



# Crystal Reports 2016 BASIC (2 days) Course Content

Guelph, ON  
N1H 6H1  
Canada

519.830.6901  
[info@rcctraining.ca](mailto:info@rcctraining.ca)  
rcctraining.ca

## 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 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