



Crystal Reports XI - Level 1

Crystal Reports XI - Level 1 is a two day interactive course that will allow the user to build basic lists and group reports that will work with almost any database. Some of the topics covered include a review of the software features, report design and the creation of presentation quality reports. The course incorporates a number of hand on exercises to reinforce the learning process.

Target Student: This course is for those people whose job responsibilities require them to obtain output from databases.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led classroom-delivery learning model with structured hands-on activities.

Benefits: After completing this course, you will know how to build basic list and group reports that work with almost any database.

What's Next:

Crystal Reports XI - Level 2 Students will learn how to create more sophisticated reports including subreports and cross-tabs, and how to increase the speed and efficiency of your reports by using SQL queries. Students will learn how to create running totals in a report, build cross-tabs in your report, add subreports to a report, design a report that uses a drill-down, improve processing speed in your reports, enhance report functionality, and much more.

Dreamweaver Website Development Learn to create web sites using Macromedia Dreamweaver. The course focuses on best practices and design, stressing the importance of usability.

Acrobat/PDF Create and secure PDFs for document distribution on the Web.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Create a report by using data from an existing database.
- Use a report to present specific data in the desired order.
- Create groups to summarize report data.
- Format reports.
- Build formulas to calculate and display data.
- Add and modify elements in a report
- Create single data series charts.
- Distribute report data.





Crystal Reports XI - Level 1 2 Days

Creating a Report

- Starting a New Report
- Choosing a Data Source
- The Main Components of the Design Window
- Placing Fields on the Report
- Selecting and Sizing Objects
- Browsing Field Data Moving and Aligning Objects
- Using Guides and Guidelines to Move and Align Objects
- Creating Text Objects
- Auto-saving the Report
- Previewing the Report
- Refreshing the Data

Formatting Features

- Quick Formatting with the Template Expert
- Formatting Objects
- Inserting Lines and Boxes
- Inserting Graphics
- Working with the Page Commands
- Working with Text Objects
- Adding Fields into a Text Object
- Inserting Special Fields

Working with Tables and Fields

- Indexing a Field
- Adding a Primary Key to a Table
- Inserting, Deleting, and Reordering Fields
- Using Field Descriptions
- Formatting Number, Currency, and Date/Time Fields
- Formatting Text Fields
- Setting a Default Value
- Validating Data
- Creating an Input Mask
- Creating a Lookup Field
- Creating a Value List

Database Filters

- Filtering Data with the Select Expert
- Selecting Records with Multiple Criteria
- Viewing and Editing the Select Formula
- Record Selection Formula Templates

Report Grouping

- Creating a Group
- Group and Sort Direction
- Creating Multiple Groups in a Report
- Using the Group Tree to Navigate the Report
- Grouping Data in Date/Time Intervals
- Calculating Percentages
- Ordering Groups Based on Their Subtotals Using the Group Sort Expert
- Calculating Percentages

Multiple Table Joins

- Understanding Tables, Records, and Fields
- Adding Multiple Tables to a Report

Creating Formulas

- About the Formula Workshop
- 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

- Setting Highlighting Priorities
- Formatting Sections
- Formatting Fields

Summary Reports and Charts

- Creating a Summary Report
- Applying the Drill Down Feature
- Producing Charts
- Using the General Chart Options
- Using Auto-Arrange Chart
- Applying Chart Templates

Exporting Reports

- Understanding Export Formats and Destinations
- Using an HTML Format for Crystal Reports
- Exporting to Windows Applications
- Exporting to a Report Definition Format

Default Options

- Setting the Default Layout for Design and Preview Views

Report Wizards

- Create a Report Using the Standard Report Creation Wizard
- The Summaries Dialog Box
- The Group Sorting Dialog Box
- The Chart Dialog Box
- The Record Selection Dialog Box
- The Template Dialog Box