



## Report Builder Training Outline

12 hours of training, split across 6 two hour sessions. Each session comprised of an hour and a half of interactive lecture, then half hour of lab time for participants to explore.

The first three sessions are be stand-alone training for users who would build reports from existing data sources, but wouldn't build data sources themselves.

### Session 1

- Introduction
- Building simple tabular reports in Report Builder from existing shared data sets
- Building simple matrix/aggregate Reports in Report Builder from existing data sets
- Building simple chart reports in Report Building from existing data sets
- Publishing reports to report server

### Session 2

- Formatting reports in Report Builder
- Headers, footers, images
- Working with grouping in Report Builder
- Adding parameters to reports in Report Builder

### Session 3

- Expressions in Report Builder
- Subreports and drilldown reports



#### **Session 4**

- SSRS (SQL Server Reporting Services) web interface
- Security in SSRS web interface
- SSRS Data Sources and Shared Datasets
- Report Builder Wizard
- Building Queries in Report Builder

#### **Session 5**

- Intro to writing SQL queries
- Handling outer joins and NULLs
- Issues to watch for when building queries in Report Builder

#### **Session 6**

- Intro to SSDT-BI (SQL Server Data Tools – Business Intelligence) report development tool
- Intro SSMS (SQL Server Management Studio)
- Use of views to compliment (or replace) shared data sets