

Course Description: In this course, students will build basic list and group reports that work with almost any database.

Who Should Attend: This course is for those people whose job responsibilities require them to obtain output from databases. It is also the first course in the Crystal Reports XI series.

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.

Benefits of Attendance: Upon 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
- Format reports
- Build formulas to calculate and display data
- Add and modify elements in a report
- Create single data series charts
- Distribute report data

Course Outline:

Creating a Report

Set Default Report Settings
Specify Fields for a New Report
Preview a Report
Modify Field Display
Add a Report Title
Position Fields
Add Fields from Other Tables

Export a Report Definition
Create Mailing Labels

Displaying Specific Report Data

Find Data
Sort Data
Filter Data by a Single Criterion

Grouping Report Data

Insert a Group
Add Summaries
Format Summary Information
Change Group Options
Add a Second-Level Grouping
Filter Records by Group
Create a Top N Sort Group

Building Formulas

Create a Formula
Edit a Formula
Combine Fields by Formula
Delete a Formula
Filter Data by Multiple Criteria
Modify a Filter Using an OR Operator
Create a Parameter Field
Account for Null Fields in a Formula

Formatting Reports

Remove White Space
Insert Page Header/Footer Data
Add Borders, Boxes, and Lines
Change Field Background Color
Change the Margins

Enhancing Reports

Add a Watermark
Insert Objects Using Object Linking and Embedding
Modify Formatting Based on Data Value
Suppress Report Sections
Insert Hyperlinks
Hide Blank Report Sections

Creating Pie Charts

Create a Pie Chart with a Drill-Down
Modify Chart Text
Format a Chart
Present a Chart by Group

Distributing Data

Export to a PDF File
Export to a Microsoft Excel File
Export to an Access Database File