

Crystal Reports XI : Standard

This course is designed to help you build reports that extract and summarise data. It will teach you how to present the data so that it is meaningful to you and others. This is for you if you are involved in creating reports from databases.

You will learn how to

- Develop reports using Crystal Reports using data from an existing database
- Use reports to transform data into meaningful information
- Create groups to summarize report data
- Build formulas to calculate and display data with the Formula Workshop
- Format and enhance reports, add and modify elements in a report
- Create charts with Drill-Down
- Distribute report data via PDF and export data

1. Creating A Report

This session will allow you to create a report and enhance it with titles and modifying what will be displayed.

On completing this session you will be able to

- Set Default Report Settings
- Specify Fields for a New Report
- Preview the Report
- Modify Field Display
- Add a Report Title
- Position Fields
- Add Fields from Additional Tables

2. Displaying Specific Report Data

This session will allow you to display your data in different ways.

On completing this session you will be able to

- Find Data
- Sort Data
- Filter Data by Single Criterion

3. Grouping Report Data

This session will enable you to control the order in which information appears on your report.

On completing this session you will be able to

- Insert a Group
- Add Summaries
- Format Summary Information
- Change Group Options
- Add an Additional Group

- Filter by Group
- Create a Top N Sort Group

4. Building Formulas

This session will allow you to create fields that contain data combined from different fields within your database using formulas.

On completing this session you will be able to

- Write a Formula
- Create a Formula
- Edit a Formula
- Combine Fields by Formula
- Delete a Formula
- Filter Data by Multiple Criteria
- Modify a Filter Using an OR Operator
- Create a Parameter Field
- Account for Null Fields in a Formula

5. Formatting Reports

This session will allow you to create visually effective reports.

On completing this session you will be able to

- Remove White Space
- Insert Page Header/Footer Data
- Add Borders, Boxes, and Lines
- Change Field Background Color
- Change the Margins
- Add a Watermark
- Insert Objects Using Object Linking and Embedding
- Modify Formatting Based on Data Value
- Suppress Report Sections
- Insert Hyperlinks
- Hide Blank Report Sections

6. Creating and Modifying Pie Charts

This session will allow you to present your data in a graphical format to allow you to get your message across more clearly

On completing this session you will be able to

- Create a Pie Chart with a Drill-down
- Modify Chart Text
- Format a Chart
- Present a Chart by Group

7. Distributing Data

This session will allow you to export your reports to different formats so that they can be shared with non Crystal Report users.

On completing this session you will be able to

- Export to PDF
- Export to Microsoft Excel File
- Export to an Microsoft Access Database File
- Create a Report Definition
- Create Mailing Labels