



Report Builder 3.0 Essentials

This one-day instructor-led course empowers business users to create ad hoc reports with Report Builder 3.0 using the Report Models built on the databases they use, in an intuitive, Office-like report authoring environment while providing enough features to satisfy a more technically skilled report developer.

The course walks through how to use the Report Builder tool to create and format reports covering creating reports including parameter reports, drill-through reports, matrix reports and linked reports. The course also covers how to use Report Models which provide business users the ability to easily customise and create ad-hoc reports.

Who Should Attend:

This course is intended for Business Users and Power Users with limited technical skills who are required to connect to various data sources to produce new, simple reports on their own, and can choose to save them locally or to share them with others by publishing to the Reporting Services centralised store.

Course Prerequisites:

Before attending this course, participants should have:

- Basic knowledge of the Microsoft Windows operating system and its core functionality and ideally experience with Microsoft Excel and Microsoft PowerPoint
- An understanding of the data being accessed and how you want to display that data

Course Objectives:

After completing this course, students will be able to:

- Create and format a Report Builder report
- Enhance a Report Builder report
- Create and manipulate data sets
- Use report models for reporting

Course Code: **RB3E**
Course Duration: **1 Day**

Course Summary

Module 1: Creating a Quick Chart Report Offline

Module 2: Creating a Basic Table Report

Module 3: Adding a Table with the Table or Matrix Wizard

Module 4: Formatting a Report

Module 5: Adding Parameters to Filter Report Data

Module 6: Adding a Column Chart to Your Report

Module 7: Adding a Pie Chart to Your Report

Module 8: Adding a Bar Chart to Your Report

Module 9: Adding a KPI to Your Report



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Course Outline

Module 1: Creating a Quick Chart Report Offline

- Create a Pie Chart
- Make a 3d Chart

Module 2: Creating a Basic Table Report

- Create a New Report
- Add a Report Title
- Save the Report on a Report Server

Module 3: Adding a Table with the Table or Matrix Wizard

- Create a Data Source Using Report Manager
- Launch the Table Wizard and Add a Connection
- Define a Transact-SQL Query for Report Data
- Organise Data into Groups
- Add totals and Subtotals
- Specify a Table Style

Module 4: Formatting a Report

- Format the Currency
- Format the Date
- Change Column Widths

Module 5: Adding Parameters to Filter Report Data

- Adding Parameters to Filter Reports by Date
- Adding Parameters to Create a List of Available Values
- Adding Parameters to Select Multiple Values in a List
- Adding Cascading Parameters
- Adding to Pass to a Drillthrough Report

Module 6: Adding a Column Chart to Your Report

- Add a Column Chart
- Formatting on the Axis
- Add a Moving Average

Module 7: Adding a Pie Chart to Your Report

- Add a Pie Chart with the Chart Wizard
- Add Drawing effects to the Pie Chart

Module 8: Adding a Bar Chart to Your Report

- Add a Bar Chart with the Chart Wizard
- Filter Values on the Bar Chart
- Sort Names in Alphabetical Order on the Bar Chart

Module 9: Adding a KPI to Your Report

- Display KPI's Using Background Colours
- Display KPI's Using a Gauge



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