



## Crystal Reports Advanced (2 Day Course)

### Review Crystal Reports Basics

- Planning a Report
- Creating the Report
- Formatting the Report
- Working With Text Objects
- Hiding & Suppressing Sections

### Formatting with Multiple Sections

- Using Multiple Sections in Reports
- Using the Section Expert
- Conditionally Formatting Multiple Sections
- Using DrillDownGroupLevel

### Using The Running Totals Feature

- Understanding Running Totals
- Creating Running Totals for a List of Numbers
- Conditional Running Totals

### Prompting with Parameters

- Parameter Fields Overview/Considerations
- Creating & Using a Parameter Field
- Creating a Pick List for Parameter Values
- Adding Parameter Values to Text Objects
- Allowing Multiple Values in Parameters
- Using Multiple Parameter Fields in Reports
- Specifying & Limiting a Parameter Range
- Using Parameters in Conditional Formatting
- Using Edit Mask to Limit String Parameters
- Sorting & Displaying Parameter Fields

### Advanced Formula Features

- Understanding How Crystal Reports Processes the Data
- Working With Variables
- Separating Statements in Complex Formulas
- Working with Arrays
- Using Formula Evaluation Time Debugger

### Using Subreports

- Understanding Subreports
- Unlinked vs. Linked Subreports
- Creating Linked & Unlinked Subreports
- Database Links vs. Subreports in One-to-Many Situations
- Passing Data from Report to Subreport
- Creating On-Demand Subreports
- Creating Hyperlinks
- Using Subreports to Link "Unlinkable" Data

### Creating Powerful Groups

- Customizing the Group Name Field
- Creating Custom Groups
- Grouping on a Formula Field
- Using Group Selection to Filter Records
- Grouping Hierarchically

### Working with Cross-Tab Reports

- Understanding Cross-Tabs Affect on Data
- Creating a Cross-Tab Report
- Using Multiple Rows or Columns
- Applying & Customizing Formatting Styles
- Charting Cross-Tabs
- Customizing Cross-Tab Group Names
- Current Field Value

### Report Alerts

- What are Report Alerts
- Creating Report Alerts
- Basing Report Formulas or Conditional Formatting on Report Alerts

### Report Templates

- What is a Report Template?
- Report Creation Wizard & Templates
- The Template Expert
- Applying a Template & the Consequences
- Template Considerations
- Creating your own Templates
- Inserting Template Fields
- Formatting Template Fields
- Giving Template Fields a Value

### Custom Functions

- What is a Custom Function?
- Custom Function Arguments
- When to Use a Custom Function
- Creating Custom Functions
- Using the Custom Function Editor
- Using Crystal Syntax
- Using Basic Syntax
- Custom Function Properties & Limitations
- Using the Formula Expert
- Using the Formula Extractor