



Crystal Reports 2011-2016

Level 1: Building Reports

2 Day Course

Training at Your Office

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COURSE DESCRIPTION

Using Crystal Reports, you can create sophisticated reports from almost any data source. This course gets you familiarized with the user interface and teaches you to create beautifully formatted reports that include formulas, parameters and grouping.

Course Prerequisites: knowledge of basic Windows use and an understanding of database concepts.

COURSE TOPICS

Overview

- What is Crystal Reports?
- Screen Elements & Sections
- Setting Defaults

Data Connections

- What is a Relational Database?
- Creating ODBC and other Connections
- Joining Tables / Join Types & Options
- Refreshing Data / Saved Data

Creating Reports

- The Field Explorer
- The Report Explorer
- Report Sections
- Preview and Design Views
- Adding Fields, Text, Boxes, Lines, Pictures and Special Fields
- Moving, Sizing, Aligning and Deleting
- Formatting Objects
- Using the Format Editor
- The Format Painter
- Adding Hyperlinks
- Bullets and Other Characters
- Saving and Opening Reports

Grouping Data

- Inserting Groups
- Setting Group Options
- Inserting Summaries
- Using the Group Sort Expert
- Group Filters
- Basic Drill-downs

Working with Data

- Using Find
- Using the Sort Expert
- Using the Select Expert
- Using the Highlighting Expert

Formulas

- The Formulas Workshop
- Crystal vs Basic Syntax
- Writing Formulas
- Selection Formulas
- Section Formulas
- Conditional Formatting
- Using Functions

Create Parameter Fields

- Static vs Dynamic
- Adding Text, Number, Date and Boolean Parameters
- Setting Parameters Options
- Referencing Parameters in Selection and Other Formulas
- Cascading Parameters
- Showing Parameters Values on a Report

Page Setup

- Margins
- Orientation
- Paper Size
- Printing



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Level 2: More Complex Reports

2 Day Course

Training at Your Office

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COURSE DESCRIPTION

This course builds on the basic reporting techniques from the Level 1 course with sophisticated reporting categories, large sets of data, and visualizing data in charts.

Course Prerequisites: solid understanding of Crystal Reports Level 1 topics.

COURSE TOPICS

Creating Running Totals

- Running Total Fields
- Manual Running Total on Detail Data
- Manual Running Total on Summary Data

Building Cross-tabs in Your Report

- Create a Cross-tab
- Create a Specified Group Order
- Filter Cross-tab by Group
- Change the Cross-tab Format
- Format Rows and Columns
- Keep Groups Together
- Embedded Summaries
- Calculated Members

Adding Subreports

- Insert a Subreport
- Link a Subreport to Data in a Primary Report
- Edit a Subreport
- Format a Subreport Object
- Share Formulas Between Main and Subreports
- Create an On-demand Subreport

Working with Drill Downs

- Hiding from Main Report
- Adding Headings
- The DrillDownGroupLevel Function

Working with Sections

- Creating Alternating Headers & Footers
- Creating Letters & Alternating Letters
- Create a Watermark
- Create Mailing Labels

Improving Report Processing Speed

- Create a Report with SQL Queries
- Edit a SQL Query
- Summarize Report Data with SQL
- Create and Edit Joins with SQL
- Create Subqueries
- Create an SQL Expression Field
- Select Records on the Server

Charting Data

- Create a Chart
- Create a Chart with a Drill-Down
- Create a Top N Chart
- Create a Cross-tab Chart
- Create Charts for Grouped Data
- Format a Chart
- Create a Chart Template

Distributing Data

- Export to Excel
- Create a PDF
- Create a Report Definition

More About Formulas

- Creating Variables
- If-then-else
- Select



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