

Duration **2 days**

Overview

A two-day 'hands-on' course which will introduce delegates to the basic features and benefits of Crystal Reports

Audience

Anyone needing to produce reports from external data sources, ie: Access, SQL, Oracle etc.

Objective

To be able to produce presentation quality, structured basic reports.

Pre-requisites

No prior knowledge of the product is required, but a good understanding of Relational Databases would be beneficial.

Course Content

Introduction

- Crystal Overview

Simple Reports

- Planning on paper
- Creating
- Design Environment
- Placing Objects/Fields
- Preview & Saving

Formatting

- Fields & Text Objects
- Lines/Boxes/Pictures
- Sizing & Positioning

Record Selection

- Select Expert
- Defining the Selection
- Modifying the Selection
- Selecting on Multiple Fields
- Saving vs Refreshed Data

Sorting Grouping

- Sorting Records
- Grouping Records
- Modifying Groups
- Nested Groups

Totals & Summaries

- Subtotals & Grand Totals
- Totals in Groups
- Summarising
- Specified Order Grouping
- Top N Expert
- Group Selection on Summary Information
- Hierarchical Grouping

Special Formatting

- Applying
- Importing Pre-Formatted Data
- Special Fields
- Adding Hyperlinks

Linking

- Linking an Overview
- Adding/Removing Tables & Databases
- Smart Linking
- Working with Links

Formula Basics

- Inserting Formulas Basic Calculations
- String Manipulation
- Date Calculations
- If then Else Formulas
- Boolean Formulas
- Running Totals

Conditional Reporting

- Highlighting Expert
- Conditional Formatting

Section Formatting

- Using the Section Expert
- Creating a Summary Report

Graphing

- Creating & Editing
- Using Drill Down
- Charting on Summary Data
- Charting on Detail or Formula Data
- Customising

Report Distribution

- Export Options
- Viewing via the Web