



Crystal Reports® 2013 Level 1

Course Description:

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2013 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 relational data model
- Enhance a report using conditional formatting
- 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

Explore the Crystal Reports Interface

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

Work with Reports

- Create a report
- Modify a report
- Sort a report
- Work with Report Selections

Group Report Data

- Group report data
- Summarize report data
- Modify a group report

Use Formulas in Reports

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

Combine Multiple Tables

- Understand tables, records, and fields
- Link multiple tables via relationships

Utilize Conditional Formatting

- Conditionally format sections
- Conditionally format fields
- Suppress report selections

Create a Summary Report

- Utilize the drill-down feature
- Producing and editing charts

Distribute Data

- Export data
- Understand export formats and destinations

Utilize the Report Wizard

- Create a report using the Report Wizard