

# Crystal Reports Introduction

2 Days (9am to 4pm)

## Course Description

There are so many ways that Crystal Reports can customize your data that it's difficult to know where to begin. This course will walk you through the common types of reports people like to create, such as tables and pie charts, and the formats in which they can pass these reports along, such as Excel spreadsheets and Access databases.

**Course Prerequisite:** Knowledge of basic Windows use and an understanding of database concepts.

## Topics Covered

### Creating a List Report

- Set Default Report Settings
- Build the Report
- Preview the Report
- Add a Report Title
- Align Fields

### Displaying Data in a Report

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

### Grouping Report Data

- Insert a Group
- Add Summaries
- Handle Page Breaks through Group Options
- Change Group Options
- Add an Additional Group
- Format a Group Header
- Filter by Group
- Create a Top N Sort Group

### Building Formulas

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

### Formatting Reports

- Remove White Space
- Insert Page Header/Footer Data – Add Page Numbers, Dates, etc.

### Add Borders and Lines

- Change the Background Colour
- Change the Margins

### Enhancing Reports

- Create a Watermark
- Add Bulleted Lists
- Modify Format Based on Date Value
- Conditionally Suppress Data
- Insert Hyperlinks
- Hide Report Objects

### Creating and Modifying Pie Charts

- Create a Pie Chart
- Drill-Downs on Charts
- Change the Chart Title
- Format a Chart
- Present a Chart by Group

### Distributing Data

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

## More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: [www.Computer-Help.ca/Schedule.htm](http://www.Computer-Help.ca/Schedule.htm). To register for a course, call 416-494-4912 or register online at: [www.Computer-Help.ca/Registration.htm](http://www.Computer-Help.ca/Registration.htm)

# Crystal Reports Intermediate

2 Days (9am to 4pm)

## Course Description

Building on the basic report techniques learned in Computer Help's Introduction to Crystal Reports, this course focuses on more sophisticated data reporting categories, reports capable of handling larger sets of data, and unusual ways of visualizing data like maps.

**Course Prerequisite:** Solid understanding of Crystal Reports Introduction topics.

## Topics Covered

### 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

### 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

### 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

### 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

### Enhancing Report Functionality

- Organize Data based on Hierarchy
- Create a Dynamic Image
- Create a Report Alert
- Create a Geographic Map

### Reporting on Excel Data

- Create a Report
- Modify a Report
- Update the Report

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