



Crystal Reports XI 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.
- Understand how to apply absolute formatting to fields, add lines, boxes and shapes to a report and format conditionally.
- Become familiar with sorting and filtering records.
- Understand how to create and modify groups, display those groups in a specified order, set options and delete 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 add and link tables using the Database Expert.
- Learn how to create Standard Reports, Mailing Labels reports, and Cross-Tab reports.
- 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 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.

Course Content: Day 1

Getting Started

Course Overview
The Crystal Reports Environment
Creating, viewing and saving reports
Modifying report layout
Using the Help feature

Formatting

Absolute formatting
Using the Format Painter
Conditional formatting

Sorting and Selecting records

Sorting records using the Record Sort Expert
Selecting records using the Select Expert

Grouping and Summarizing

Groups
Using the Group Sort Expert
Summaries

Course Content: Day 2**Formulas and Functions**

Formulas
The Formula Workshop
Modifying formulas
Date/Time Functions
String Functions
Mathematical Functions

Experts and Wizards

The Database Expert
Standard Report Wizard
Mailing Label Report Wizard
Cross-tab reports

Distributing Reports

Exporting reports
Delivering reports