Course duration

- 2 days

Course Benefits

- Explore the Crystal Reports interface.
- Learn to create a basic report and modify it.
- Learn to format reports..
- Learn to filter reports.
- Learn to group report data.
- Learn to create reports from data in multiple tables.
- Learn to use formulas..
- Learn to use conditional formatting.
- Learn to create summary reports and charts.
- Learn to export reports to Excel and PDF.
- Learn to use Report Wizards.

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. Getting Acquainted with Crystal Reports
    1. Report Writing Process
    2. Opening Crystal Reports
    3. The Database Expert
    4. Review the Toolbars
        1. The Standard Toolbar
        2. The Formatting Toolbar

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        3. The Insert Toolbar
        4. The Experts Toolbar
        5. The Navigation Toolbar
        6. The External Command Toolbar
    5. The Report Sections in the Design Tab
        1. Report Header
        2. Page Header
        3. Details
        4. Page Footer
        5. Report Footer
    6. The Field Explorer
    7. Preview the Report
    8. Adding Multiple Tables to Reports
2. Formatting Reports
    1. Formatting Fields
        1. The AdventureWorks Database
    2. The Format Painter
3. Working with Objects
    1. Text Objects
    2. Field Titles
    3. Using Fields in Text Objects
    4. Aligning and Sizing Objects
    5. The Section Expert
    6. Images
4. Filtering Reports
    1. Create a Filter Based on a Single Criterion
    2. Create a Filter for Multiple Selection Criteria
5. Sorting and Grouping Reports
    1. Using the Sort Expert
    2. Using the Group Expert
    3. Summarizing Records within Groups
6. Using Basic Formulas
    1. String Formulas
    2. Numeric Formulas
    3. Date/Time Formulas
    4. Running Totals
    5. Conditional Formulas
7. Advanced Formatting
    1. Using Multiple Sections
    2. Summary Reports
    3. Lines and Boxes
    4. The Highlighting Expert
8. Exporting and Distribution
    1. Exporting to Excel
    2. Exporting to PDF
    3. Exporting to Word
    4. Crystal Reports Viewer

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5. crystalreports.com

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:

- Basic computer skills

Experience in the following *would be useful* for this Crystal Reports class:

- Familiarity with relational database concepts (tables, fields, and records)

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