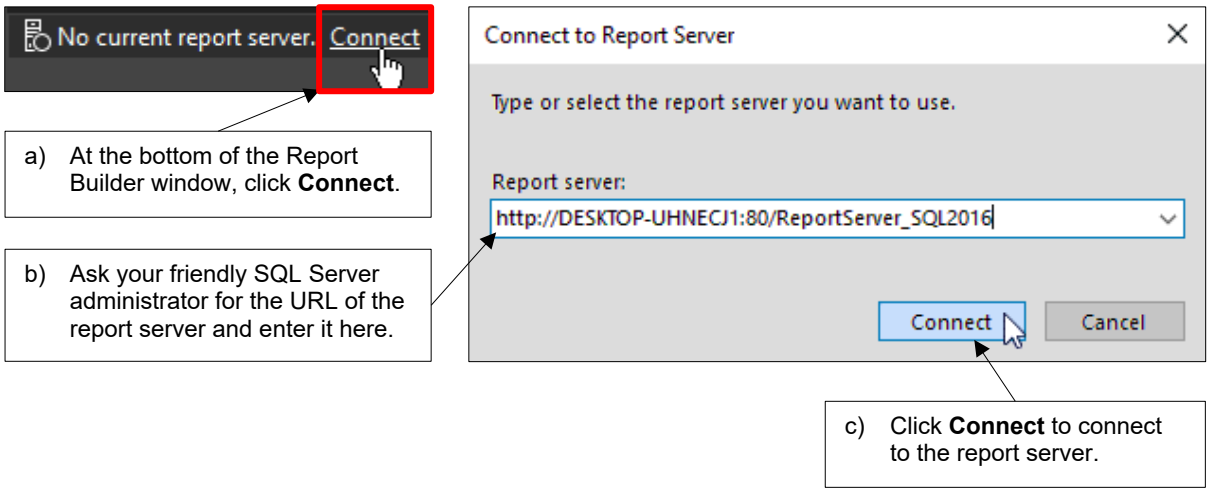
1.5 Using a Report Server

In Report Builder you can work with reports that are stored locally on your machine as well as files stored centrally on a report server.

Connecting to a report server means that you can save your reports in a location that other people can see. You can also access other shared resources such as data sources and datasets, which can make building reports much easier!

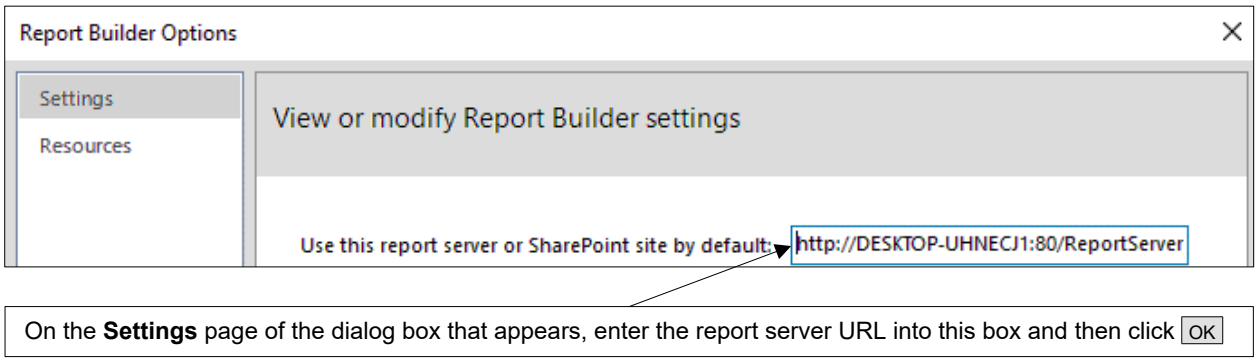
Connecting to a Report Server

To use files on a report server you first need to connect to it:



