



Crystal Reports 9.0: Level 2

Course length: 2.0 day(s)

Course Description

Welcome back to Crystal Reports 9.0. Since you've probably completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal's tools. In this course, you'll not only learn how to create more sophisticated reports like subreports and cross-tabs, you'll also learn how to increase the speed and efficiency of your reports by using SQL queries and dictionaries.

Course Objective: You will create complex reports and data sources using Crystal's tools.

Target Student: This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools to make it easier for other people to create reports. They may or may not have programming and/or SQL experience.

Prerequisites: Crystal Reports 9.0: Level 1, and knowledge of programming and/or SQL would be helpful.

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 running totals in a report.
- build cross-tabs in your report.
- add subreports to a report.
- improve processing speed in your reports.
- build a dictionary.
- chart single and multiple data series.
- report from Excel data.

Course Content

Lesson 1: Creating Running Totals

- Topic 1A: Create a Running Total Field
- Topic 1B: Modify a Running Total Field
- Topic 1C: Create a Manual Running Total on Detail Data
- Topic 1D: Create a Manual Running Total on Summary Data

Lesson 2: Building Cross-tabs in Your Report

- Topic 2A: Create a Cross-tab
- Topic 2B: Create a Specified Group Order
- Topic 2C: Filter Cross-tab by Group
- Topic 2D: Change the Cross-tab Format
- Topic 2E: Format Rows and Columns
- Topic 2F: Keep Groups Together

Lesson 3: Adding Subreports

- Topic 3A: Insert a Subreport
- Topic 3B: Link a Subreport to Data in a Primary Report
- Topic 3C: Edit a Subreport
- Topic 3D: Format a Subreport Object
- Topic 3E: Share Formulas Between Main and Subreports
- Topic 3F: Create an On-demand Subreport

Lesson 4: Improving Report Processing Speed

- Topic 4A: Create a SQL Expression
- Topic 4B: Select Records on the Server
- Topic 4C: Write a SQL Query
- Topic 4D: Edit a SQL Query
- Topic 4E: Build a Report on a SQL Query
- Topic 4F: Create SQL Commands in the Crystal Report Environment

Lesson 5: Building Dictionaries

- Topic 5A: Create a Dictionary
- Topic 5B: Organize the View of Data in a Dictionary
- Topic 5C: Adding Graphics to the Dictionary
- Topic 5D: Build a Report Based on a Dictionary

Lesson 6: Charting Data

- Topic 6A: Create a Chart
- Topic 6B: Modify a Chart
- Topic 6C: Create a Top N Chart
- Topic 6D: Format a Chart
- Topic 6E: Create a Chart Template

Lesson 7: Reporting on Excel Data

- Topic 7A: Create a Report
- Topic 7B: Modify a Report
- Topic 7C: Update the Report

Appendix A: Inserting a Geographic Map Supplemental Lesson

- Topic 1A: Insert a Map