

This two day, interactive workshop was designed for new users of Crystal Reports 2008/2011. Some of the topics covered include a review of the software features, report design, and the creation of presentation quality reports. The course incorporates a number of hands-on exercises to reinforce the learning process.

Course Objectives:

- Create Reports and Charts
- Format Objects
- Group and Sort Data
- Combine Tables
- Export Reports
- Use Report Wizards
- Understand Mapping

Audience: Administrators, developers and end-users who need to create dynamic reports from varying data sources.

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

Number of Days: 2 days

<p>1 Creating a Simple Report Starting the Crystal Reports Program 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 Autosaving the Report Previewing the Report Refreshing the Data Using the Status Bar Getting Help</p>	<p>2 Formatting Features Quick Formatting with the Template Expert Formatting Objects Format Painter Inserting Lines and Boxes Inserting Graphics Working with the Page Commands Working with Text Objects Adding Fields into a Text Object Formatting Part or All of an Object Inserting Special Fields</p> <p>3 Selecting Specific Records from the Database Filter Types of the Select Expert Database Filtering with the Select Expert Selecting Records with Multiple Criteria Viewing and Editing the Select Formula Case Sensitive vs. Case Insensitive Record Selection Formula Templates</p>
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<p>4 Grouping and Sorting Data When and Why to Group Records Creating a Group Group and Sort Direction Customize Group Name Field Modifying Groups Creating Multiple Groups in a Report Using the Preview Panel Using the Group Tree to Navigate the Report Reordering Groups Sorting Records within a Group Using the Sort Control Summarizing Groups Additional Summary Options Grouping Data in Date/Time Intervals Calculating Percentages Ordering Groups Based on Their Subtotals Using the Group Sort Expert</p> <p>5 Combining Multiple Tables Understanding Tables, Records, and Fields Learning about Linking Adding Multiple Tables to a Report</p> <p>6 Creating and Using Formulas Understanding Crystal Formula Syntax without Being a Programmer Using the Formula Workshop and Editor The Formula Editor Toolbar Performing Simple Number Calculations Manipulating Dates with Formulas Creating Boolean (True/False) Formulas Creating String Formulas Using Bookmarks to Navigate Through Formulas</p> <p>7 Conditional Formatting Formatting Sections Formatting Sections Conditionally Conditionally Formatting Fields</p> <p>8 Creating Summary Reports and Charts Creating a Summary Report Applying the Drill Down Feature Applying the DrillDownGroupLevel Producing Charts</p>	<p>Editing and Formatting Charts Using the Chart Options Modifying Individual Objects in the Chart Applying Chart Templates</p> <p>9 Exporting Your Reports Within Your Organization Understanding Export Formats and Destinations Adobe Acrobat (PDF) Microsoft Excel 97-2003 (XLS) Microsoft Excel 97-2003 Data only (XLS) Microsoft Word (97-2003) Text (TXT) Using the PDF Format for Crystal Reports HTML Preview Exporting to Windows Applications Exporting to a Report Definition Format</p> <p>10 Using the Report Wizards What are the Report Wizards? Create a Report Using the Standard Report Creation Wizard The Data Dialog Box The Fields Dialog Box The Grouping Dialog Box The Summaries Dialog Box The Chart Dialog Box The Record Selection Dialog Box The Template Dialog Box</p> <p>11 Appendix A - Mapping Understanding Maps Formatting the Map Drilling Down on Maps Advanced Formatting of Maps Changing the Geographic Map Using the Map Navigator Changing Map Layers</p> <p>12 Appendix B – Before You Begin Defining the Purpose of the Report Determining the Layout of the Report Finding the Data Organizing the Data for the Report The Workbench</p>
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- 13 Appendix C – Setting Default and Report Options**
Setting the Default Layout for Design and Preview Views
- 14 Appendix D – Pre-Qualification Text for Designer 2 Workshop**
Why Should You Pre-qualify Yourself for the Designer 2 Workshop?
Pre-qualification Exercise
- 15 Appendix E – The Northwind 2008 Database**
- 16 Appendix F – Installation and System Requirements**
Installing the Application
Minimum Installation Requirements
- 17 Appendix G – Function and Operator Locations**
- 18 Appendix H – Setup for CR 2008/2011**
CR 2008/2011 Application Installation Instructions
Installed Required Class Files