

Crystal Reports 11 Level 2 (2 Days)

Prerequisites: This course is designed for people who know how to create a basic list and group report and need to create reports that include sub-reports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools to make it easier for other people to create reports. They may or may not have programming and/or SQL experience. Crystal Reports 10 Level 1, and knowledge of programming and/or SQL would be helpful.

Course Objectives

- Create running totals in a report
- Build cross-tabs in your report
- Add subreports to a report
- Improve processing speed in your reports
- Design a report that uses a drill-down
- Chart single and multiple data series
- Report from Excel data
- Insert a geographic map

Outline

Lesson 1: Creating Running Totals

- Create a Running Total Field
- Modify a Running Total Field
 - Ways to Modify a Running Total
- Create a Manual Running Total on Detail Data
 - Variable Declaration and Variable Declaration Keywords
- Create a Manual Running Total on Summary Data

Lesson 2: Building Cross-tabs in Your Report

- Create a Cross-tab
 - Planning a Cross-tab
 - Summarized Field
- Create a Specified Group Order
- Filter Cross-tab by Group
- Change the Cross-tab Format
 - Formatting Options
- Conditionally Format Rows and Columns
- Cross tab Row and Column Headings in Formulas
- Keep Groups Together

Lesson 3: Adding Sub-reports

- Insert a Sub-report
 - Plan Sub-reports
- Link a Sub-report to Data in a Primary Report
- Edit a Sub-report
- Format a Sub-report Using the Format Editor
 - Re-import When Opening

- Share Formulas Between Main and Sub-reports
 - Count Function
 - Shared Variables
 - Variable Scope
- Create an On-demand Sub-report

Lesson 4: Creating Drill-Downs

- Create a Drill-Down
- Create Separate Headings for Drill-down Data
 - Drill-down Level Numbering

Lesson 5: Enhancing Report Processing Using SQL

- Create a Report Using SQL Queries
 - Server-side Processing
 - Factors Affecting Server-side Processing
 - SQL and SQL Benefits
 - Applications Using SQL
 - SQL Clauses, Statements, Rules, and Conventions
 - SQL Items Automatically Generated by Crystal Reports
- Summarize Report Data Using SQL Aggregate Functions
 - SQL Aggregate Functions and Function Descriptions
- Create Joins Using SQL
- Create Sub-queries
- Create an SQL Expression Field to Promote Server-side Processing
- Edit a Dictionary

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Course Outline

Lesson 6: Charting Data

- Create a Chart
- Modify a Chart
- Create a Top N Chart
- Format a Chart
 - Chart Formatting Options
- Create a Chart Template

Lesson 7: Reporting on Excel Data

- Create a Report Based on Excel Data
 - Set Up the Data Source
- Modify a Report Generated from Excel Data
- Update the Report Based on Excel Data
- Supplemental Lesson: Inserting a Geographic Map
- Insert a Map

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- Insert a Map