

# IMPROMPTU REPORT BUILDING

## 2-DAY COURSE WITH WORKSHOPS

*Impromptu Report Building is a two-day instructor-led course that focuses on the practical application and in-depth understanding of Impromptu, so that report builders, analysts, and administrators have the ability to apply what they learn to their specific business environment.*

*The course teaches you how to create, organize, customize, and format reports. The emphasis is on standard and ad hoc reporting. You will learn how to meet the ever-changing needs of your user community and accommodate potential changes to source databases and organizational structures.*

### INTENDED AUDIENCE

Users who will be creating, customizing, and distributing reports.

### TOPICS COVERED

- Understand basic Impromptu concepts
- Generate more effective reports by organizing data (*filtering, sorting, grouping, and associating columns*) and customizing data (*adding calculations, summaries, and functions*)
- Build reports, including working with frames and templates, formatting reports, and creating snapshot and crosstab reports

### PREREQUISITES

- Ability to identify your company's business requirements for data access and reporting
- Working knowledge of the Windows environment, including switching between open applications, closing or sizing windows, and performing actions such as drag-and-drop, shift-click, and control-click