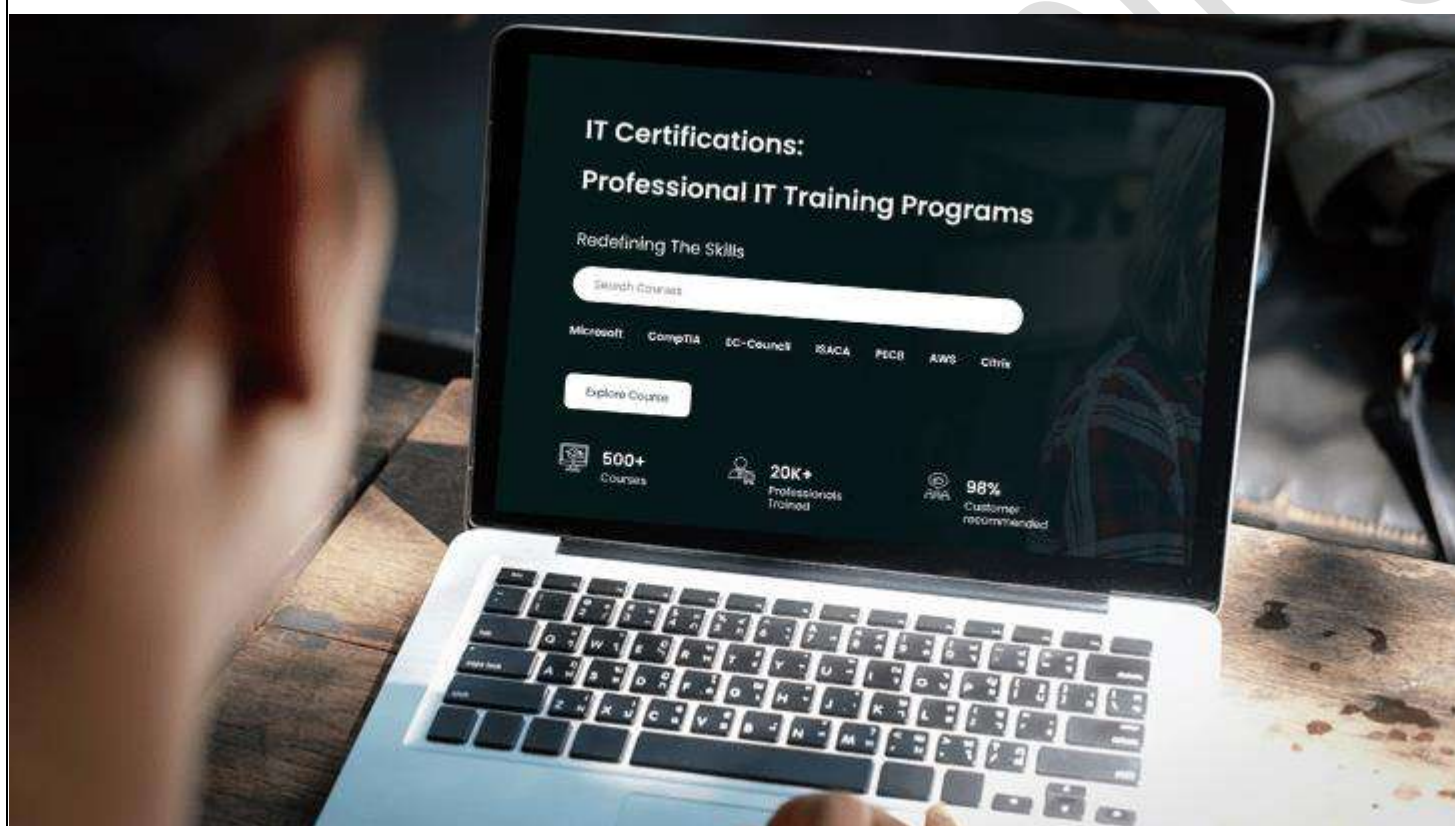




Redefining The Skills



## **55123: WRITING REPORTS WITH REPORT BUILDER AND SSRS LEVEL 1 TRAINING**

**Duration: 2 Days**

### **Course Description**

In this two-day course for students, the fundamentals of report writing using Microsoft® SQL Server® Report Builder and SSRS will once again be taught.

The focus will be on producing table and matrix reports, grouping report data, formatting reports, developing simple and complex expressions, showing aggregated data, sorting and filtering data, charting data, and preparing reports for printing and exporting. Microsoft® SQL Server® versions 2014, 2012, and 2008 R2 are compatible with Report Builder 3.0.

### **Training Exclusives**

- Live instructor-led interactive sessions with Microsoft Certified Trainers (MCT).
- Access to Microsoft Official Courseware (MOC).
- Real-time Virtual Lab Environment.
- Experience 24\*7 Learner Support.
- Self-paced learning and flexible schedules.

### **Who should attend this course?**

- The majority of this course's audience consists of individuals who are new to creating reports using Microsoft® SQL Server® Report Builder and SSRS, individuals who are switching from another reporting software solution, and individuals who are now Report Builder and SSRS report authors.
- People who use Report Designer are the course's secondary audience (SSRS).
- Participants in the course could be business analysts, program analysts, data analysts, database administrators, or information technology (IT) professionals; they could or might not have experience with programming (Visual Basic) and/or Transact-Structured Query Language (T-SQL), as well as knowledge of Microsoft® SQL Server® Report Builder and SSRS.