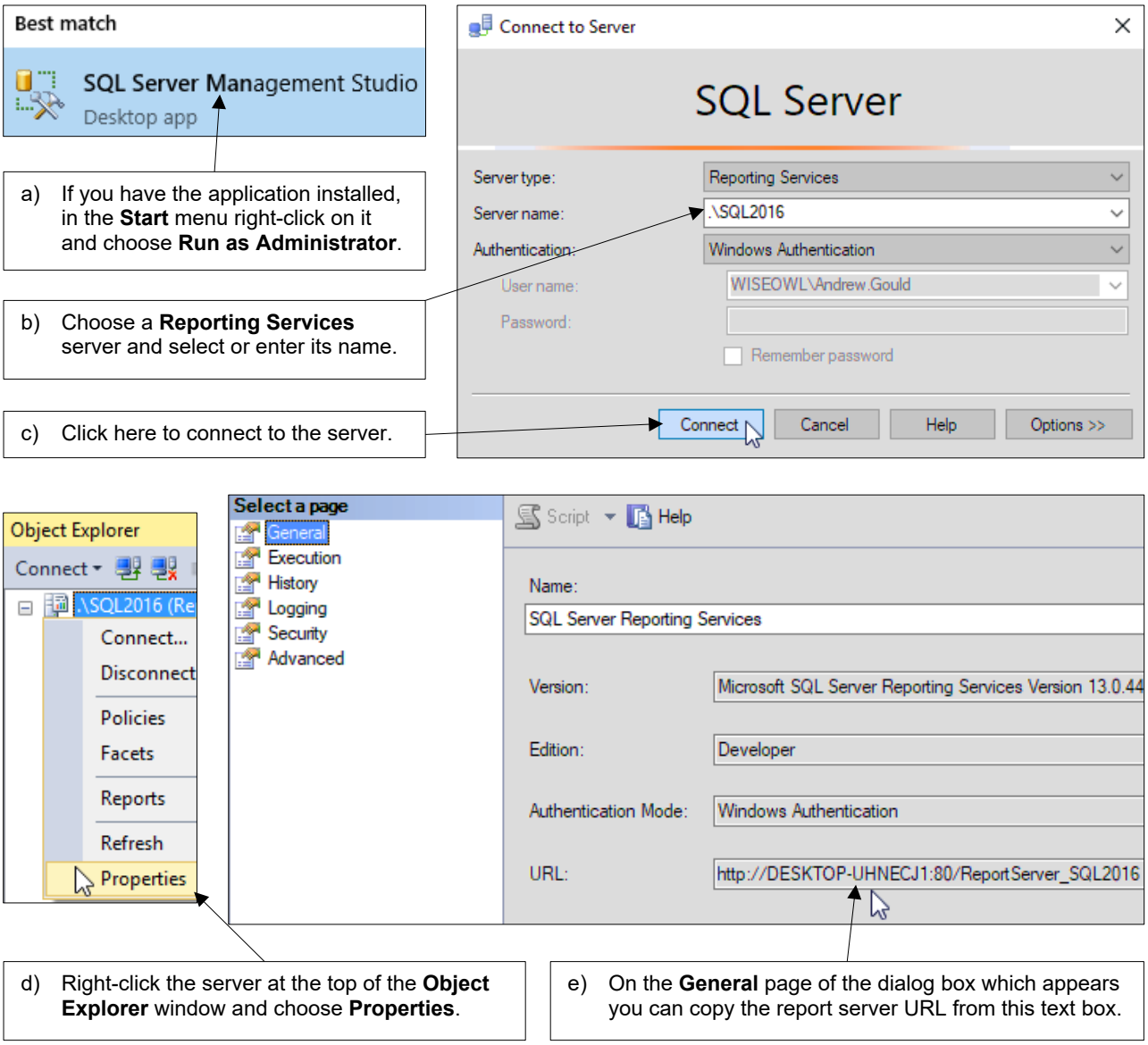
Setting a Default Report Server

You can set a default report server so that you don't have to manually choose to connect to one each time you open Report Builder. To do this, from the ribbon select **File | Options**



Finding the URL of the Report Server

If you don't have a SQL Server administrator to ask, and you have access to the report server, you can locate its URL in the **SQL Server Management Studio** application.



