

Compel - Report Writing the Fundamentals

This two day course is recommended for users who wish to develop and customise their own reports.

PRECONDITIONS

A working knowledge of the Compel product and an ability to produce standard reports from the report menus making full use of the subset functionality.

GOALS

Delegates should complete the course with:

- A comprehensive knowledge of the report production steps
- Confidence to use the query facility for selection and ordering of data
- An understanding of indices; queries and tables and their use in reports
- The ability to add reports to the User Library
- The ability to add subtitles and subtotals to reports
- The ability to export data
- An understanding of database structure, relationships and field contents

COURSE CONTENT

The Compel for Windows Report Writing course will cover:

- Creating reports using the subset facility
- Creating reports using the query facility
- How to set up queries of data including 'and' and 'or' statements
- Subtotalling and subtitling within a report
- Formatting of reports for presentation purposes
- Production of reports with multiple data levels
- Totals, averages and head counts with an introduction to work-areas
- Creation of exports for data extraction purposes

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.

Please note that 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.

TO REGISTER...

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



intellect

Training Centre, Computers In Personnel Ltd. Abbey House, 28-30 Chapel Street, Marlow, Bucks, SL7 1DD
Tel +44(0) 1628 814010 Fax +44 (0) 870 366 2346
Email training@CIPHR.com www.ComputersInPersonnelhr.com