

## CIPHR Report Writing - Extending your Knowledge

This two-day course is recommended for users who wish to maximise their understanding of CIPHR's Report Writing facilities.

### PRECONDITIONS

A full understanding of the Report Writing facilities in CIPHR and good experience of putting those report writing techniques into practice.

### GOALS

Delegates should complete the course with:

- A comprehensive revision of the basics of report writing.
- Confidence to create and use formula fields.
- A good understanding of working with sections.
- An understanding of using cross-tab objects in reports.

### COURSE CONTENT

The CIPHR Report Writing – Extending your Knowledge course will cover:

- A revision of creating reports using the Report Designer
- Report design
- The select expert
- Sorting and grouping records
- Summarising
- TopN/sort expert
- Working with formula fields
- Percentages
- If then else
- Select case
- Working with sections
- Cross-tab reports

The training will be conducted on the latest version of the product. If any differences exist between this and previous versions, these will be highlighted by the trainer.

**This outline represents the topics which are usually covered on this event. The actual course work may be adjusted to suit the individual needs of the delegates.**

### TO REGISTER...

To register for this course or if you would like more information about this and other courses, please contact the training centre



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