CMC

Crystal Reports 9.0 Introduction

Overview: Students will learn the basics of using Crystal Reports' report-writing features. They will build basic list and group reports that work with almost any database.

Prerequisites: Windows Introduction or equivalent knowledge. Basic understanding of database concepts.

Course Length: One Day

Course Content

Lesson 1: Creating a List Report
Set Default Report Settings
Build the Report
Preview the Report
Add a Report Title
Align Fields

Lesson 2: Displaying Data in a Report
Find Data
Sort Data
Filter Data by Single Criteria

Lesson 3: Grouping Report Data
Insert a Group
Add Summaries
Change Group Options
Add an Additional Group
Format a Group Header
Filter by Group
Create a Top N Sort Group

Lesson 4: Building Formulas
Write a Formula
Edit a Formula
Group by Formula
Delete a Formula
Build a Filter by Multiple Criteria
Modify a Filter with Multiple Criteria to Create an OR Condition
Create a Parameter Field
Write a Formula that Incorporates Null Fields

Lesson 5: Formatting Reports
Remove White Space
Insert Page Header/Footer Data
Add Borders and Lines
Change the Background Color
Change the Margins

Lesson 6: Enhancing Reports

Create a Watermark
Add Bulleted Lists
Modify Format Based on Data Value
Conditionally Suppress Data
Insert Hyperlinks
Hide Report Objects

Lesson 7: Creating and Modifying Pie Charts
Create a Pie Chart with a Drill-down
Change the Chart Title
Format a Chart
Present a Chart by Group

Lesson 8: Distributing Data
Export to Excel
Export to an Access Database
Create a Report Definition
Create Mailing Labels