

Crystal Reports XI: Level 1

Course Specifications

Course number: 085517
Software: Crystal Reports?
Course length: 2.0 day(s)

Course Description

Crystal Reports XI: Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports XI series. In this course, you will build basic list and group reports that work with almost any database.

Course Objective: You will build basic list and group reports that work with almost any database.

Target Student: This course is designed for a person who needs output from a database. In some cases, database programs have limited reporting tools, and/or they may not have access to those tools. Students may or may not have programming and/or SQL experience.

Prerequisites: Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, students should have taken Microsoft? Office Access 2003: Level 1 or have equivalent experience with basic database concepts.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- A Pentium II or faster processor.
- 350 MB of hard-disk space (600 MB recommended).
- 128 MB of RAM (256 MB RAM recommended).
- Access to one of the following: a local CD-ROM drive, a local DVD drive, or access to a networked CD-ROM drive.

Platform Requirements

- Microsoft Windows XP, 2000 SP4, or above.

Software Requirements

- Microsoft Windows XP, 2000 SP4, or above.
- A custom installation of Crystal Reports XI.
- A default installation of Access 2003 if you plan to complete the activity, ?Exporting to an Access Database.?
- A default installation of the free Adobe? Reader? 7.0 application if you plan to complete the activity, ?Exporting to PDF.?
- A default installation of Excel 2003 if you plan to complete the activity, ?Exporting to Excel.?
- A default installation of Word 2003 or newer if you plan to complete the activity, ?Adding Bulleted Lists.?
- A valid email address if you plan to complete the lab activity, ?Enhancing a Report.?

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a report by using data from an existing database.
- use a report to present specific data in the desired order.
- create groups to summarize report data.
- build formulas to calculate and display data.
- format reports.
- add and modify elements in a report.
- create single data series charts.
- distribute report data.

Course Content

Lesson 1: Creating a Report

Topic 1A: Set Default Report Settings

Topic 1B: Specify Fields for a New Report

Topic 1C: Preview a Report

Topic 1D: Modify Field Display

Topic 1E: Add a Report Title

Topic 1F: Position Fields

Topic 1G: Add Fields from Other Tables

Lesson 2: Displaying Specific Report Data

Topic 2A: Find Data

Topic 2B: Sort Data

Topic 2C: Filter Data by a Single Criterion

Lesson 3: Grouping Report Data

Topic 3A: Insert a Group

Topic 3B: Add Summaries

Topic 3C: Format Summary Information

Topic 3D: Change Group Options

Topic 3E: Add a Second-Level Grouping

Topic 3F: Filter Records by Group

Topic 3G: Create a Top N Sort Group

Lesson 4: Building Formulas

Topic 4A: Create a Formula

Topic 4B: Edit a Formula

Topic 4C: Combine Fields by Formula

Topic 4D: Delete a Formula

Topic 4E: Filter Data by Multiple Criteria

Topic 4F: Modify a Filter Using an OR Operator

Topic 4G: Create a Parameter Field

Topic 4H: Account for Null Fields in a Formula

Lesson 5: Formatting Reports

Topic 5A: Remove White Space

Topic 5B: Insert Page Header/Footer Data

Topic 5C: Add Borders, Boxes, and Lines

Topic 5D: Change Field Background Color

Topic 5E: Change the Margins

Lesson 6: Enhancing Reports

Topic 6A: Add a Watermark

Topic 6B: Insert Objects Using Object Linking and Embedding

Topic 6C: Modify Formatting Based on Data Value

Topic 6D: Suppress Report Sections

Topic 6E: Insert Hyperlinks

Topic 6F: Hide Blank Report Sections

Lesson 7: Creating Pie Charts

Topic 7A: Create a Pie Chart with a Drill-Down

Topic 7B: Modify Chart Text

Topic 7C: Format a Chart

Topic 7D: Present a Chart by Group

Lesson 8: Distributing Data

Topic 8A: Export to a PDF File

Topic 8B: Export to a Microsoft Excel File

Topic 8C: Export to an Access Database File

Topic 8D: Export a Report Definition

Topic 8E: Create Mailing Labels

Crystal Reports XI: Level 2

Course Specifications

Course number: 085518
Software: Crystal Reports
Course length: 2.0 day(s)

Course Description

Now that you have completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal Reports' tools. In this course, you'll not only learn how to create more sophisticated reports including subreports and cross-tabs, but you'll also learn how to increase the speed and efficiency of your reports by using SQL queries.

