

Crystal Reports XI Introduction

Objectives: After completing this course, you will know how to:

Explore the Crystal Reports window; open, create, save, and modify simple reports; and use Help. Format a report by changing font style, size, and colour; add lines, boxes, and shapes; and format fields conditionally. Sort records in ascending and descending order; select records based on single or multiple criteria, and delete criteria from a selection formula. Learn to create groups and subgroups, delete groups, group data by a date field, display groups in a specified order, create a subgroup, set group options, insert subtotals and grand totals, and display the top number of groups of records. Create, modify, and delete formulas; insert date functions; concatenate fields; and use string and mathematical functions.

Use the Database Expert and Report wizards, and create, modify, and format cross-tab reports. Export reports to different formats such as Excel, Access, HTML, and XML; create a report definition; and print and e-mail reports.

Prerequisites: Delegates must have a working knowledge of Windows applications and a basic knowledge of database concepts such as tables, fields and records

Course Content

Introduction to Crystal Reports

- Opening a report
- Creating New Reports
- Connecting to a Data Source
- Field Explorer
- Refreshing the report
- Report Design environment
- Moving, Sizing and Aligning Objects

Record Selection

- Using the Select Expert to add Record Selections
- Saved v Refreshed Data
- Modifying Record Selections
- Record selection with Date Fields

Formatting Reports

- Formatting Objects
- Adding Lines, Boxes and Graphics
- Adding Hyperlinks
- Creating and Formatting Text Objects
- Using Special Fields
- Report Explorer

Sorting, Grouping, Summarising

- Sorting records and grouping Records
- Multiple Grouping and specified Order Grouping
- Adding Summary Totals
- Group Sort Expert (Top N grouping)

Linking

- ☐ The Database Expert
- ☐ Adding Tables/Amending Links
- ☐ Linking Options

Creating Formulae

- ☐ Creating formulae with the Formula Editor
- ☐ Formula Syntax
- ☐ Simple Formula Functions
- ☐ If-then-else formulae

Conditional Reporting

- ☐ Highlighting Expert
- ☐ Conditional Formatting
- ☐ Report Alerts

Parameters Fields

- ☐ Defining Parameter fields
- ☐ Using Parameters

Printing and Distributing Reports

- ☐ Printing Reports
- ☐ Exporting Reports & Configuration

Report Wizards

- ☐ Creating a report with the report wizard
- ☐ Mailing Labels

Designing a Crystal Report

- ☐ Planning Reports
- ☐ Setting Default Report Options

Duration: 2 Days