

Crystal Reports 11: Level 1

Course Specifications

Course number: 085517
Software: Crystal Reports
Course length: 2.0 day(s)

Course Description

Crystal Reports XI: Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports XI series. In this course, you will build basic list and group reports that work with almost any database.

Course Objective: You will build basic list and group reports that work with almost any database.

Target Student: This course is designed for a person who needs output from a database. In some cases, database programs have limited reporting tools, and/or they may not have access to those tools. Students may or may not have programming and/or SQL experience.

Prerequisites: Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, students should have taken Microsoft® Office Access 2003: Level 1 or have equivalent experience with basic database concepts.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a report by using data from an existing database.
- use a report to present specific data in the desired order.
- create groups to summarize report data.
- build formulas to calculate and display data.
- format reports.
- add and modify elements in a report.
- create single data series charts.
- distribute report data.



Course Content

Lesson 1: Creating a Report

Topic 1A: Set Default Report Settings

Topic 1B: Specify Fields for a New Report

Topic 1C: Preview a Report

Topic 1D: Modify Field Display

Topic 1E: Add a Report Title

Topic 1F: Position Fields

Topic 1G: Add Fields from Other Tables

Lesson 2: Displaying Specific Report Data

Topic 2A: Find Data

Topic 2B: Sort Data

Topic 2C: Filter Data by a Single Criterion

Lesson 3: Grouping Report Data

Topic 3A: Insert a Group

Topic 3B: Add Summaries

Topic 3C: Format Summary Information

Topic 3D: Change Group Options

Topic 3E: Add a Second-Level Grouping

Topic 3F: Filter Records by Group

Topic 3G: Create a Top N Sort Group

Lesson 4: Building Formulas

Topic 4A: Create a Formula

Topic 4B: Edit a Formula



Topic 4C: Combine Fields by Formula

Topic 4D: Delete a Formula

Topic 4E: Filter Data by Multiple Criteria

Topic 4F: Modify a Filter Using an OR Operator

Topic 4G: Create a Parameter Field

Topic 4H: Account for Null Fields in a Formula

Lesson 5: Formatting Reports

Topic 5A: Remove White Space

Topic 5B: Insert Page Header/Footer Data

Topic 5C: Add Borders, Boxes, and Lines

Topic 5D: Change Field Background Color

Topic 5E: Change the Margins

Lesson 6: Enhancing Reports

Topic 6A: Add a Watermark

Topic 6B: Insert Objects Using Object Linking and Embedding

Topic 6C: Modify Formatting Based on Data Value

Topic 6D: Suppress Report Sections

Topic 6E: Insert Hyperlinks

Topic 6F: Hide Blank Report Sections

Lesson 7: Creating Pie Charts

Topic 7A: Create a Pie Chart with a Drill-Down

Topic 7B: Modify Chart Text

Topic 7C: Format a Chart

Topic 7D: Present a Chart by Group



TSGOHIO.com
Technology Services Group of Ohio, LLC.

Lesson 8: Distributing Data

Topic 8A: Export to a PDF File

Topic 8B: Export to a Microsoft Excel File

Topic 8C: Export to an Access Database File

Topic 8D: Export a Report Definition

Topic 8E: Create Mailing Labels