How to use these exercises

OCLC's hands-on training exercises are designed to give you an opportunity to practice building your skills while working in a safe environment.

These interactive exercises can help you learn a new service, teach a new staff member how to use a service, and can also prepare you with basic knowledge about a service prior to taking one of our instructor-led courses.

WorldShare Report Designer: Terminology and interface

In this course you’ll learn about terminology used in WorldShare Report Designer, and practice navigating in the Report Designer interface.

[WorldShare Report Designer: Terminology and Interface](#)

After completing the exercise, please take a few moments to complete this [brief survey](#).

Exploring the data

WorldShare Reports provides more than 50 standard, pre-defined reports. WorldShare Report Designer has more than 1000 data elements, organized into several universes, that you can use to create custom reports. This exercise consists of 12 questions and answers, designed to familiarize you with these reports, universes, and data elements.

[Exploring the data](#)

After completing the exercise, please take a few moments to complete this [brief survey](#).

Navigate the Fund Balance report

The Fund Balance report displays the summary of fund balance activity by budget status. Using the Fund Balance report, this tutorial reviews creating a PDF of the report, filtering by over committed funds, and filtering by top level and child funds.

[Fund Balance Report](#)

After completing the exercise, please take a few moments to complete this [brief survey](#).
Having trouble accessing a specific hands-on training module or simulation?

Please contact us at training@oclc.org or call 1-800-848-5800.