

XLOne Reporting: Introduction

Course Synopsis

Topics

- Introduction
- XLOne Reporting Overview
- Launching XLOne Reporting
- New Reports Using the Wizard
- Modifying an XLOne Report
- Variables
- Rows, Columns and Criteria

<p>9.00am – 9.30am Welcome and Introduction</p> <p>9.30am – 10.15am XLOne Reporting Overview</p> <p>Launching XLOne Reporting</p> <ul style="list-style-type: none"> · XLOne Menu <p>New Reports Using the Wizard</p> <ul style="list-style-type: none"> · Overview · Wizard Tabs Explained · Create an XLOne Report · <p>Modifying an XLOne Report</p> <ul style="list-style-type: none"> · Modify an XLOne Report – Columns · Modify an XLOne Report – Rows <p>10.15am – 10.30am Morning Tea</p> <p>10.30am – 12.15pm Modifying an XLOne Report continued...</p> <ul style="list-style-type: none"> · Repeat command and hide unwanted rows · Variables and Suppress Zero Row Command · XLOne Labels and Freeze Pane Row Command 	<p>12.15pm – 1.00pm Lunch</p> <p>1.00pm – 3.00pm – remaining of 4 (exercise 10) Modifying an XLOne Report continued...</p> <ul style="list-style-type: none"> • • Conditionally Display Columns • • Sign and Factor Row Commands • • Lookup Column Command • • SET N and SET FILTER row commands <p>3.00pm – 3.15pm Afternoon Tea</p> <p>3.15pm – 4.30pm – Exercise 11-13 & Modifying an XLOne Report continued...</p> <ul style="list-style-type: none"> • • Multiple data source reporting • • Drilldown • • Display
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