



Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

This comprehensive 2-day Crystal Reports training course is suitable for complete beginners to Crystal Reports and for anyone who wants to build effective reports from databases. During the Crystal Reports training course you will gain practical experience using Crystal Reports to connect to existing databases, retrieve raw data, format the data, create and present meaningful reports and distribute data by various methods. You will also create graphs, crosstab reports and create calculations and program logic with the Formula Workshop.

Course Objectives

Define Data

Link to data in a database with an ODBC connection

Create List Reports

Set Default Report Settings

Build the Report with experts

Preview the Report

Add a Report Title

Align Fields

Sort and Filter data

Find Data.

Sort Data – by records and groups

Filter Data by Single and multiple Criteria

Group Report Data

Insert a Group

Add Summaries

Change Group Options

Add an Additional Group

Format a Group Header

Filter by Group

Create a Top N Sort Group

Hide Report Objects

Drill down report objects

Explanation / Examples

Learn how to create connections to the data. Crystal Reports doesn't hold any data itself, so it needs to connect to an application holding data.

Set default setting such as the font, font size, heading styles etc.

Identify different tools called experts

Preview reports to see the result

Effective way to put a Heading at the top of the report

How to efficiently line up the information in columns

Search for data within a report

Sort in ascending / descending order e.g.: in date order, in alphabetical order

Filter to show certain records only e.g.: Clients in Hampshire who spent over £100

Group by a field e.g. country – lists each country with its related records beneath

When grouping is applied, calculate by group e.g.: count of clients in county

Apply grouping options in a report

Add additional groups e.g.: group by Country and within that group by County

Format the Heading in a different size or colour and add your own text with it

Filter at heading level e.g.: only show me Hampshire and Surrey

Show only the top x number of items: e.g. my top 5 clients

Objects you use to filter information but not necessarily show on the finished report

A top level report can be clicked to see a breakdown of the information

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Course Objectives**Build Formulas****Write a Report formula using the formula workshop****Write conditional formatting formulas****Create If, then, else formulas****Create running total formulas****Create alert formulas****Format Reports****Remove White Space****Insert Page Header/Footer Data****Add Borders and Lines****Add company logos****Change page settings****Conditionally format a report****Enhancing Reports****Create a Watermark****Modify Format Based on Data Value****Conditionally Suppress Data****Hide and suppress report sections****Insert Hyperlinks****Create and Modify Pie Charts****Create Bar Charts****Create Pie Charts****Format Charts****Create Cross Tab Reports****Create a cross-tab object****Use the cross-tab expert****Conditionally format cross-tab reports****Explanation / Examples**

The formula workshop is a comprehensive tool used to build your own formulas

Example: highlight clients in red who spent under £100

Example: If the employee made sales of over 50000, display "bonus"

Add in the previous row's information, example order 1 is added to order 2 etc.

Example: Alert me when my stock has dropped below the reorder level

Used to fit more on page – remove any areas with no data automatically

Add information to the top/bottom of each page; e.g.: date, page numbers

Formatting lines to enhance the report look

Add company logos to the heading of pages

Adjust the margins, orientation

Apply formatting to data that meet a rule e.g. highlight salaries more than £20,000

For example; Add Confidential to the report background

Make changes to the report based on rules set

Hide information on the report when a rule is met

Hide information in certain sections of the report

Insert links to websites when an element is clicked

Create graphical charts and graphs to display numeric information

Create a pie chart and set options

Apply your own colours and styles

Create summarised information with headings across columns and rows

Apply settings to cross-tab reports ie. Display settings e.g. add/remove totals

Apply formatting to the cross tab based on rules



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Course Objectives

Create Sub Reports

Create an embedded sub report

Create a linked sub report

Distribute Data

Export Information

Create a Report Definition

Create Mailing Labels

Explanation / Examples

Create a report and put it in another report

Create a report that links to a main report

Export Crystal Reports data to send as a PDF format

Define report information when asked to build a report ie. Where to start

Create labels with columns rather than a traditional list report