

Crystal Support

CRYSTAL REPORTS COURSE OUTLINE

Course Duration: 2-3 days

Prerequisites: Although it is useful for delegates to have some knowledge of database concepts it is not essential as this area is covered by the course.

Overview: The course is designed for those with little or no experience of Crystal Reports who wish to gain sufficient knowledge of the software to produce good quality basic reports. The course is delivered at the customer's premises and uses the Crystal Reports sample database to cover the essential concepts, progressing to the customer's own data to produce real life reports.

Course Outline:

Introduction to tables, fields and records

Basic navigation within Crystal Reports

Report Layout and Design

- Planning a new report
- Use of guidelines and grids
- Inserting and formatting text and database fields
- Adding boxes and lines
- Inserting pictures
- Use of Special Fields

Sorting and Selecting

- Single and multiple sorting and selection criteria

Grouping and Summarising

- Single and multiple groups
- Drill down facility
- Adding summaries to groups
- Sort orders applied to groups
- Running Totals

Linking Multiple Database Tables

- Adding tables to a report
- Identifying link fields
- Linking options

Parameter Fields

- Concept of Parameter Fields
- Setting up default values
- Use in selection criteria

Formula Fields

- Inserting formula fields
- Basic calculations
- If-Then-Else control structure
- Manipulating text strings
- Date and Time calculations
- Boolean formulas

Conditional Formatting

- Use of formulas in Section formatting
- Use of formulas in Field formatting
- Highlighting and Alerts

OLE Objects

- Inserting OLE Objects
- Static, Embedded and Linked OLE Objects

Cross-Tab Reports

- Inserting a Cross-Tab Report
- Adding rows and columns
- Summary fields
- Formatting

Charts (Graphs)

- Inserting Charts using Chart Expert
- Using Cross-Tab data
- Using Summary fields
- Formatting options

Sub-Reports

- Inserting new or existing sub-reports
- On-demand option
- Linking to main report

Exporting

- Export format options
- Destination options