Course duration

- 2 days

Course Benefits

- Review the basics.
- Learn to use Sections to improve formatting.
- Learn to keep running totals.
- Learn to work with parameters.
- Learn features of advanced formulas.
- Learn to create Sub reports.
- Learn to create and work with custom Groups.
- Learn to work with Cross Tab Reports.
- Learn to create Report Alerts.

Available Delivery Methods

Public Class
Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class
Private classes are delivered for groups at your offices or a location of your choice.

Self-Paced
Learn at your own pace with 24/7 access to an On-Demand course.

Course Outline

1. Crystal Reports Review
   1. Creating a Report
2. Using Parameters
   1. Creating Parameters
      1. Adding a Parameter Field
   2. Optional Parameters
      1. Making a Parameter Optional
   3. Using a List of Parameter Values
      1. Creating a Parameter Value List

4. Dynamic List of Values
   1. Creating a Dynamic Value List
5. Cascading List of Values
   1. Creating a Cascading Value List
6. Multivalue Parameters
   1. Creating a Dynamic Value List
7. Range Parameter
   1. Creating a Dynamic Value List
3. Using Subreports
   1. Unlinked Subreports
      1. Creating an Unlinked Subreport
   2. Linked Subreports
      1. Adding a Linked Subreport
4. Charts
   1. Adding a Chart to a Report
      1. Adding a Chart
5. Cross-Tabulation Reports
   1. Creating a Cross-Tab Report
      1. Creating a Cross-Tab Subreport
6. Advanced Techniques
   1. Special Fields
      1. Adding Special Fields to a Report
   2. Using the If Statement
      1. Using the If Statement
   3. Using the Select Case Statement
      1. Using the Select Case Statement
   4. Conditional Formatting
      1. Using Conditional Formatting
   5. Alternating Row Formatting
      1. Formatting Rows by Alternating the Colors
7. Report Alerts
   1. Using Report Alerts

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this Crystal Reports class:

- Solid Crystal Reports experience as taught in our introductory course.

Prerequisite Courses

Courses that can help you meet these prerequisites:

- [Introduction to Crystal Reports Training](#)