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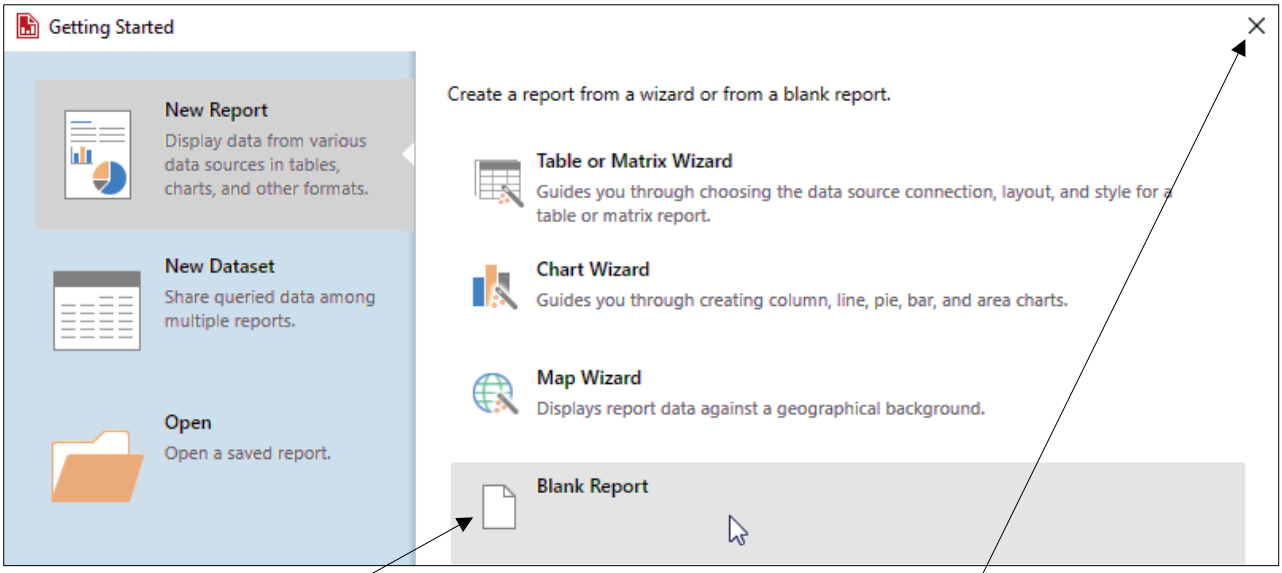
CHAPTER 2 - WORKING WITH REPORTS

2.1 Creating Reports

The easiest way to create a new report is simply to open Report Builder:



If the **Getting Started** dialog box appears when you open Report Builder, click **Blank Report** to create a new report.

You can also close the dialog box to see the blank report that is created automatically when you open Report Builder.

Choosing to Create a New Report

You can also create a new report when Report Builder is open:

Ribbon	*Keyboard*
File | New	Ctrl + N

You can only have one report open at a time in Report Builder. Creating a new report will automatically close the one you're working on (prompting you to save it if necessary).

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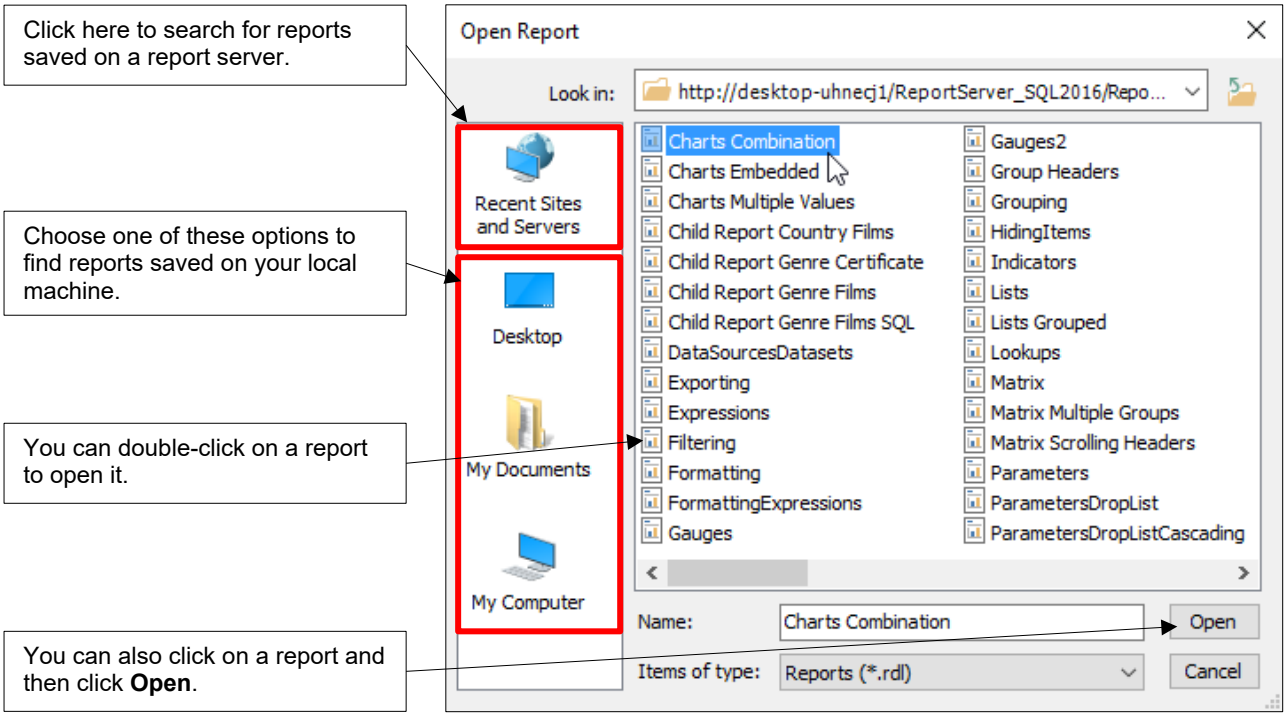
2.2 Opening and Closing Reports

