

Crystal Reports XI

Summary: This class was designed for users of Crystal Reports XI. Some of the topics covered include a review of the software features, report design and the creation of presentation quality reports. This class is designed to enhance your basic report writing skills and move you into creating more complex reports. Time will be spent walking you through the tips and tricks of advanced report writing along with a good amount of hands on practice. In addition, you will cover professional design, techniques, sub reporting and advanced formulas.

Prerequisite: Working knowledge of Windows 2000/XP environment is required. Familiarity with relational database concepts (tables, fields and records) is strongly recommended.

Basic Reporting

Before You Begin

- ? Defining the Purpose of the Report
- ? Determining the Layout of the Report
- ? Organizing the Data for the Report

Creating a Report

- ? Starting a New Report
- ? Choosing a Data Source
- ? The Main Components of the Design Window
- ? Exploring the Toolbars
- ? Managing Resources with Explorers
- ? Placing Fields on the Report
- ? Selecting and Sizing Objects
- ? Browsing Field Data Moving and Aligning Objects
- ? Using Guides and Guidelines to Move and Align Objects
- ? Creating Text Objects
- ? Saving the Report

- ? Getting Help

Formatting Features

- ? Quick Formatting with the Template Expert
- ? Using the Format Painter
- ? Formatting Objects
- ? Inserting Lines and Boxes
- ? Inserting Graphics
- ? Working with the Page Commands
- ? Changing Page Orientation
- ? Changing Margins
- ? Working with Text Objects
- ? Formatting Part or All of an Object
- ? Inserting Special Fields

Database Filters

- ? Filtering Data with the Select Expert
- ? Selecting Records with Multiple Criteria
- ? Viewing and Editing the Select Formula

- ? Case Sensitive vs. Case Insensitive
- ? Record Selection Formula Templates

Report Grouping

- ? When and Why to Group Records
- ? Creating a Group
- ? Group and Sort
- ? Customize Group
- ? Name Field
- ? Creating Multiple Groups in a Report
- ? Using the Group Tree to Navigate the Report
- ? Reordering Groups
- ? Summarizing Groups
- ? Additional Summary Options
- ? Grouping Data in Date/Time Intervals
- ? Calculating Percentages
- ? Ordering Groups Based on Their Subtotals Using the Group Sort Expert

Power Formatting and Formulas

Power Formatting with Multiple Sections

- ? Using Multiple Sections in Reports
- ? Using the Section Expert to Work with Sections
- ? Conditionally Formatting Multiple Sections
- ? Advanced Drill Down Group Level

Using the Running Totals Feature

- ? Understanding Running Totals
- ? Creating Running Totals for a List of Numbers

Prompting with Parameters

- ? Creating a Parameter Field
- ? Using a Parameter to Select Records
- ? Creating a Dynamic Value List for Parameter Values
- ? Adding Parameter Values to Text Objects
- ? Allowing Multiple Values in Parameters
- ? Using Multiple Parameter Fields in Reports
- ? Specifying and Limiting a Range for a Parameter
- ? Using Parameters in Conditional Formatting

- ? Using an Edit Mask to Limit String Parameters
- ? Sorting with a Parameter
- ? Using a parameter to set N in a Top N Report

Using Advanced Formula Features

- ? Understanding How Crystal Reports Processes the Data
- ? Using Evaluation Time Functions
- ? Working with Variables
- ? Assigning a Value to a Variable
- ? Using a Variable in a Formula
- ? Variable Scope
- ? Separating Statements in Complex Formulas