

Crystal Reports 10 - Level 1

Days of Training: 2

Overview

In this course, students will build basic list and group reports that work with almost any database.

Prerequisites

This course requires a basic understanding of databases and their underlying purpose.

Next Steps

Crystal Reports 10 - Level 2

Lesson 1: 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 Additional Tables

Lesson 2: Displaying Specific Report Data

- Find Data
- Sort Data
- Filter Data by Single Criteria

Lesson 3: Grouping Report Data

- Insert a Group
- Add Summaries
- Format Summary Information
- Change Group Options
- Add an Additional Group
- Filter by Group
- Create a Top N Sort Group

Lesson 4: Building Formulas

- Write a Formula
- Edit a Formula
- Group by Formula
- Delete a Formula
- Build a Filter by Multiple Criteria
- Modify a Filter with Multiple Criteria to Create an OR Condition
- Create a Parameter Field
- Write a Formula that Incorporates Null Fields

Lesson 5: Formatting Reports

- Remove White Space
- Insert Page Header/Footer Data
- Add Borders and Lines
- Change the Background Color
- Change the Margins

Lesson 6: Enhancing Reports

- Create a Section to Contain a Watermark
- Insert Objects Using Object Linking and Embedding
- Modify Format Based on Data Value
- Conditionally Suppress Data
- Insert Hyperlinks
- Hide Blank Report Sections

Lesson 7: Creating and Modifying Pie Charts

- Create a Pie Chart with a Drill-down
- Modify Chart Text
- Format a Chart
- Present a Chart by Group

Lesson 8: Distributing Data

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

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Crystal Reports 10 - Level 2

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Overview

In this course, students will learn how to create more sophisticated reports like subreports and cross-tabs. Also, they learn how to increase the speed and efficiency of their reports by using SQL queries and dictionaries.

Prerequisites

Crystal Reports 10 - Level 1

Lesson 1: 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

Lesson 2: 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

Lesson 3: 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

Lesson 4: Creating Drill-downs

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

Lesson 5: 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

Lesson 6: Charting Data

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

Lesson 7: 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

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