

This two-day workshop 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. This course incorporates a number of hands on exercises that reinforce the learning process.

Course Objectives:

- **Power Formatting**
- **Create Running Totals**
- **Use Parameters**
- **Understand Formula Evaluation**
- **Create powerful Groups**
- **Chart Cross-Tabs**
- **Use Parameter Values**
- **Work with Report Alerts**
- **Create and apply Report Templates**
- **Set up for CR2008**

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

1 Refresher Exercise Review of Planning a Report Creating the Report Placing Fields on the Report Creating the Formulas Advanced Grouping Selecting Certain Records Helpful Hints for Formatting Adding and Working with Text Objects Hiding and Suppressing Sections Guidelines	Conditionally Formatting Multiple Sections 3 Using the Running Totals Feature Understanding Running Totals Creating Running Totals for a List of Numbers Conditional Running Totals
2 Power Formatting with Multiple Sections Using Multiple Sections in Reports Using the Section Expert to Work with Sections	4 Prompting with Parameters Parameter Fields Overview Parameter Field Considerations Creating a Parameter Field Using a Parameter to Select Records Using a Parameter Field Creating a Dynamic Value List for Parameter Values Importing a Pick List

	Adding Parameter Values to Text Objects		Creating Hyperlinks
	Allowing Multiple Values in Parameters		Using Subreports to Link "Unlinkable" Data
	Using Multiple Parameter Fields in Reports	7	Creating Powerful Groups
	Specifying and Limiting a Range for a Parameter		Creating Custom Groups
	Using Parameters in Conditional Formatting		Customizing Group Sort Order
	Using an Edit Mask to Limit String Parameters	8	Using Group Selection to Filter the Records in the Report
	Sorting with a Parameter		Grouping on a Formula Field
	Group Sorting with a Parameter		Grouping Hierarchically
	Using a Parameter to set N in a Top N or Bottom N Report		Working with Cross-Tab Reports
	Displaying Parameter Fields		Understanding How Cross-Tabs Affect Your Data
	Cascading Parameter Fields		Creating a Cross-Tab Report
5	Using Advanced Formula Features		Creating a Cross-Tab with Multiple Rows or Columns
	Understanding How Crystal Reports Processes the Data		Applying a Formatting Style to the Cross-Tab
	What is a Pass?		Customizing the Cross-Tab Format
	Pre-Pass #1 and #2		Changing Background Colors
	Pass #1, #2, #3		Formatting Individual Cells
	Using Evaluation Time Functions		Changing the Summary Operation
	Working with Variables		Suppressing Rows, Columns or Totals
	Declaring a Variable		Repeating Row Heading for Multi-Page Cross-Tabs
	Assigning a Value to a Variable		Using Alias Names for Column and Row Headings
	Using a Variable in a Formula		Charting Cross-Tabs
	Variable Scope		Customizing Cross-Tab Group Names
	Separating Statements in Complex Formulas	9	CurrentFieldValue
	Working with Arrays		Report Alerts
	Understanding the Formula Evaluation Time Debugger		What are Report Alerts
6	Using Subreporting as a Workaround Solution		Creating Report Alerts
	Understanding Subreports		Basing Report Formulas or Conditional Formatting on Report Alerts
	Unlinked versus Linked Subreports		Creative Usage for Report Alerts
	Creating an Unlinked Subreport	10	Appendix A: Report Templates
	Linking a Subreport		What is a Report Template?
	Database Links versus Subreports in One-to-Many Situations		Standard Report Creation Wizard and Templates
	Formatting the Subreport		The Template Expert
	Passing Data from the Main Report into a Subreport		Applying a Template and The Consequences
	Creating On-Demand Subreports		Template Considerations
			Creating Your Own Templates

- 11 **Appendix B: The Northwind 2008
 Database**
- 12 **Appendix C: Installation and System
 Requirements**
 - Installing the Application
 - Minimum Installation Requirements
- 13 **Appendix D: Setup for CR 2008**
 - CR 2008 Application Installation
 - Instructions
 - Installed Required Class Files
- 14 **Appendix E: Function and Operator
 Locations**