



Crystal Reports XI - Level 2

Crystal Reports XI - Level 2 is a two-day course in which students learn how to create more sophisticated reports including sub Reports 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 a report, add sub Reports to a report, design a report that uses a drill-down, improve processing speed in reports, enhance report functionality, and much more.

Target Student: This course is for people who know how to create basic list and group reports and need to create reports that include sub Reports, cross-tabs, advanced formulas, and charts based on more than one data series.

Prerequisites: Before taking this course, you should have completed Crystal Reports XI - Level 1, or have equivalent experience and knowledge. Experience in programming and/or SQL is highly recommended.

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

Benefits: After completing this course, you will know how to create will create complex reports using Crystal Reports' tools.

What's Next:

Microsoft Access - Introduction Learn the concept of the relational database and Microsoft Office Access relational database application and information management tools.

Microsoft Access - Advanced Learn how to maintain data integrity; handle complex queries, forms, and reports; and share data between Access and other applications.

Performance-Based Objectives

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

- Create running totals in a report.
- Build cross-tabs in your report.
- Add sub-reports to a report.
- Design a report that uses a drill-down.
- Improve processing speed in your reports.
- Chart single and multiple data series.
- Report from Excel data.
- Implement report prompts.
- Enhance report functionality





Crystal Reports XI - Level 2

2 Days

Refresher Exercise

Review of Planning a Report
 Creating the Report
 Placing Fields on the Report
 Creating the Formulas
 Advanced Grouping
 Selecting Certain Records
 Helpful Hints for Formatting the Report
 Adding and Working with Text Objects
 Hiding and Suppressing Sections
 Guidelines

Power Formatting with Multiple Sections

Using Multiple Sections in Reports
 Using the Section Expert to Work with Sections
 Advanced Drill Down Group Level
 Formatting with Multiple Sections
 Conditionally Formatting Multiple Sections

Using the Running Totals Feature

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

Prompting with Parameters

Parameter Field Considerations
 Creating a Parameter Field
 Using a Parameter to Select Records
 Using a Parameter Field
 Creating a Dynamic Value List for Parameter Values
 Importing a Pick List
 Adding Parameter Values to Text Objects
 Allowing Multiple Values in Parameters
 Using Multiple Parameter Fields in Reports
 Specifying and Limiting a Range for a Parameter
 Using Parameters in Conditional Formatting
 Using an Edit Mask to Limit String Parameters
 Sorting with a Parameter
 Using a Parameter to Set N in a Top N Report
 Cascading and Using Parameters

Using Advanced Formula Features

Understanding How Crystal Reports Processes Data
 What Is a Pass?
 Using Evaluation Time Functions
 Working with Variables
 Declaring a Variable
 Assigning a Value to a Variable
 Using a Variable in a Formula
 Variable Scope
 Separating Statements in Complex Formulas
 Working with Arrays
 Understand and Set Up the B
 Declare Variables and Conditionally Assign Values

Using Sub reporting as a Workaround Solution

Understanding Sub-reports
 Unlinked versus Linked Sub-reports
 Creating an Unlinked Sub-report
 Linking a Sub-report
 Database Links vs Sub Reports in Situations
 Creating On-Demand Sub Reports
 Creating Hyperlinks
 Using Sub Reports to Link "Unlinkable" Data
 Creating Reports with Linked Sub Reports

Creating Powerful Groups

Using the Group Expert
 Using a Field Name to Customize the Group Name
 Using a Formula to Customize the Group Name Field
 Creating Custom Groups
 Grouping on a Formula Field
 Using Group Selection to Filter the Records in the Report
 Grouping Hierarchically
 Create Customized Grouping
 Using Group Selection
 Creating a Group Using a Formula

Working with Cross-Tab Reports

Understanding How Cross-Tabs Affect Your Data
 Creating a Cross-Tab Report
 Creating a Cross- Tab with Multiple Rows or Columns
 Applying a Formatting Style to the Cross-Tab
 Customizing the Cross-Tab Format
 Changing Background Colors
 Formatting Individual Cells
 Changing the Summary Operation
 Suppressing Rows, Columns or Totals
 Repeating Row Heading for Multi-Page Cross-Tabs
 Using Alias Names for Column and Row Headings
 Charting Cross-Tabs
 Cross-Tab Reports

Report Alerts

What are Report Alerts
 Creating Report Alerts
 Using Report Alerts with Parameter

Report Templates

What is a Report template
 Standard Report Creation Wizard and Templates
 The Template Expert
 Applying a Template and the Consequences
 Template Considerations
 Creating Your Own Templates
 Inserting and Formatting Template Fields
 Giving Template Fields a Value