Course Objective: You will create complex reports using Crystal Reports' tools.

Target Student: This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools to make it easier for other people to create reports. They may or may not have programming and/or SQL experience.

Prerequisites: Crystal Reports XI: Level 1, and knowledge of programming and/or SQL would be helpful.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- A Pentium II or faster processor.
- 350 MB of hard-disk space (600 MB recommended).
- 128 MB of RAM (256 MB RAM recommended).
- Access to one of the following: a local CD-ROM drive, a local DVD drive, or a networked CD-ROM drive.

Platform Requirements

- Microsoft Windows XP, 2000 SP4, or above.

Software Requirements

- Microsoft Windows XP, 2000 SP4, or above.
- A custom installation of Crystal Reports XI.
- A default installation of Access 2003.
- A default installation of the free Adobe® Reader® 7.0 application.
- A default installation of Excel 2003.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create running totals in a report.
- build cross-tabs in your report.
- add subreports to a report.

- design a report that uses a drill-down.
- improve processing speed in your reports.
- chart single and multiple data series.
- report from Excel data.
- implement report prompts.
- enhance report functionality.

Course Content

Lesson 1: Creating Running Totals

- Topic 1A: Create a Running Total Field
- Topic 1B: Modify a Running Total Field
- Topic 1C: Create a Manual Running Total on Detail Data
- Topic 1D: Create a Manual Running Total on Summary Data

Lesson 2: Building Cross-tabs in Your Report

- Topic 2A: Create a Cross-tab
- Topic 2B: Create a Specified Group Order
- Topic 2C: Filter a Cross-tab by Group
- Topic 2D: Change the Cross-tab Format
- Topic 2E: Conditionally Format Rows and Columns
- Topic 2F: Keep Groups Together

Lesson 3: Adding Subreports

- Topic 3A: Insert a Subreport
- Topic 3B: Link a Subreport to a Primary Report
- Topic 3C: Edit a Subreport's Structure
- Topic 3D: Format a Subreport Using the Format Editor
- Topic 3E: Share Variables Between Subreports and Primary Reports
- Topic 3F: Create an On-demand Subreport

Lesson 4: Creating Drill-downs

- Topic 4A: Create a Drill-down
- Topic 4B: Create Separate Headings for Drill-down Data

Lesson 5: Enhancing Report Processing by Writing SQL Statements

- Topic 5A: Create a Report Using SQL Queries
- Topic 5B: Summarize Report Data Using SQL Aggregate Functions
- Topic 5C: Create Joins Using SQL
- Topic 5D: Create Subqueries
- Topic 5E: Create a SQL Expression Field

Lesson 6: Charting Data

- Topic 6A: Create a Bar Chart
- Topic 6B: Modify a Chart
- Topic 6C: Format a Chart
- Topic 6D: Create a Chart Template
- Topic 6E: Create a Top N Chart
- Topic 6F: Create a Cross-tab Chart

Lesson 7: Reporting on Excel Data with Crystal Reports

- Topic 7A: Create a Report Based on Excel Data
- Topic 7B: Modify a Report Generated from Excel Data
- Topic 7C: Update Data in a Report Based on Excel Data

Lesson 8: Working with Prompts

Topic 8A: Create a Static Prompt

Topic 8B: Create a Dynamic Prompt

Lesson 9: Enhancing Report Functionality

Topic 9A: Group Data Hierarchically

Topic 9B: Create a Dynamic Image

Topic 9C: Create a Report Alert

Topic 9D: Create a Geographic Map