

## **Oracle Reports**

### **Course Summary**

#### **Description**

This course covers basic and advanced techniques used in developing Reports. Students will learn to use the Reports design interface to create and modify several types of reports. Students will also learn to use parameters, format triggers, graphics, and anchors to developed formatted reports. Course applicable to Oracle Reports releases 2.5, 3.0, 6.0, 6i and 9i.

#### **Topics**

- Basic Reports & Report Components
- Master/Detail Reports
- Form Letter Reports
- Mailing Label Reports
- Break Reports
- Parameters, Headers/Footers & Graphics
- Summary Reports
- Matrix Reports
- Standardizing Reports
- User Parameters
- Customized Report Layout Report Designed Triggers
- Drill Down Reports

#### **Audience**

This course is designed for Analysts and Programmers responsible for the development or maintenance of application systems that access an ORACLE database.

#### **Prerequisites**

There are no prerequisites for this course.

#### **Duration**

Four days

## Oracle Reports

### Course Outline

- I. Introduction**
  - A. Definitions and elements of reports
  - B. Invoking Report Builder
  - C. Connecting to a database
- II. Basic Reports & Report Components**
  - A. Creating a new report
  - B. Creating a data model
  - C. Using the Object Navigator
  - D. Views and menu items
- III. Master/Detail Reports**
  - A. Definitions
  - B. Report Wizard styles
- IV. Form Letter Reports**
  - A. Features of letter reports
  - B. Reference fields
  - C. Boilerplate text
- V. Mailing Label Reports**
  - A. External triggers
  - B. Format triggers
- VI. Break Reports**
  - A. Features
- VII. Parameters, Headers/Footers & Graphics**
  - A. Parameters
  - B. Adding boilerplate
  - C. Adding graphics
  - D. List of values
- VIII. Summary Reports**
  - A. Features
  - B. Summary column properties
  - C. Using report wizard
  - D. Building customized summary reports
- IX. Matrix Reports**
  - A. Features
  - B. Requirements for building
- X. Standardizing Reports**
  - A. Report templates
  - B. System parameters
  - C. User-defined fields
- XI. User Parameters**
  - A. System parameters
  - B. User-created parameters
  - C. Default parameter form
  - D. Parameter form editor
- XII. Customized Report Layout**
  - A. Customizing the layout
  - B. Creating a default layout
  - C. Page numbering
  - D. Frame modification
  - E. Graphics
  - F. Intermixing fields in different repeating frames
  - G. Anchors
- XIII. Report Designed Triggers**
  - A. Report triggers
  - B. Validation triggers
  - C. Action triggers
  - D. Group filters
  - E. Format triggers
- XIV. Drill Down Reports**
  - A. Concepts
  - B. Creating a drill-down report