Opening Existing Reports

To open an existing report:

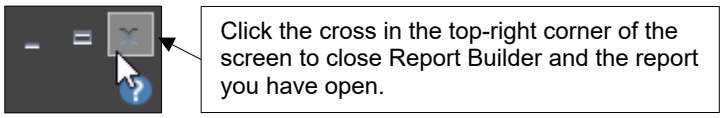
Ribbon	Keyboard
File | Open	Ctrl + O

You can then browse for the report you want to open on the dialog box which appears:



Closing a Report

You can close a report by closing Report Builder.



2.3 Saving Reports

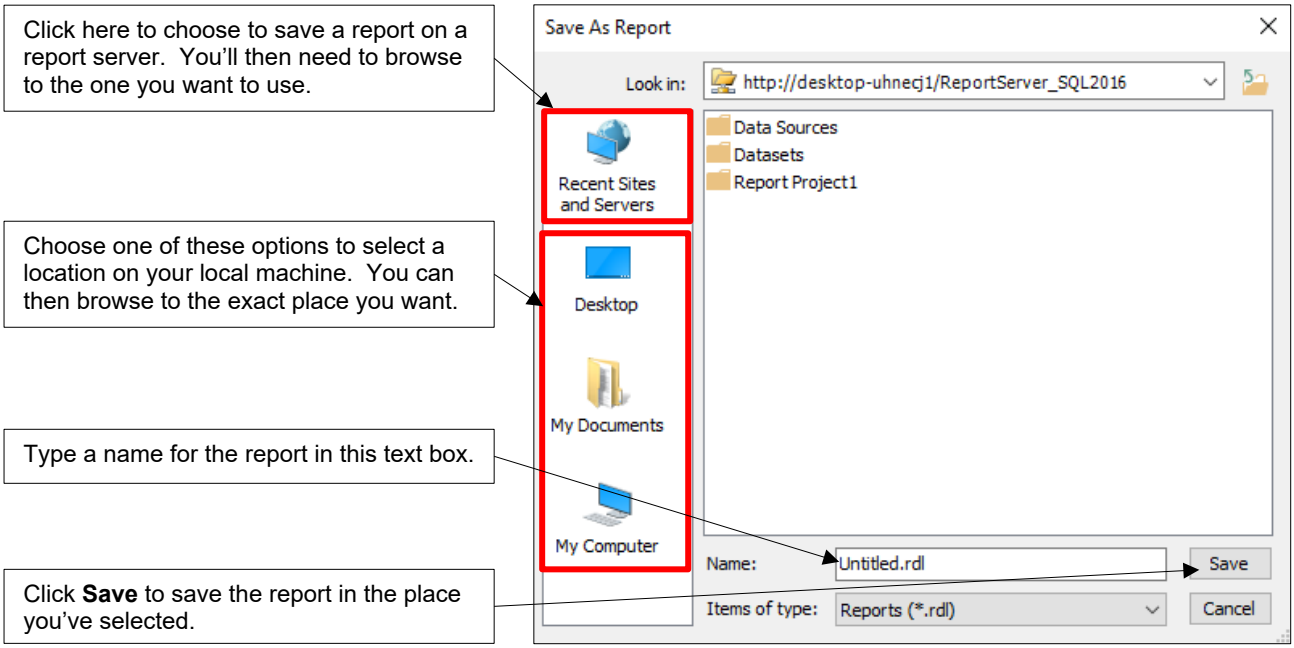
You can save a report to either your local machine or to a report server.

Saving a Report

To save a report that you're working on:

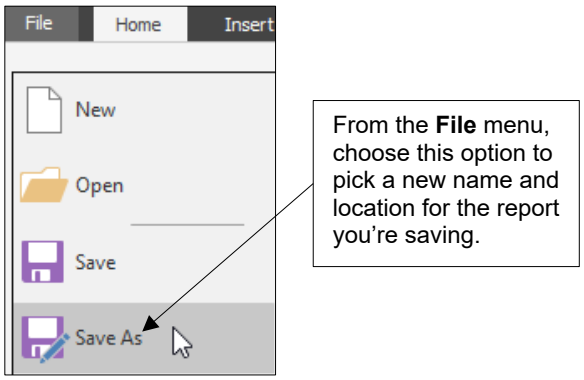
Ribbon	Keyboard	Toolbar
File | Save	Ctrl + S	

