



Crystal Reports 10 Intermediate Topics

Outline

This two-day, hands-on course covers intermediate Crystal Reports 10 topics. Participants will gain an increased understanding of more sophisticated report design techniques that will take them to a high level of report design skill.

Prerequisites: Participants must have taken Crystal Reports Introductory Topics or have a thorough working knowledge of Crystal Reports, including database access, object placement and formatting, and basic formula creation.

1. Report Design Review
2. Grouping/Summarizing
 - Multiple Levels of Grouping
 - Summarizing/Subtotaling
 - Top N Reporting
 - Running Totals (for proper Top N grand totals)
3. Report Sections
 - Multiple Report Sections
 - Conditional Section Formatting
 - Underlay Option
4. Parameter Fields
 - Creating Parameter Fields
 - Using Parameter Fields in Record Selection
 - Placing Parameter Values on the Report
 - Setting Default Values
 - Formulas, Conditional Formatting, and Sorting/Grouping
 - Multi-Value and Range Parameter Fields
5. Formulas
 - Join Function
 - Minimum/Maximum Functions
 - ToText with Dates
 - Select Case
 - Not and In Operators, Left and Length Functions
 - Using Variables
6. The Repository
 - The Repository Defined
 - Using Repository Text Objects and Bitmaps
 - Using Custom Functions in Formulas
 - Adding and Deleting Objects
 - Modifying Objects
7. Subreports
 - Defining Need for a Subreport
 - Unlinked vs. Linked Subreports
 - Creating an Unlinked Subreport
 - Reporting From Excel
 - Creating a Linked Subreport
8. Charts and Graphs (optional)
 - Determining Appropriate Chart Type
 - Group Charts
 - Changing an Existing Chart
 - Advanced Charts
 - Charting Multiple Data Points
 - Customizing Chart Appearance
9. Cross Tabs (optional)
 - Cross-Tab Requirement
 - Creating a Cross-Tab
 - Multiple Row/Column Fields
 - Cross-Tab Virtual Page Features
 - Formatting Cross-Tabs