

Prerequisites required for taking this course

- Windows Fundamentals and working knowledge of database concepts

Performance Objectives for Crystal Reports Level 1

- Create a list report by using data from an existing database
- Locate and present data in a specified order
- Create groups to summarize report data
- Build formulas to add non-database data to a report and display data differently
- Format reports
- Enhance reports by adding and modifying elements in a report
- Create single data series charts
- Distribute report data to other users

Course Outline

Lesson 1: Creating a Report

- Set Default Report Settings
 - Plan a Report
 - Crystal Environment
 - Default Settings
- Build the Report
 - Data Sources
 - Table Relationships
- Preview the Report
- Add a Report Title
- Align Fields

Lesson 2: Displaying Data in a Report

- Find Data
- Sort Data
- Filter Data by Single Criteria

Lesson 3: Grouping Report Data

- Insert a Group
 - What is a Group?
- Add Summaries
- Change Group Options
- Add an Additional Group
- Format a Group Header
- Filter by Group
- Create a Top N Sort Group
 - What is a Top N?

Lesson 4: Building Formulas

- Write a Formula
 - Operators and Formula Workshop
- Edit a Formula
- Group by Formula
- Delete a Formula
- Build a Filter by Multiple Criteria
- Modify a Filter with Multiple Criteria to Create an OR Condition
- Create a Parameter Field
 - What is a Parameter Field?
- Write a Formula that Incorporates Null Fields

Lesson 5: Formatting Reports

- Remove White Space
- Insert Page Header/Footer Data
 - Special Fields
- Add Borders and Lines
- Change the Background Color
- Change the Margins

Lesson 6: Enhancing Reports

- Create a Section Containing a Watermark
 - Reasons to Create Sections
- Insert Objects Using Object Linking and Embedding
 - Object Linking and Embedding
- Modify Format Based on Data Value
- Conditionally Suppress Data
 - Boolean versus Attribute Formatting
- Insert Hyperlinks
 - What is a Hyperlink?
- Hide Blank Report Objects

Lesson 7: Creating and Modifying Pie Charts

- Create a Pie Chart with a Drill-down
 - Chart Types
 - Chart Layouts
 - Chart Expert
 - Chart Elements
 - Drill-down in a Chart
- Modify Chart Text
- Format a Chart
- Present a Chart by Group

Lesson 8: Distributing Data

- Export to PDF
- Export to Excel
- Export to an Access Database
- Create a Report Definition
 - What is a Report Definition?
- Create Mailing Labels
- Report Creation Wizard