



Course Description:

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® XI 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
- Group report data
- Use formulas for filtering data
- Build a parameterized report
- Enhance a report
- 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 2007/2010: Level 1 course or have equivalent experience with basic database concepts.

| Course Outline | |
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| <p>Explore the Crystal Reports Interface</p> <ul style="list-style-type: none"> Explore the Crystal Reports interface Use the Crystal Reports Help Customize the Report Settings <p>Work with Reports</p> <ul style="list-style-type: none"> Create a report Modify a report Sort a report Work with Report Selections <p>Group Report Data</p> <ul style="list-style-type: none"> Group report data Modify a group report <p>Use Formulas in Reports</p> <ul style="list-style-type: none"> Create a formula Edit a formula Filter data using a formula Work with advanced formulas and functions Handle Null Values | <p>Build Simple Parameterized Reports</p> <ul style="list-style-type: none"> Create a Parameter Field Use a Range Parameter in a report Create a prompt <p>Enhance a Report</p> <ul style="list-style-type: none"> Format a report Insert objects in a report Suppress report selections Use report templates <p>Distribute Data</p> <ul style="list-style-type: none"> Export data Creating mailing labels <p>Set Up and Configure Data Sources</p> <p>Use Functions in Formulas</p> |



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:

- Work with advanced formulas
- Work with cross-tab reports
- Add subreports
- Create drill-downs in a report
- Use SQL statements in report processing
- 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® XI: Level 1. Knowledge of programming and/or SQL would also be helpful.

| Course Outline | |
|--|---|
| <p>Work with Formulas</p> <ul style="list-style-type: none"> • Using common Crystal Functions <p>Grouping in Specified Order</p> <p>Report Sections</p> <ul style="list-style-type: none"> • Section Formatting • Using Multiple Sections <p>Work with Cross-Tabs</p> <ul style="list-style-type: none"> • Create a Cross-Tab report • Format a Cross-Tab report • Create groups in Cross-Tab reports <p>Add Subreports</p> <ul style="list-style-type: none"> • Insert subreport • Edit a subreport • Share variables <p>Create Drill-Downs in a Report</p> <ul style="list-style-type: none"> • Create a Drill-Down • Create headings for Drill Down data | <p>Create Complex Formulas</p> <ul style="list-style-type: none"> • Work with loops • Work with variables <p>Add Charts to Reports</p> <ul style="list-style-type: none"> • 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 <p>Use SQL Statements in Report Processing</p> <ul style="list-style-type: none"> • Create a report using SQL queries • Summarize report data • Create Joins using SQL • Create subqueries <p>Detect and Fix Problems</p> |