

Crystal Reports 11: Level 1

2-day, Instructor-led course

Course Description

Crystal Reports 11: Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports 11 series.

Course Objective: You will build basic list and group reports that work with almost any database.

Target Student: This course is designed for a person who needs output from a database. In some cases, database programs have limited reporting tools, and/or they may not have access to those tools. They may or may not have programming and/or SQL experience.

Prerequisites: Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, students should have taken Microsoft® Office Access 2003: Level 1 or have equivalent experience with basic database concepts.

Creating a Report

- Set Default Report Settings
- Specify Fields for a New Report
- Preview the 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 Single Criteria

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 Condition
- 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

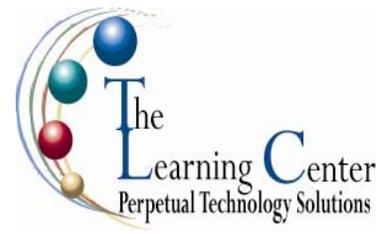
- Add a Watermark
- Insert Objects Using Object Linking and Embedding
- Modify Formatting Based on Data Value
- Suppress Report Sections
- Insert Hyperlinks
- Hide Blank Report Sections

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



Crystal Reports 11: Level 2

2-day, Instructor-led course

Course Description

Since you've probably completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal Reports' tools. In this course, you'll not only learn how to create more sophisticated reports like subreports and cross-tabs, you'll also learn how to increase the speed and efficiency of your reports by using SQL queries and dictionaries.

Course Objective: You will create complex reports and data sources using Crystal Reports' tools.

Target Student: This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools to make it easier for other people to create reports. They may or may not have programming and/or SQL experience.

Prerequisites: Crystal Reports 11: Level 1, and knowledge of programming and/or SQL would be helpful.

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 Data in a Primary Report
- Edit a Subreport
- Format a Subreport Using the Format Editor
- Share Formulas Between Main and Subreports
- Create an On-demand Subreport

Creating Drill-downs

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

Enhancing Report Processing Using SQL

- Create a Report Using SQL Queries
- Summarize Report Data Using SQL Aggregate Functions
- Create Joins Using SQL
- Create Subqueries
- Create an SQL Expression Field to Promote Server-side Processing

Charting Data

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

Reporting on Excel Data

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