

REPORTSMITH - USER TRAINING WORKSHOP**Intended Audience**

Individuals who need to utilize a powerful reporting tool to gather information in an ad hoc manner from PC and SQL databases.

Duration

3 Days

**Course Abstract**

Students begin immediately building an introductory, but instructive report. As this hands-on course progresses, the report is enhanced, yielding a final report that utilizes all the power and functionality of ReportSmith. Throughout, other smaller reports are built to introduce and underscore concepts and to reinforce the use of the ReportSmith user interface. On the second day, students are encouraged to log onto their own databases (when applicable) to produce useful reports.

Course Objective

Upon completion of this course students will be able to:

- Create Columnar, Form, Cross-Tab and label reports
- Log onto and query the database in an ad hoc manner
- Understand the basics of SQL as it applies to reporting
- Make reports interactive
- Customize report layout and content
- Combine information from various sources and formats into a single report
- Utilize graphics, color and pictures to create effective, eye-catching reports
- Understand their company's database and how to retrieve the information in an easy and powerful manner



Course Topics

- New report creation
- Report formatting
- Setting up queries
- Sorting and grouping
- Linking multiple tables
- Report variables
- Summary fields
- Derived fields
- Group field values
- Cross-Tab reports
- Labels
- Graphing
- Pictures and color
- Creating Macros
- Data Dictionary overview

Class Format

Lecture/Lab, Exercise intensive.

Prerequisites

Basic knowledge of using Windows and Windows applications is helpful but not necessary. Basic understanding of SQL is helpful but not necessary.