



Crystal Reports XI 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: Students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, students should have taken Microsoft Access 2003: Level 1 or have equivalent experience with basic database concepts.

Course Length: Two Days

Course Content

Lesson 1: Creating a Report

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

Lesson 2: Displaying Specific Report Data

- Find Data
- Sort Data
- Filter Data by a Single Criterion

Lesson 3: Grouping Report Data

- Insert a Group
- Add Summaries
- Format Summary Information
- Change Group Options
- Add a Second-Level Grouping
- Filter Records by Group
- Create a Top N Sort Group

Lesson 4: Building Formulas

- Create a Formula
- Edit a Formula
- Combine Fields by Formula
- Delete a Formula
- Filter Data by Multiple Criteria
- Modify a Filter Using an OR Operator
- Create a Parameter Field
- Account for Null Fields in a Formula

Lesson 5: Formatting Reports

- Remove White Space
- Insert Page Header/Footer Data

Add Borders, Boxes, and Lines
Change Field Background Color
Change the Margins

Lesson 6: Enhancing Reports

Add a Watermark
Insert Objects Using Object Linking and Embedding
Modify Formatting Based on Data Value
Suppress Report Sections
Insert Hyperlinks
Hide Blank Report Sections

Lesson 7: Creating 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 a PDF File
Export to a Microsoft Excel File
Export to an Access Database File
Export a Report Definition
Create Mailing Labels