

2006

Maximizing Usability – Creating Awesome Reports

This two-day course is ideal for advanced users responsible for report management. Users will learn to modify existing reports for layout and content as well as create new reports ranging from very simple reports to more complex reports and sub-reports.

Prerequisites: Kakari Systems Ltd. introductory software training or equivalent experience. Advanced training and experience is recommended.

Report Basics

- Create basic reports and make simple modifications
- Customize report layouts
- Setup and print summary reports
- Learn about quick and saved reports
- Learn how degree of detail is used when running reports
- Adjust report appearance, including font, column width, shading, stacking, and orientation.
- Set up report headers, footers and page numbering
- Print an image on a report
- Create a column report from a quick report
- Copy reports
- Print totals and subtotals on reports
- Make visual modifications using the layout mode
- Modify report attributes such as sorting
- Print bar codes on reports
- Organize reports for easy user access

Advanced Report Customization

- Enhance reports by adding sub-reports.
- Use calculations and formulas
- Create layout reports from column reports
- Add labels to reports
- Set up report structure attributes such as tables, columns and groups
- Explore advanced modification techniques using the layout mode
- Create totals and subtotals on layout reports
- Build a complex report from scratch
- Learn more about report groups – attributes, grouping, and sorting.
- Learn more about report columns – attributes.
- Learn about hidden fields.
- Print a memo on a report.
- Create powerful filters to get specific data
- Create and modify label reports