

Introduction, 2 Days

Course Description

Some database programs have limited reporting tools, or the user may not have sufficient programming or SQL knowledge to create some reports. This course is intended to introduce the use of Crystal reports to produce reports from almost any database data (for example, Microsoft Access).

Prerequisites

Basic Windows knowledge 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
- 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 to Create an OR Condition
- Create a Parameter Field
- Write a Formula that Incorporates Null Fields

Formatting Reports

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

Enhancing Reports

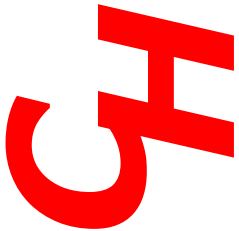
- Create a Watermark
- Add Bulleted Lists
- Modify Format Based on Date Value
- Conditionally Suppress Data
- Insert Hyperlinks
- Hide Report Objects

Creating and Modifying Pie Charts

- Create a Pie Chart with a Drill-down
- 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



Intermediate, 2 Days

Course Description

This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools to make it easier for other people to create reports.

Prerequisites

Crystal Reports Introduction or equivalent knowledge. Knowledge of programming and/or SQL would be helpful.

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 SQL Expression
- Select Records on the Server
- Write a SQL Query
- Edit a SQL Query
- Build a Report on a SQL Query
- Create SQL Commands in Crystal Environment

Building Dictionaries

- Create a Dictionary
- Organize the View of Data in a Dictionary
- Adding Graphics to the Dictionary
- Build a Report Based on a Dictionary

Charting Data

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

Reporting on Excel Data

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