

# Crystal Reports

## Level 2: More Complex Reports

2 Day Course  
Training at Your Office



### 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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