

Crystal Reports Introduction / Intermediate – 2 days



Course Objectives

Students will learn the basics of report creation including sorting, grouping, linking, basic formula creation, working with report experts and how to distribute reports to other users.

Prerequisites

This course assumes that you have gained a basic understanding of Windows and Database systems. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Overview

- Examining the application's capabilities
- Reports and databases
- Modify the program default settings
- Use help

Creating Basic Reports

- Identify the sections of the report
- Create a new report
- View your report as it will print
- Format your report by changing the size and position of the fields
- Enhance your report by adding a report title and changing the attributes
- Add page numbers, logos or other graphics in your report
- Save your report

Sorting and Selecting Records

- Sort records
- Use the Select Expert to limit records
- Add an additional selection criterion using the "And" statement
- Modify composite formulas and the selection criteria statement

Grouping and Summarizing

- Define a single and multiple level group
- Modify grouping options
- Insert subtotals and grand totals
- Insert summary fields
- Insert percent of the total fields
- Use Top N/Sort Group Expert

Using the Report Expert

- Using the Standard Report Expert
- Using the Mailing Labels Report Expert
- Edit a report created using an Expert

Basic Cross-Tabs

- Understanding cross-tab reports
- Use the Cross-Tab Expert
- Edit your cross-tab report
- Modify cross-tab layout options
- Format your cross-tab report

Linking

- Understand relational database concepts
- Using the Visual Linking Expert
- Examine Link Options
- Difference between PC and SQL links

Creating Formulas

- Understand Formula Components
- Create formulas using the Formula Editor
- Make changes to formulas
- Create and use String formulas
- Create and use Date functions
- Work with summary formulas
- Create and use If-Then-Else functions

Formatting Sections

- Review sections
- Resize sections in Design view
- Use the Section Expert
- Create Summary and Drill Down reports

Distributing Data

- Identify exporting options
- Export a report into office applications
- Create a report using spreadsheet data
- Discuss Web browser options to view reports on-line