

Crystal Reports: Level 1

Course Description

Students will learn the basics of report creation including sorting, grouping, linking, basic formula creation, working with report experts and how to distribute reports to other users.

Course Content

Lesson 1: Overview

Topic 1A: Examine the application's capabilities
Topic 1B: The steps necessary to create reports
Topic 1C: Review reports and databases
Topic 1D: Modify the program default settings

Lesson 2: Creating Basic Reports

Topic 2A: Identify the sections of the report
Topic 2B: Create a new report
Topic 2C: View your report as it will print
Topic 2D: Changing the size & position of fields
Topic 2E: Add a report title
Topic 2F: Change font attributes of labels
Topic 2G: Add page numbers & document info
Topic 2H: Add logos or other graphics to reports
Topic 2I: Save your report

Lesson 3: Sorting and Selecting Records

Topic 3A: Sort records
Topic 3B: Use the Select Expert to limit records
Topic 3C: Additional selection criterion
Topic 3D: Modify composite formulas
Topic 3E: Modify selection criteria statement

Lesson 4: Grouping and Summarizing

Topic 4A: Define single & multiple level group
Topic 4B: Modify grouping options
Topic 4C: Insert subtotals and grand totals
Topic 4D: Insert summary fields
Topic 4E: Insert percent of the total fields
Topic 4F: Insert grand total summary fields
Topic 4G: Use Top N/Sort Group Expert

Lesson 5: Using the Report Expert

Topic 5A: New reports - Standard Report Expert
Topic 5B: Mailing Labels using Report Expert
Topic 5C: Edit a report created using an Expert

Lesson 6: Basic Cross-Tabs

Topic 6A: Understanding & using cross-tab reports
Topic 6B: Edit your cross-tab report
Topic 6C: Modify cross-tab layout options
Topic 6D: Format your cross-tab report

Lesson 7: Linking

Topic 7A: Understand relational database concepts
Topic 7B: Create links - Visual Linking Expert
Topic 7C: Examine Link Options
Topic 7D: Difference between PC and SQL links

Lesson 8: Creating Formulas

Topic 8A: Understand Formula Components
Topic 8B: Create new formulas - Formula Editor
Topic 8C: Make changes to formulas
Topic 8D: Create and use String formulas
Topic 8E: Create and use Date functions
Topic 8F: Work with summary formulas
Topic 8G: Create and use If-Then-Else functions

Lesson 9: Formatting Sections

Topic 9A: Review sections
Topic 9B: Resize sections in Design view
Topic 9C: Use the Section Expert
Topic 9D: Create Summary and Drill Down reports

Lesson 10: Distributing Data

Topic 10A: Identify exporting options
Topic 10B: Export a report into office applications
Topic 10C: Create a report using spreadsheet data
Topic 10D: Web browser options - reports on-line

Crystal Reports: Level 2

Course Description

You will learn how to: create advanced formulas, format reports based on calculation results, use multiple sections, insert subreports, access data from sources other than PC databases, and create user libraries.

Course Content

Lesson 1: Review Exercises

Creating a basic report
Adding & linking databases
Selecting, grouping & summarizing
Creating formulas
Formatting for Summary/Drill-Down

Lesson 1: Conditional Formatting

Difference between absolute/conditional formatting
Apply & remove on/off formatting
Assign conditional attribute formatting
Use the Highlighting Expert
Remove conditional formatting

Lesson 2: Advanced Formulas

Use variables in formulas
Create running totals
Understand multiple pass reporting
Use evaluation time functions
Create formulas using multiple variables

Lesson 3: Multiple Sections

Topic 3A: Insert & delete sections
Topic 3B: Move sections
Topic 3C: Split sections
Topic 3D: Work with multiple sections
Topic 3E: Work with conditional formats

Lesson 4: Parameter Fields

Topic 4A: Define parameter fields
Topic 4B: Create parameter fields
Topic 4C: Create a pick list parameter field
Topic 4D: Parameter fields in record formula
Topic 4E: Use edit masks

Topic 4F: Parameter fields to specify the sort criteria
Topic 4G: Use the Like statement
Topic 4H: Parameter fields to set conditional formats

Lesson 5: Advanced Cross-Tabs

Topic 5A: Multiple rows, columns & summary fields
Topic 5B: Format cross-tab components
Topic 5C: Use formula fields in cross-tab layouts
Topic 5D: Parameter fields with cross-tab reports
Topic 5E: Insert a cross-tab for each group value

Lesson 6: Subreports

Topic 6A: Identify when subreports are needed
Topic 6B: Insert unlinked subreports
Topic 6C: Format subreports
Topic 6D: Insert linked subreports
Topic 6E: Create on-demand subreports

Lesson 7: SQL/ODBC & SQL Designer

Topic 7A: Defining SQL
Topic 7B: Defining ODBC
Topic 7C: Use Crystal Query Designer
Topic 7D: Using a query to create a report

Lesson 8: Crystal Dictionaries

Topic 8A: Define a dictionary
Topic 8B: Use existing dictionaries
Topic 8C: Create dictionaries
Topic 8D: Enhance dictionaries
Topic 8E: Modify a dictionary

Lesson 9: Graphing

Topic 9A: Discuss chart types & layout options
Topic 9B: Use the Chart Expert
Topic 9C: Format existing graphs