KOENIG SOLUTIONS · COURSE OUTLINE

55204-A: Writing Reports with Report Designer and SSRS 2014 Level 1

Learn to build, format and publish reports with Report Designer and SQL Server Reporting Services, from tables and grouping to matrices and charts.

7	45	33
MODULES	TOPICS	HANDS-ON LABS

COURSE OVERVIEW

This course covers the Report Designer environment, including its menus, toolbox and design and preview modes. It then addresses populating reports with data through data sources, datasets and table data regions, followed by formatting techniques and simple and complex expressions. Later modules cover grouping data with hierarchies and aggregates, building matrix reports with row and column groupings, and creating and modifying charts. The course concludes with printing and exporting reports for electronic, paper and other application formats.

WHO THIS COURSE IS FOR

Report Writers | **Business Intelligence Developers** | **Database Developers** | **Data Analysts** | **SQL Server Developers**

LEARNING OBJECTIVES

- Describe the purpose and graphical elements of Report Designer
- Create report data sources and datasets
- Build table reports using the tablix data region
- Format report data using properties and expressions
- Group report data using fields, expressions and hierarchies
- Aggregate grouped data within a report
- Create and modify matrix and chart reports
- Prepare reports for printing and export

COURSE SYLLABUS

7 Modules, 45 Topics

01

3 Labs

Exploring the Report Designer Environment

This module introduces the Report Designer application and its features. You will explore the Menu bar, the Toolbox, and the available Window panes for creating and manipulating reports, and the report design surface using Design and Preview modes.

LESSONS

- SQL Server Reporting Services
- The Report Designer Environment
- Working with Existing Reports

LEARNING OBJECTIVES

- Describe the purpose of SQL Server Reporting Services
- Describe and navigate the graphical elements of the Report Designer application
- Work with existing reports and navigate between Design and Run modes

02

5 Labs

Adding Data to Table Reports

This module introduces report writers to populating a report with data and displaying the 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 including rows, columns, cells, handles, and field choosers.

LESSONS

Create Report Data Sources · Create Report Datasets · Create Table Reports

LEARNING OBJECTIVES

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

03

6 Labs

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 and Complex Expressions

LEARNING OBJECTIVES

- Format data in a report using the Report Designer 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

04

5 Labs

Grouping Report Data

This module introduces data groupings in reports using dataset fields and 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 a Grouping Hierarchy and using Group Aggregates

LEARNING OBJECTIVES

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

05

6 Labs

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

- Create and Modify Matrix Data Regions
- Create and Modify Column Groups

LEARNING OBJECTIVES

- 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

06

5 Labs

Charts

This module introduces charting and the ability to create and add charts to reports. Chart reports allow us to visualize data with or without the details.

LESSONS

- Create and Modify Charts in Reports
- Modify Charts in Reports

LEARNING OBJECTIVES

- Describe the key features of charts
- Create charts
- Modify chart data and the format of chart elements
- Use expressions in charts

07

3 Labs

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

LEARNING OBJECTIVES

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

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01	**Exploring the Report Designer Environment**	■ Exploring the Report Designer Application ■ Navigating the Menu bar and the Toolbox ■ View Existing Reports in Design and Preview modes
02	**Adding Data to Table Reports**	■ Creating Table Reports ■ Create Queries using the Report Designer Query Designer ■ Create a Table Report using a Single Table ■ Create Table Relationships using Query Designer ■ Create a Table Report using Multiple Tables
03	**Formatting Data and Creating Expressions in Reports**	■ 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
04	**Grouping Report Data**	■ 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

#	MODULE	ACTIVITY
05	**Matrix Reports**	■ 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 Grouping Hierarchies
06	**Charts**	■ Creating Charts and Chart Reports ■ Create a Chart Report ■ Add a Chart to an Existing Report ■ Format Chart Elements ■ Use Expressions in Charts
07	**Printing and Exporting Reports**	■ Printing and Exporting Reports ■ Explore Page Layout view, Report Formatting, and Page Setup Options ■ Export Reports

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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