



# Crystal Reports® - Level 1

Non-Package Price:  
Call for pricing

## Course Description:

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® enhances report building and report processing techniques with features that add value to your presentation. In this course, you will create a basic report by connecting to a database and modifying its presentation.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 14 hours (2 days)

**Course Objectives:** You will connect to a database to extract data and present it as a report.

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

- Explore the Crystal Reports interface
- Create a basic report and modify it
- Use formulas for filtering data
- Build a parameterized report
- Group report data
- Enhance a report
- Create a report using data sourced from an Excel database
- Distribute data

## Target Student:

This course is designed for persons who need output from a database. In some cases, database programs have limited reporting tools, and/or such tools may not be accessible. Students may or may not have programming and/or SQL experience.

## Prerequisites:

Before taking this course, 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 the Microsoft® Office Access 2007: Level 1 course or have equivalent experience with basic database concepts.

## Course Outline

### Explore the Crystal Reports 2008 Interface

- Explore the Crystal Reports interface
- Use the Crystal Reports Help
- Customize the Report Settings

### Work with Reports

- Create a report
- Modify a report
- Display specific report data
- Work with Report Selections

### Use Formulas in Reports

- Create a formula
- Edit a formula
- Filter data using a formula
- Work with advanced formulas and functions
- Handle Null Values

### Build Parameterized Reports

- Create a Parameter Field
- Use a Range Parameter in a report
- Create a prompt

### Group Report Data

- Group report data
- Modify a group report
- Group using Parameters
- Create a Parameterized Top N Report

### Enhance a Report

- Format a report
- Insert objects in a report
- Suppress report selections
- Use report templates

### Create a Report from Excel Data

- Create a report based on Excel data
- Modify a report generated from Excel data
- Update data in a report based on Excel data

### Distribute Data

- Export data
- Creating mailing labels

### Set Up and Configure Data Sources

### Use Report Processing Techniques

### Use Functions in Formulas



# Crystal Reports® - Level 2

Non-Package Price:  
Call for pricing

## Course Description:

Until now, you have used Crystal Reports® to build and modify reports. You want to use the advanced functionality of Crystal Reports to generate reports in the format you desire. In this course, you will create complex reports and data sources using Crystal Reports' tools. You will not only create more sophisticated reports including subreports and cross-tabs, but you will also increase the speed and efficiency of your reports by using SQL queries.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 14 hours (2 days)

**Course Objectives:** You will create complex reports using Crystal Reports' tools.

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

- Create automatic and manual running totals
- Work with cross-tab reports
- Add subreports
- Create drill-downs in a report
- Use SQL statements in report processing
- Create complex formulas
- Add charts to reports
- Enhance report functionality

## Target Student:

This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools that make it easier for other people to create reports. They may or may not have programming and/or SQL experience.

**Prerequisites:** Crystal Reports® Level 1. A knowledge of programming and/or SQL would also be helpful.

## Course Outline

### Create Running Totals

- Create a Running Total field
- Modify a Running Total field
- Create a manual Running Total

### Work with Cross-Tabs

- Create a Cross-Tab report
- Format a Cross-Tab report
- Create groups in Cross-Tab reports

### Add Subreports

- Insert subreport
- Edit a subreport
- Share variables

### Create Drill-Downs in a Report

- Create a Drill-Down
- Create headings for Drill Down data

### Use SQL Statements in Report Processing

- Create a report using SQL queries
- Summarize report data
- Create Joins using SQL
- Create subqueries
- Create a SQL expression field

### Create Complex Formulas

- Work with loops
- Work with arrays

### Add Charts to Reports

- Create charts
- Create a chart with a Drill-Down
- Create a Top N Chart
- Create a Cross-Tab chart
- Create charts for grouped data
- Format a chart
- Create a chart template

### Enhance Report Functionality

- Organize data based on a hierarchy
- Create a dynamic image
- Create a report alert
- Create a geographic map

### Manage Reports

### Process Data on the Server

### Detect and Fix Problems