

# Q&A Report Designer Training Agenda

## Introduction

## Fundamentals of Report Designer

### The Report Designer Window

### Designing a Report

- Adding and Removing columns
- Moving and Copying columns
- Adding Rows
- Rename Column Headers
- Formatting Cells

### EXERCISE 1 – Creating a simple report design

## Advanced Functions

### Adding Running Totals

### Grouping and Sub-totalling

- Headers and Sub-Totals

### EXERCISE 2 – Creating a report design with subtotals

### Filtered Columns

### EXERCISE 3 – Creating a Trial Balance using filtered columns

### Cell References and Excel Formulae