

Crystal Reports - Introduction

2 Day Course

Overview

Crystal Reports is a powerful reporting solution that helps you design, explore, visualise, and deliver reports. This course is designed to introduce delegates to the basic skills required to connect Crystal Reports to their databases to access data sources and generate customised reports that will better enable them to analyse and interpret data. Topics include planning a report, creating a basic report, using the Report Explorer, record selection, sorting, grouping and summarizing, charting, basic formulas and exporting data.

Audience

Anyone needing to use Crystal Reports to create and distribute reports.

Course Objectives

At the end of this course, delegates will have learned how to plan, create, modify and distribute meaningful reports with drill-down visualisations.



Prerequisites

Delegates must have a decent knowledge of database principles and structure.

Course Contents (2 days)

- Report Design Concepts
 - Planning the content of the report
 - Manipulating data
 - Determining print area characteristics
 - Developing a prototype on paper
- Report Design
 - Creating a new report
 - Exploring the report design environment
 - Putting objects in a report – Size, Format, Position, Alignment
 - Preview and save reports
 - System defaults
- Record Selection
 - Defining and using the Select Expert features
 - Saved vs. Refreshed data
 - Setting additional selection criteria
 - Using Select Record options
 - Modifying records using Formula Editor
 - Applying record selection on Date fields
- Sorting, Grouping, and Summarising
 - Using the Sort and Group expert
 - Modifying groups
 - Summarising records within groups
 - Creating sub and Grand Totals
 - Creating nested/multiple groups
 - Reordering groups
 - Grouping by Date
 - Group Sort Expert (Top N grouping)
- Date Fields
 - Formatting and selecting using dates and times
- Formatting for Presentation
 - Inserting lines, boxes, pictures, hyperlinks
 - Using Text Objects
 - Using special fields
 - Report Explorer
- Section Formatting
 - Formatting using the Section Expert
 - Creating a summary report

- Linking
 - Defining linking concepts
 - Using different types of links
 - Smart linking
 - Add/Remove tables
 - Using simple Formula syntax
- Formula Basics
 - Working with the Formula Editor
 - Basic number and date calculations
 - Using Boolean formulas
 - Using string formulas
 - Dealing with Null values Using Crystal functions
- Conditional Reporting
 - Using the Highlighting Expert
 - Using formulas
 - Report Alerts
- Parameters Fields
 - Defining and using Parameter fields
- Charts
 - Creating a chart using the Chart Expert
 - Customizing a chart
 - Charting on summary data
 - Drill down on a chart
- Distributing Data / Reports
 - Export to Word & Excel
 - Export to PDF
 - Create a Report Definition
 - Static reporting
 - Dynamic web reporting overview