



Crystal Reports XI Introductory

This two-day course is designed for the novice Crystal Reports XI user who needs to quickly become proficient in creating and modifying reports. Some of the topics include planning a report, creating a basic report, record selection, sorting, grouping and summarizing, and formulas.

1. Introduction to Crystal Reports®

- "Report writer" defined
- Database concepts
- Report design approaches
- Starting Crystal Reports
- Pull-down menus
- Toolbars
- Status bar

2. Opening an Existing Report

- Design vs. Preview tab
- Data Date/Time
- Refreshing the report
- Saved data
- Navigating pages
- Saving a report

3. Creating a New Report

- Using a Report Wizard
- Using the Blank Report option
- Report sections
- Moving and resizing objects

4. Formatting the Report

- The Formatting toolbar
- The Format Editor
- The Format Painter
- Formatting report sections
- Editing existing text/adding new text
- Using Special Fields

5. Filtering Data/Record Selection

- Using the Select Expert
- Refresh vs. using Saved Data
- The record selection formula
- Selecting on date fields

6. Adding/Linking Multiple Tables

- Adding tables
- Linking tables in the Database Expert
- Removing tables from the report
- Linking issues/join and link types

7. Sorting and Grouping

- Sorting details sections
- Creating report groups
- Summarizing
- Changing/deleting report groups
- Creating a summary report/drill down

8. Introduction to Formulas

- The Formula Workshop and Formula Editor
- Simple numeric formulas
- Simple string formulas
- Simple date formulas
- If-Then-Else formulas

9. Conditional Reporting

- The Highlighting Expert
- Conditional object formatting
- Conditional report section formatting

10. Exporting Reports

- Choosing file format and destination
- E-Mailing reports