



Crystal Reports 10 Introduction

Overview: Students will learn the basics of using Crystal Reports' report-writing features. They will build basic list and group reports that work with almost any database.

Prerequisites: Windows Introduction or equivalent knowledge. Basic understanding of database concepts.

Course Length: Two Days

Course Content

Lesson 1: Creating a Report

- Set Default Report Settings
- Specify Fields for a New Report
- Preview the Report
- Modify Field Display
- Add a Report Title
- Position Fields
- Add Fields from Additional Tables

Lesson 2: Displaying Specific Report Data

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

Lesson 3: Grouping Report Data

- Insert a Group
- Add Summaries
- Format Summary Information
- Change Group Options
- Add an Additional Group
- Filter by Group
- Create a Top N Sort Group

Lesson 4: Building Formulas

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

Lesson 5: Formatting Reports

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



Lesson 6: Enhancing Reports

- Create a Section to Contain a Watermark
- Insert Objects Using Object Linking and Embedding
- Modify Format Based on Data Value
- Conditionally Suppress Data
- Insert Hyperlinks
- Hide Blank Report Sections

Lesson 7: Creating and Modifying Pie Charts

- Create a Pie Chart with a Drill-down
- Modify Chart Text
- Format a Chart
- Present a Chart by Group

Lesson 8: Distributing Data

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

Appendix A: Setting File Locations