

# Crystal Reports

## Level 1: Building Reports

2 Day Course  
Training at Your Office



## 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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