

Crystal Reports 9.0: Level 1

Course length: 2.0 day(s)

Course Description

Crystal Reports 9.0 Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports 9.0 series. In this course, you will build basic list and group reports that work with almost any database.

Course Objective: You will build basic list and group reports that work with almost any database.

Target Student: This course is designed for a person who needs output from a database. In some cases, database programs have limited reporting tools, and/or they may not have access to those tools. They may or may not have programming and/or SQL experience.

Prerequisites: Exposure to a Windows operating system would be helpful and a basic understanding of database concepts is necessary.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a list report by using data from an existing database.
- locate and present data in a specified order.
- create groups to summarize report data.
- build formulas to add non-database data to a report and display data differently.
- format reports.
- enhance reports by adding and modifying elements in a report.
- create single data series charts.
- distribute report data to other users.

Course Content

Lesson 1: Creating a List Report

- Topic 1A: Set Default Report Settings
- Topic 1B: Build the Report
- Topic 1C: Preview the Report
- Topic 1D: Add a Report Title
- Topic 1E: Align Fields

Lesson 2: Displaying Data in a Report

- Topic 2A: Find Data
- Topic 2B: Sort Data
- Topic 2C: Filter Data by Single Criteria

Lesson 3: Grouping Report Data

- Topic 3A: Insert a Group
- Topic 3B: Add Summaries
- Topic 3C: Change Group Options
- Topic 3D: Add an Additional Group
- Topic 3E: Format a Group Header
- Topic 3F: Filter by Group
- Topic 3G: Create a Top N Sort Group

Lesson 4: Building Formulas

- Topic 4A: Write a Formula
- Topic 4B: Edit a Formula
- Topic 4C: Group by Formula
- Topic 4D: Delete a Formula
- Topic 4E: Build a Filter by Multiple Criteria
- Topic 4F: Modify a Filter with Multiple Criteria to Create an OR Condition
- Topic 4G: Create a Parameter Field
- Topic 4H: Write a Formula that

Incorporates Null Fields

Lesson 5: Formatting Reports

- Topic 5A: Remove White Space
- Topic 5B: Insert Page Header/Footer Data
- Topic 5C: Add Borders and Lines
- Topic 5D: Change the Background Color
- Topic 5E: Change the Margins

Lesson 6: Enhancing Reports

- Topic 6A: Create a Watermark
- Topic 6B: Add Bulleted Lists
- Topic 6C: Modify Format Based on Data Value
- Topic 6D: Conditionally Suppress Data
- Topic 6E: Insert Hyperlinks
- Topic 6F: Hide Report Objects

Lesson 7: Creating and Modifying Pie Charts

- Topic 7A: Create a Pie Chart with a Drill-down
- Topic 7B: Change the Chart Title
- Topic 7C: Format a Chart
- Topic 7D: Present a Chart by Group

Lesson 8: Distributing Data

- Topic 8A: Export to Excel
- Topic 8B: Export to an Access Database
- Topic 8C: Create a Report Definition
- Topic 8D: Create Mailing Labels