

CRYSTAL REPORTS XI – INTRODUCTION (Extended)

Duration 3 Days

Description	Who Should Attend
This 3-day course covers the outline for the Crystal Introduction course, together with a selection of topics from the 'Advanced' course.	Delegates expecting to complete this course in three days are likely to be IT professionals with a sound knowledge of databases. SQL and programming skills are not necessary but would be an advantage.
On completion of this course, delegates will have a sound knowledge of how to plan, design and implement Crystal Reports.	

Course content;

Planning a report

Defining database concepts.
Planning and developing a report prototype.

Creating a Report

Connecting to a data source
Adding tables
Linking tables
Join types
The design environment
Inserting objects on a report
Previewing and saving a report
Positioning and sizing objects
Formatting objects

Selecting Records

Defining the select expert
Determining the record selection criteria
Defining saved and refreshed data
Applying record selection
Applying additional record selection criteria
Applying time-based record selection

Organising Data on a Report

Sorting records
Grouping records
Summarising data
Group Sort Expert – Top N report

Formatting a Report

Adding graphical elements
Combining text objects with database fields
Applying specialised formatting
Inserting fields with pre-built functions

Applying Section Formatting

Formatting sections
Creating a summary report
Drill down reports

Creating Basic Formulas

Defining / creating formulae
Applying boolean formulas
Applying if-then-else formulas
Applying date calculations
Applying number calculations
Applying string manipulation

Graphing

Creating charts on grouped reports
Drilling down on charts
Underlying charts in reports

Distributing Reports

Static reporting
Dynamic web reporting overview

See page 2...

Advanced Formula Topics

Creating and Using Variables
Creating manual Running Total formula
Creating a Running Total Field

Functions

Adding User Defined Functions

Crystal Repository

Accessing the Crystal Repository
Adding folders
Adding objects to the Crystal Repository
Modifying Repository items
Updating Repository items
Create a report from a Repository data source

Managing Reports

Organise projects and reports using the 'Workbench'

Dynamic Picture Linking

Using dynamic graphic locations

Advanced Layout and Formatting

Conditional object formatting
Conditional section formatting
Multiple Sections

Crystal Templates

Applying design templates
Creating design templates

Parameter Fields

Creating parameter fields
Static parameters
Dynamic and Cascaded parameters
Discrete parameters
Range parameters
Using parameters in a report

Group using parameters
Parameterised Top N report

Report Expert

Cross-Tab Reports

Reports and Alerts

Creating Alerts
Running a report with Alerts