

Crystal Reports – Level One

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create, edit, format and print spreadsheets. The following course content details what will be covered in this class.

Course Outline

Creating a Report

- Set Default Report Settings
- Specify Fields for a New Report
- Preview a Report
- Modify Field Display
- Add a Report Title
- Position Fields
- Add Fields from Other Tables

Displaying Specific Report Data

- Find Data
- Sort Data
- Filter Data by a Single Criterion

Grouping Report Data

- Insert a Group
- Add Summaries
- Format Summary Information
- Change Group Options
- Add a Second-Level Grouping
- Filter Records by Group
- Create a Top N Sort Group

Building Formulas

- Create a Formula
- Edit a Formula
- Combine Fields by Formula
- Delete a Formula
- Filter Data by Multiple Criteria
- Modify a Filter Using an OR Operator
- Create a Parameter Field
- Account for Null Fields in a Formula

Formatting Reports

- Remove White Space
- Insert Page Header/Footer Data
- Add Borders, Boxes, and Lines
- Change Field Background Color
- Change the Margins

Enhancing Reports

- Add a Watermark
- Insert Objects Using Object Linking and Embedding
- Modify Formatting Based on Data Value
- Suppress Report Sections
- Insert Hyperlinks
- Hide Blank Report Sections

Creating Pie Charts

- Create a Pie Chart with a Drill-Down
- Modify Chart Text
- Format a Chart
- Present a Chart by Group

Distributing Data

- Export to a PDF File
- Export to a Microsoft Excel File
- Export to an Access Database
- Export a Report Definition
- Create Mailing Labels

Crystal Reports – Advanced

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create, edit, format and print spreadsheets. The following course content details what will be covered in this class.

Course Outline

Creating Running Totals

- Create a Running Total Field
- Modify a Running Total Field
- Create a Manual Running Total on Detail Data
- Create a Manual Running Total on Summary Data

Building Cross-tabs in Your Report

- Create a Cross-tab
- Create a Specified Group Order
- Filter a Cross-tab by Group
- Change the Cross-tab Format
- Conditionally Format Rows and Columns
- Keep Groups Together

Adding Subreports

- Insert a Subreport
- Link a Subreport to a Primary Report
- Edit a Subreport's Structure
- Format a Subreport Using the Format Editor
- Share Variables Between Subreports and Primary Reports
- Create an On-demand Subreport

Creating Drill-downs

- Create a Drill-down
- Create Separate Headings for Drill-down Data

Enhancing Report Processing by Writing SQL Statements

- Create a Report Using SQL Queries
- Summarize Report Data Using SQL Aggregate Functions
- Create Joins Using SQL
- Create Subqueries
- Create a SQL Expression Field

Charting Data

- Create a Bar Chart
- Modify a Chart
- Format a Chart
- Create a Chart Template
- Create a Top N Chart
- Create a Cross-tab Chart

Reporting on Excel Data with Crystal Reports

- Create a Report Based on Excel Data
- Modify a Report Generated from Excel Data
- Update Data in a Report Based on Excel Data

Working with Prompts

- Create a Static Prompt
- Create a Dynamic Prompt

Enhancing Report Functionality

- Group Data Hierarchically
- Create a Dynamic Image
- Create a Report Alert
- Create a Geographic Map