### **What you will learn**

- Create reports for tables.
- Organize reports.
- data for a group report.
- Make matrices of reports.
- data sorting and filtering
- Utilize charts to summarise data.
- Export and print reports.
- Use the Report Builder Environment to navigate.
- Make both simple and complicated expressions.

### **Prerequisites**

- Knowledge of Windows.
- Establishing and using folders.
- Launching software
- Altering windows.
- Object pasting and copying.
- Text formatting.
- Preserving data.
- Microsoft® Office Access 2013: Level 1 or equivalent expertise in databases' foundations.

## Curriculum

### Module 1: Exploring the Report Builder Environment

This module introduces the Report Builder application and its features. You will explore the Ribbon and its Tabs, Command groups, and Commands, the available Window panes for creating and manipulating reports, and the report design surface using Design and Run modes.

#### Lessons

- Introducing the Report Builder Environment
- Working with Existing Reports

#### Lab 1: Exploring the Report Builder Application

- Navigating the Ribbon and Window panes
- View Existing Reports in Design and Run modes

After completing this module, students will be able to:

- Describe and navigate the graphical elements of the Report Builder application.
- Work with existing reports and navigate between Design and Run modes.

### Module 2: Adding Data to Table Reports

This module introduces how to populate a report with data and display that data in a table data region on the report. We will begin with defining the data source and continue with query building through data sets to bring data into the report. Next, we will explore the elements of the tablix data region including rows, columns, cells, handles, and field choosers, you will use in displaying your data.

#### Lessons

- Create Report Data Sources
- Create Report Datasets
- Work with the Tablix Data Region
- Create a Table Report

#### Lab 1: Creating Table Reports

- Create Queries Using the Report Builder Query Designer
- Create a Table Report Using a Single Table
- Create Table Relationships Using Query Designer
- Create a Table Report Using Multiple Tables

After completing this module, students will be able to:

- Create report data sources.
- Create report datasets.
- Work with the tablix data region.
- Create a table report

### Module 3: Formatting Data and Creating Expressions in Reports

This module introduces report formatting techniques which allow a report writer to control how and where data displays in the report. Additional data may also be required and this can be accomplished by adding data from a source or adding a calculated field to the dataset. Simple and complex expressions will also be introduced in this topic.

#### Lessons

- Formatting Reports
- Sorting and Filtering Report Data

- Adding Data to a Dataset
- Creating Simple Expressions
- Creating Complex Expressions

#### **Lab 1: Formatting Reports**

- Format Tablix Columns
- Format Data in a Tablix Cell Using Properties
- Format Data in a Tablix Cell Using Simple and Complex Expressions
- Sort Data Using Expressions
- Use Simple and Complex Expressions to Display Data in a Tablix

After completing this module, students will be able to:

- Format data in a report using the Report Builder Properties dialog boxes.
- Add data to a report and make changes to column names in the dataset query.
- Format data in a report using simple and complex expressions.
- Display data in a report using simple and complex expressions.

#### **Module 4: Grouping Report Data**

This module introduces data groupings in reports using dataset fields and using expressions. This module also discusses group hierarchies and adding aggregates to summarize grouped data.

##### **Lessons**

- Group Data in Reports
- Group Data Using an Expression
- Creating Subgroups and Group Aggregates

#### **Lab 1: Creating Reports with Groups and Aggregates**

- Display Grouped Data in a Report
- Create a Group Hierarchy in a Report
- Group Data Using a Complex Expression
- Add Aggregates to Tablix Rows
- Configuring a Reference Image

After completing this module, students will be able to:

- Group data in reports using fields.
- Group data in reports using expressions.
- Create group hierarchies.
- Aggregate grouped data in a report.

#### **Module 5: Matrix Reports**

This module introduces matrix data regions which are used in reports to control how crosstabular data can be used. While table reports rely on rows and columns, matrix reports rely on row groupings, column groupings, and aggregated values.

##### **Lessons**

- Creating and Modifying Matrix Data Regions
- Creating and Modifying Column Groups

#### **Lab 1: Creating Matrix Reports**

- Create Matrix Reports
- Create Column Groups

- Use Expressions to Sort Group Data
- Use Expressions to Display Group Names
- Create Matrix Reports with Group Hierarchies

After completing this module, students will be able to:

- Describe the key features of using a matrix in a report.
- Create and modify matrix reports.
- Define column group hierarchies.
- Use expressions to define matrix headings and sort orders.

## **Module 6: Charts**

This module introduces the ability to create and add charts to reports. Whether through wizard or individual effort, chart reports or charts as report components allow us to visualize data with or without the details.

### **Lessons**

- Create and Modify Chart Wizard Reports
- Add Charts to Existing Reports
- Modify Charts in Reports

### **Lab 1: Creating Charts and Chart Reports**

- Create a Chart Wizard Report
- Add a Chart to an Existing Report
- Format Chart Elements
- Use Expressions in Charts

After completing this module, students will be able to:

- Describe the key features of charts.
- Create charts using the Chart Wizard and the Ribbon.
- Modify chart data and the formatting of chart elements.
- Use expressions in charts.

## **Module 7: Printing and Exporting Reports**

This module introduces report printing and exporting. Reports can be created for electronic display, paper display, or display in another application. This module covers the basics of those three scenarios.

### **Lessons**

- Print Features and Print Options
- Export Reports

### **Lab 1: Printing and Exporting Reports**

- Exploring Page Layout view, Report Formatting, and Page Setup Options
- Exporting Reports

After completing this module, students will be able to:

- Describe the key features of electronic reporting vs. print reporting.
- Prepare a report for paper printing.
- Export reports in supported formats.

---

*For any query Contact Us – Microtek Learning*

---