



Crystal Reports 2013 BASIC (2 days) Course Content

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Course Objectives

- Explore the Crystal Reports environment and learn how to open, view, create and save reports.
- Learn how to add fields to a report and improve appearance by sizing, arranging and aligning fields and modifying text objects.
- Become familiar with sorting and filtering records.
- Understand how to create and modify groups, display those groups in a groups.
- Learn how to add subtotals and grand totals.
- Learn to use formulas including fields, text, numbers, functions, operators and other formulas.
- Learn how to use Parameters with reports.
- Learn how to add and link tables.
- Learn how to create Standard Reports and Mailing Labels reports.
- Learn how to create a Report based on Excel data.
- Learn how to export a report to other formats such as Excel, HTML, XML and Access.

This course is for those who want to use Crystal Reports 2016 to create and customize reports by using tables from a database. This course can also benefit you if you would like a general introduction to Crystal Reports 2016.

Course Content: Day 1

Getting Started

Explore the Crystal Reports Environment
Using the Help feature
Customize Report Settings

Working with Reports

Create a Report
Modify a Report
Display Specific Report Data
Work with Report Sections

Using Formulas in Reports

Create a Formula
Edit a Formula
Filter Data by Using a Formula
Work with Advanced Formulas and Functions
Handle Null Values

Building Parameterized Reports

Create a Parameter Field
Use a Range Parameter in a Report
Create a Prompt

Course Content: Day 2**Grouping Report Data**

Group Report Data
Modify a Group Report
Group by Using Parameters
Create a Parameterized Top N Report

Enhancing a Report

Format a Report
Insert Objects in a Report
Suppress Report Sections
Use Report Templates

Creating a Report from Excel Data

Create a Report Based on Excel Data
Modify a Report Generated from Excel Data
Update Data in a Report Based on Excel Data

Distributing Data

Export Data
Create Mailing Labels
Setting up and Configuring Data Sources
Using Report Processing Techniques