

## Crystal Reports XI - 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

Use the Windows user interface  
Access 2003 - Level 1

### Lesson 1: Creating a Report

- Set Default Report Settings
- Specify Fields for a New Report
- Preview a Report
- Modify Field Display
- Add a Report Title
- Position Fields
- Add Fields from Other Tables

### Lesson 2: Displaying Specific Report Data

- Find Data
- Sort Data
- Filter Data by a Single Criterion

### Lesson 3: Grouping Report Data

- Insert a Group
- Add Summaries
- Format Summary Information
- Change Group Options
- Add a Second-Level Grouping
- Filter Records by Group
- Create a Top N Sort Group

### Lesson 4: Building Formulas

- Create a Formula
- Edit a Formula
- Combine Fields by Formula
- Delete a Formula
- Filter Data by Multiple Criteria
- Modify a Filter Using an OR Operator
- Create a Parameter Field
- Account for Null Fields in a Formula

### Lesson 5: Formatting Reports

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

### Lesson 6: Enhancing Reports

- Add a Watermark
- Insert Objects Using Object Linking and Embedding
- Modify Formatting Based on Data Value
- Suppress Report Sections
- Insert Hyperlinks
- Hide Blank Report Sections

### Lesson 7: Creating 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 a PDF File
- Export to a Microsoft Excel File
- Export to an Access Database File
- Export a Report Definition
- Create Mailing Labels

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## Crystal Reports XI - Level 2

Days of Training: 2

### Overview

In this course, students learn how to create more sophisticated reports including subreports and cross-tabs, and how to increase the speed and efficiency of your reports by using SQL queries.

### Prerequisites

Crystal Reports XI - 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 a Primary Report
- Edit a Subreport's Structure
- Format a Subreport Using the Format Editor
- Share Variables Between Subreports and Primary Reports
- 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 by Writing SQL Statements

- Create a Report Using SQL Queries
- Summarize Report Data Using SQL Aggregate Functions
- Create Joins Using SQL
- Create Subqueries
- Create a SQL Expression Field

### Lesson 6: Charting Data

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

### Lesson 7: Reporting on Excel Data with Crystal Reports

- Create a Report Based on Excel Data
- Modify a Report Generated from Excel Data
- Update Data in a Report Based on Excel Data

### Lesson 8: Working with Prompts

- Create a Static Prompt
- Create a Dynamic Prompt

### Lesson 9: Enhancing Report Functionality

- Group Data Hierarchically
- Create a Dynamic Image
- Create a Report Alert
- Create a Geographic Map

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