



Writing Reports with Report Builder and SSRS Level 1

Microsoft Official Curriculum (MOC 55123)

Course Length: 2 days

Course Delivery: Traditional Classroom • Online Live

Course Overview

In this 2-day course, students will continue their learning on the foundations of report writing with Microsoft SQL Server Report Builder and SSRS. The focus will be on report writing by connecting to a database and manipulating the data for presentation including: creating table and matrix reports, formatting reports, grouping report data, creating simple and complex expressions, displaying aggregated data, sorting and filtering data, charting data, and preparing reports for printing and exporting. Report Builder 3.0 is available for Microsoft SQL Server versions 2014, 2012, and 2008 R2.

Audience

- The primary audience for this course are persons who are new to reporting with Microsoft® SQL Server® Report Builder and SSRS, persons who are transitioning from another reporting software application, and persons who are existing Report Builder and SSRS report authors.
- The secondary audience for this course are persons who are using Report Designer (SSRS).
- Course participants may be business analysts, programmer analysts, data analysts, database administrators, or IT professionals and may or may not have experience with Microsoft® SQL Server® Report Builder and SSRS, programming (Visual Basic), and/or Transact-Structured Query Language (T-SQL) experience.

Prerequisites

- Familiarity with Windows.
- Creating and navigating folders.
- Opening programs.
- Manipulating windows.
- Copying and pasting objects.
- Formatting text.
- Saving files.

Objectives



- Navigate the Report Builder Environment
- Create table reports
- Format reports
- Create basic and complex expressions
- Group report data
- Create matrix reports.
- Sort and filter data.
- Summarize data with charts.
- Print and export reports.

Course Details

Module 1: Exploring the Report Builder Environment

1. Introducing the Report Builder Environme
2. Working with Existing Reports

Module 2: Adding Data to Table Reports

1. Create Report Data Sources
2. Create Report Datasets
3. Work with the Tablix Data Region
4. Create a Table Report

Module 3: Formatting Data and Creating Expressions in Reports

1. Formatting Reports
2. Sorting and Filtering Report Data
3. Adding Data to a Dataset
4. Creating Simple Expressions
5. Creating Complex Expressions

Module 4: Grouping Report Data

1. Group Data in Reports
2. Group Data Using an Expression
3. Creating Subgroups and Group Aggregates

Module 5: Matrix Reports

1. Creating and Modifying Matrix Data Regions
2. Creating and Modifying Column Groups

Module 6: Charts



1. Create and Modify Chart Wizard Reports
2. Add Charts to Existing Reports
3. Modify Charts in Reports

Module 7: Printing and Exporting Reports

1. Print Features and Print Options
2. Export Reports

Lab 1 : Exploring the Report Builder Environment

1. Exploring the Report Builder Application
2. Navigating the Ribbon and Window panes
3. View Existing Reports in Design and Run modes
4. Describe and navigate the graphical elements of the Report Builder application.
5. Work with existing reports and navigate between Design and Run modes.

Lab 2 : Adding Data to Table Reports

1. Creating Table Reports
2. Create Queries Using the Report Builder Query Designer
3. Create Queries Using the Report Builder Query Designer
4. Create Table Relationships Using Query Designer
5. Create a Table Report Using Multiple Tables
6. Create report data sources.
7. Create report datasets.
8. Work with the tablix data region.
9. Create a table report

Lab 3 : Formatting Data and Creating Expressions in Reports

1. Formatting Reports
2. Format Tablix Columns
3. Format Data in a Tablix Cell Using Properties
4. Format Data in a Tablix Cell Using Simple and Complex Expressions
5. Sort Data Using Expressions
6. Use Simple and Complex Expressions to Display Data in a Tablix
7. Format data in a report using the Report Builder Properties dialog boxes.
8. Add data to a report and make changes to column names in the dataset query.
9. Format data in a report using simple and complex expressions.
10. Display data in a report using simple and complex expressions.

Lab 4 : Grouping Report Data

1. Creating Reports with Groups and Aggregates



2. Display Grouped Data in a Report
3. Create a Group Hierarchy in a Report
4. Group Data Using a Complex Expression
5. Add Aggregates to Tablix Rows
6. Configuring a Reference Image
7. Group data in reports using fields
8. Group data in reports using expressions.
9. Create group hierarchies.
10. Aggregate grouped data in a report.

Lab 5 : Matrix Reports

1. Creating Matrix Reports
2. Create Matrix Reports
3. Create Column Groups
4. Use Expressions to Sort Group Data
5. Use Expressions to Display Group Names
6. Create Matrix Reports with Group Hierarchies
7. Describe the key features of using a matrix in a report.
8. Create and modify matrix reports.
9. Define column group hierarchies.
10. Use expressions to define matrix headings and sort orders.

Lab 6 : Charts

1. Creating Charts and Chart Reports
2. Create a Chart Wizard Report
3. Add a Chart to an Existing Report
4. Use Expressions in Charts
5. Use Expressions in Charts
6. Describe the key features of charts.
7. Create charts using the Chart Wizard and the Ribbon.
8. Modify chart data and the formatting of chart elements.
9. Use expressions in charts.

Lab 7 : Printing and Exporting Reports

1. Exploring Page Layout view, Report Formatting, and Page Setup Options
2. Exporting Reports
3. Describe the key features of electronic reporting vs. print reporting.
4. Prepare a report for paper printing.
5. Export reports in supported formats.



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