

Crystal Reports 10 Introductory Topics

Outline

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
 - Using the Report Explorer
8. Introduction to Formulas
 - The Formula Workshop and Formula Editor
 - Simple numeric formulas
 - Simple string formulas
 - Simple date formulas
 - If-Then-Else formulas
 - Repository Custom Functions and the Formula Expert
9. Conditional Reporting
 - The Highlighting Expert
 - Conditional object formatting
 - Conditional report section formatting
10. Exporting Reports
 - Choosing file format
 - Choosing file destination
 - E-Mailing reports