

Course Agenda

1. Creating a Report Template
 2. Creating Running Totals
 - a. Running totals vs. summary totals
 - b. Defining summary, criteria, and reset conditions
 3. Advanced Formulas and Functions
 - a. Division by zero
 - b. Previous and Next functions
 - c. Group selection vs. report selection
 4. Section Expert
 - a. Suppressing Report sections
 - b. New Page options
 - c. Using formulas
 5. Creating Form Letters
 - a. Embedded fields
 - b. Suppressing blank lines
 6. Creating Charts
 - a. Exercise – create a bar chart
 - b. Exercise – create a pie chart
 7. Advanced Parameters
 - a. Creating pick lists
 8. Creating Subreports
 - a. Importing a subreport
 - b. Inserting a subreport
 - c. Linking a Subreport
 - d. Subreport parameter
 9. Creating Variables
 - a. Returning subreport values
 - b. Totals of Totals
 - c. Self-referencing formulas
 10. Advanced Table Linking
 - a. Self-joining tables
 - b. Code Table overview
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