

Report Writing Workshop

Module 1 – Foundational Concepts

Lesson 1 – Jet Reports

Lesson 2 – Excel

Lesson 3 – Relational Databases

Module 2 – The Report Writing Procedure: Predevelopment

Lesson 1 – The Report Writing Procedure

Lesson 2 – Basics of a Mockup Report

Lesson 3 – Adding to the Mockup: Filters, Tables, and Fields

Lesson 4 – Final Predevelopment Steps (Options Page & Report Page Setup)

Module 3 – Development: Basic Dynamic Reporting

Lesson 1 – Replication and the NL Function

Lesson 2 – Summary Lists (and NL Data Functions)

Lesson 3 – Data Dump Lists (and the NF function)

Lesson 4 – Sorting

Module 4 – Development: Advanced Dynamic Reporting

Lesson 1 – Grouping Reports

Lesson 2 – Summing and Subtotaling

Lesson 3 – Final Development Steps (Report Options, NP(Eval), Graphs, etc...)

Lesson 4 (Optional) – Multilevel Grouping Reports