If you've previously saved the report it will be saved with the same name in the same location. If this is the first time you've saved the report, you'll be asked where you'd like to save it:



Saving a Report with a New Name

If you'd like to save a report that you've previously saved with a new name or in a new location you can do so by choosing **File | Save As** from the ribbon:



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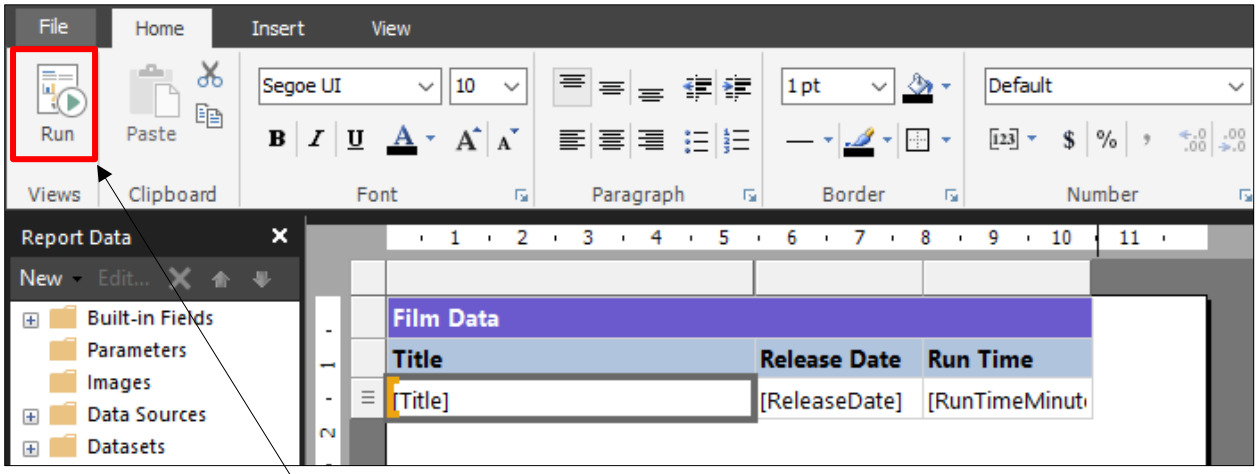
2.4 Running Reports

Your reports look different when you're creating them compared to when you run them. You'll need to switch between *design* view and *preview* to check that the report looks sensible.

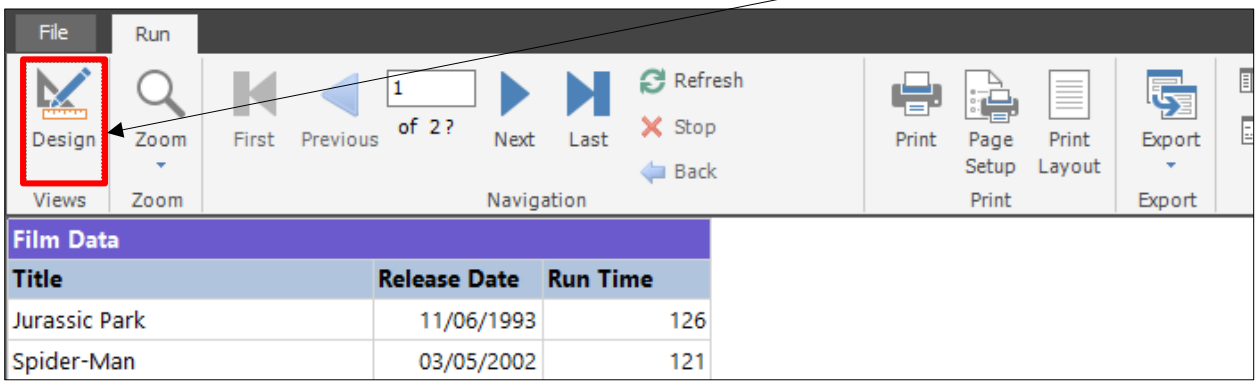
Design View and Report Preview

When you create a report it will automatically open in design view. This is where you'll spend most of your time as a report author. You can switch a report to a preview to running it.

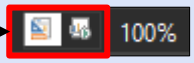


In design view you can make changes to the report's appearance. To see what it looks like, click **Run** to switch to the report preview.

In preview you can see the report's data (and print or export it if you want to). You can click **Design** to return to design view and make further changes.



You can switch between design view and preview using two buttons in the bottom-right of the Report Builder window.

Use these buttons to switch views. → 

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	VBA macros			
	Office Scripts			
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	Power Apps			
	Power Automate (both)			
SQL Server	SQL			
	Reporting Services			
	Report Builder			
	Integration Services			
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