

## Q&A 11.3 Report Designer - Training Agenda

### Bitesize Training – Report Designer Basic

1 – About this guide

2 – Overview

3 – Fundamentals of Report Designer:

- Report Designer Window
- Designing a Report
- **Exercise 1:** Creating a simple report design

### Bitesize Training – Report Designer Advanced

1 – About this guide

2 – Overview

3 – Advanced Functions:

- Running Totals
- Grouping & Sub-totals
- **Exercise 2:** Creating a Report Design with Sub-totals
- Filtered Columns
- **Exercise 3:** Creating a TB with Filtered Columns
- Cell References & Excel Formulae