



Crystal Reports 2011-2016

Level 1: Building Reports

2 Day Course

Training at Your Office

\$ 375 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

Rates are per training day. HST is extra.

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COURSE DESCRIPTION

Using Crystal Reports, you can create sophisticated reports from almost any data source. This course gets you familiarized with the user interface and teaches you to create beautifully formatted reports that include formulas, parameters and grouping.

Course Prerequisites: knowledge of basic Windows use and an understanding of database concepts.

COURSE TOPICS

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
- 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

- Modify Format Based on Date Value
- Conditionally Suppress Data
- Insert Hyperlinks
- Hide Report Objects

Create Parameter Fields

- Static vs Dynamic
- Setting Options
- Adding to Report
- Creating Formulas



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Level 2: More Complex Reports

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COURSE DESCRIPTION

This course builds on the basic reporting techniques from the Level 1 course with sophisticated reporting categories, large sets of data, and unique methods of visualizing data such as maps.

Course Prerequisites: solid understanding of Crystal Reports Level 1 topics.

COURSE TOPICS

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

Working with Drill Downs

- Hiding from Main Report
- Adding Headings
- The DrillDownGroupLevel Function

Working with Sections

- Creating Alternating Headers & Footers
- Creating Letters & Alternating Letters
- Create a Watermark
- Create Mailing Labels

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

Distributing Data

- Export to Excel
- Export to an Access Database
- Create a Report Definition
- Reporting on Excel Data