

Contents

Welcome and Introduction.....	1
License Requirements	3
The Report Creation Process	4
Union Reports.....	6
Creating a Union Report.....	7
Lab - Exercise 1	13
Advanced Data Expressions.....	15
Expressions.....	16
Properties of an Expression	17
Adding a Pass-Through Variable Expression.....	19
Adding a SQL Expression	22
Adding a Microsoft Excel Formula Expression.....	25
Using Multiple Tables.....	27
Overview of Joining Tables.....	28
Using the Graphical Join Tool.....	34
Adding Expressions to a Graphical Join	38
More About Connections.....	40
Connections	41
Creating a New Connection.....	43
Using the Consolidated Connection	45
Scoping a Report	50
Creating a Consolidated Report.....	52
Connecting to Other Database Systems	54
Lab - Exercise 2	56
Advanced Report Options and Add-Ins.....	58
Using Advanced Report Options.....	59
Using Add-Ins	61
Using Macros.....	66
Scheduling a Report	68
Challenge Questions.....	70

Summary.....71
Appendix A – Challenge Answers 73

Not for Resale or Reproduction