

# ***Crystal Reports – Level One***

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Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create, edit, format and print spreadsheets. The following course content details what will be covered in this class.

## **Course Outline**

### **Creating a Report**

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

### **Displaying Specific Report Data**

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

### **Grouping Report Data**

- Insert a Group
- Add Summaries
- Format Summary Information
- Change Group Options
- Add a Second-Level Grouping
- Filter Records by Group
- Create a Top N Sort Group

### **Building Formulas**

- 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

### **Formatting Reports**

- Remove White Space
- Insert Page Header/Footer Data
- Add Borders, Boxes, and Lines
- Change Field Background Color
- Change the Margins

### **Enhancing Reports**

- 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

### **Creating Pie Charts**

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

### **Distributing Data**

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

# ***Crystal Reports – Advanced***

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## **Course Outline**

### **Creating Running Totals**

- Create a Running Total Field
- Modify a Running Total Field
- Create a Manual Running Total on Detail Data
- Create a Manual Running Total on Summary Data

### **Charting Data**

- Create a Bar Chart
- Modify a Chart
- Format a Chart
- Create a Chart Template
- Create a Top N Chart
- Create a Cross-tab Chart

### **Building Cross-tabs in Your Report**

- Create a Cross-tab
- Create a Specified Group Order
- Filter a Cross-tab by Group
- Change the Cross-tab Format
- Conditionally Format Rows and Columns
- Keep Groups Together

### **Reporting on Excel Data with Crystal Reports**

- Create a Report Based on Excel Data
- Modify a Report Generated from Excel Data
- Update Data in a Report Based on Excel Data

### **Adding Subreports**

- Insert a Subreport
- Link a Subreport to a Primary Report
- Edit a Subreport's Structure
- Format a Subreport Using the Format Editor
- Share Variables Between Subreports and Primary Reports
- Create an On-demand Subreport

### **Working with Prompts**

- Create a Static Prompt
- Create a Dynamic Prompt

### **Enhancing Report Functionality**

- Group Data Hierarchically
- Create a Dynamic Image
- Create a Report Alert
- Create a Geographic Map

### **Creating Drill-downs**

- Create a Drill-down
- Create Separate Headings for Drill-down Data

### **Enhancing Report Processing by Writing SQL Statements**

- Create a Report Using SQL Queries
- Summarize Report Data Using SQL Aggregate Functions
- Create Joins Using SQL
- Create Subqueries
- Create a SQL Expression Field