



Crystal Reports Introduction (2 Day Course)

Overview

- What is Crystal Reports?
- Defining the Purpose of the Report
- Determining the Layout of the Report
- Finding the Data
- Organizing the Data for the Report

Creating A Simple Report

- Starting the Crystal Reports Program
- Starting a New Report
- Exploring the Design Window
- Managing Resources with Explorers
- Placing Fields on the Report
- Selecting & Sizing Objects
- Browsing Field Data
- Moving & Aligning Objects
- Using Guides & Guidelines to Align Objects
- Creating Text Objects
- Saving the Report
- Previewing the Report

Formatting Features

- Quick Formatting with the Template Expert
- Using the Format Painter
- Inserting Lines & Boxes
- Inserting Graphics
- Working with the Page Commands
- Working with Text Objects
- Formatting Part or All of an Object
- Inserting Special Fields

Selecting Specific Records

- Filtering Data with the Select Expert
- Selecting Records with Multiple Criteria
- Viewing & Editing the Select Formula
- Case Sensitive vs. Case Insensitive
- Record Selection Formula Templates

Grouping & Sorting Data For Summarizing

- When & Why to Group Records
- Creating & Modifying Groups
- Creating Multiple Groups in a Report
- Using the Group Tree to Navigate
- Reordering Groups
- Summarizing Groups
- Grouping Data in Date/Time Intervals
- Calculating Percentages
- Ordering Groups Based on Their Subtotals

Combining Multiple Tables

- Understanding Tables, Records, & Fields
- Learning About Linking
- Enforced Joins
- Adding Multiple Tables to a Report

Creating & Using Formulas

- Understanding Crystal Formula Syntax
- Using the Formula Workshop
- Using the Formula Editor
- Performing Simple Number Calculations
- Manipulating Dates with Formulas
- Creating Boolean (True/False) Formulas
- Creating String Formulas
- Using Bookmarks to Navigate Through Formulas

Conditional Formatting

- The Highlighting Expert
- Setting Highlighting Priorities
- Formatting Sections
- Formatting Sections Conditionally
- Conditionally Formatting Fields

Creating Summary Reports & Charts

- Creating a Summary Report
- Applying the Drill Down Feature
- Applying the DrillDownGroupLevel
- Producing & Editing Charts
- Formatting Charts

Exporting Report Results in Other Formats

- Understanding Export Formats & Destinations
- Using HTML Format
- Exporting to Windows Applications
- Exporting to a Report Definition Format