

Crystal Reports Level 2

Course Duration : 2 days

Course Overview

Delegates will learn how to create advanced formulas in Crystal Reports, format Crystal reports based on calculation results (conditional formatting), use multiple sections, insert sub reports and access data from different sources.

Prerequisites

- To ensure your success on this advanced Crystal Reports course, we recommend that you first attend the course Crystal Reports Level 1 course, or have equivalent knowledge.

Objectives

Delegates will be able to :

- Understand and control the calculation process used to compile your data in Crystal Reports.
- Control the appearance of your Crystal report using conditional format statements and multiple sections.
- Create parameter formulas that allow users to determine what data they want to see on a Crystal report.
- Enhance the analysis capability of your cross-tabs.
- Create Crystal Reports formulas with multiple statements and use variables.
- Extend your reporting capacity by utilizing sub-reports.
- Access data from SQL/ODBC data sources, and generate queries using your own SQL statements.
- Create and edit graphical representations of your data using the Chart Expert or modify existing

Course Content

Crystal Reports Review Exercises

Formatting Crystal Reports sections for summary/drill-down
Creating formulas in Crystal Reports
Selecting, grouping and summarizing
Adding and linking databases
Creating a basic Crystal report

Conditional Formatting in Crystal Reports

Removing conditional formatting
Using the Crystal Reports highlighting expert
Assigning conditional attribute formatting
Applying and removing conditional on/off formatting in Crystal Reports
Understanding the difference between absolute and conditional formatting

Advanced Formulas / Variables in Crystal Reports

Using variables in formulas
Creating formulas using multiple variables in your Crystal report
Using evaluation time functions
Understanding multiple pass reporting
Creating running totals

SQL and Commands in Crystal Reports

Adding parameters to your own SQL statement
Defining your own SQL as the Crystal report data source
Introduction to standard query language (SQL)

Crystal Reports Parameter Fields

Using Crystal Reports parameter fields to set conditional formats
Using Crystal Reports parameter fields to specify sort criteria
Understanding edit masks in Crystal Reports



Report Alerts

Viewing record sets created by use of alerts
Creating and using Crystal report alerts

Crystal Reports Multiple Sections

Working with multiple sections and conditional formats
Moving, splitting and merging sections
Inserting and deleting sections

Subreports

Using variables to pass data from a sub report to the main report
Creating on-demand subreports
Formatting subreports
Inserting unlinked and linked subreports
Identifying when subreports are needed

Basic & Advanced Cross-Tabs

Using Crystal Reports formula fields & parameter fields with cross tab reports
Formatting cross Tab components
Inserting multiple rows, columns and summarized fields
Creating basic and advanced cross tab Crystal reports

Charting

Formatting existing graphs
Creating basic, calculating and cross tab related charts
Using the Crystal Reports Chart Expert
Crystal Reports chart types and layout options

Other Courses in this Series

[Crystal Reports Level 1](#)

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