
Crystal Reports Level 1

Course Duration : 2 days

Course Overview

During this Crystal Reports course, delegates will learn the basics of report creation, from linking the report to the requisite data source, to distributing the report to others. Delegates will also learn about sorting, grouping, linking, basic formula creation and working with Crystal Report experts.

Prerequisites

- To ensure your success on this Crystal Reports introduction course, we recommend that you attend a Windows course or have equivalent knowledge.

Crystal Reports Level 1

Delegates will be able to :

- Plan the needs for your Crystal Report including data as well as appearance.
- Become familiar with components of the Crystal Reports application window.
- Create reports based directly on database information, use a report expert or create a copy of an existing report.
- Add, modify and remove Crystal Reports objects such as data fields, text objects, file information, graphics or decorative lines and boxes.
- Format the appearance of your Crystal Report using font, colour, border and number choices.
- Change the selection criteria and sort order of your data in Crystal Reports.
- Create subtotals, grand totals and summaries for your report data.
- Create, edit and delete formulas. Understand the formula language in Crystal Reports.
- Understand Crystal Reports linking concepts then create and modify your own links.
- Identify and control the sections in Crystal Reports.
- Distribute your Crystal Reports to those who need the information through a variety of methods.

Course Content

Overview of Crystal Reports

Modifying the default settings and using help in Crystal Reports

Reviewing reports and databases to be used in class

The steps necessary to create reports

Examining the capabilities of Crystal Reports

Creating Simple Crystal Reports

Saving and refreshing your report

Adding drawings and images / company logos etc to your Crystal reports.

Adding special fields such as page numbers and other document information to your Crystal Report

Using the format editor to enhance a Crystal report

Formatting a report by changing the size and position of the fields

Viewing a Crystal report as it will print

Creating a new Crystal report

Identifying the sections of a report

Sorting and Selecting Records in Crystal Reports

Modifying composite formulas and the selection criteria statement in Crystal Reports

Adding an additional selection criterion using the "And" / "Or" statement

Using the Select Expert to limit Crystal Reports records using single or multiple criteria

Sorting Crystal Reports records using single or multiple criteria



Grouping and Summarizing in Crystal Reports

- Using Top N/Sort Group Expert in your Crystal Reports
- Inserting grand total summary fields
- Inserting percent of the total fields
- Inserting summary fields
- Inserting subtotals and grand totals
- Modifying grouping options
- Defining a Crystal Reports multiple level group
- Defining a Crystal Reports single level group

Crystal Reports Parameter Fields

- Creating pick lists for use with parameter fields
- Creating Crystal Reports parameter fields - to select records
- Creating Crystal Reports parameter fields - free text entry
- Creating and utilising Crystal Reports parameter fields

Using the Report Expert

- Editing a Crystal report created using an expert
- Creating new Crystal reports using the cross tab expert
- Creating new Crystal reports using the standard report expert

Linking

- Creating, examining and modifying links using the visual linking expert
- Using multiple tables in a single Crystal report correctly
- Understanding relational database basic concepts

Creating Formulas

- Creating and using If-Then-Else formulas and functions
- Creating and using arrays in formulas and functions
- Creating and using date formulas and functions
- Creating and using numeric formulas and functions
- Creating and using string formulas and functions
- Making changes to formulas
- Creating new formulas using the Crystal Reports formula editor
- Understanding formula components

Formatting Crystal Reports Sections

- Creating summary and drill down Crystal reports
- Using the Crystal Reports section expert
- Resizing Crystal Reports sections in design view
- Reviewing Crystal Reports sections

Distributing / Exporting Crystal Reports Data

- Web browser options to view Crystal reports on-line
- Creating a Crystal report using spreadsheet data
- Exporting a Crystal report into office suite applications
- Identifying exporting options

Other Courses in this Series

[Crystal Reports Level 2](#)

Related Courses

- [SQL Server Getting Started](#)
- [Access 2007 / 2010 Level 1](#)
- [Access 2007 / 2010 Level 2](#)
- [Access 2007 / 2010 Level 3](#)

Training Options

- Public scheduled courses at one of our training venues
- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- 1 delegate per computer
- Telephone and email support
- Relaxed refreshment area at our training venues
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises