

CRYSTAL REPORTS XI -- INTRODUCTION

Duration 2 Days

Description **This 2-day course provides the necessary skills for database users to connect Crystal Reports with their databases and create a variety of working reports.**

Who Should Attend Delegates will be familiar with the basic operation of Windows based software but may not have any detailed database knowledge.

They are likely to be information consumers who need to produce up to date and comprehensive information to support business decisions.

On completion of the course, delegates will be able to connect to their data sources and have enough skills to design basic 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

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

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