

Crystal Reports Training Course Outline | Intermediate

Full Crystal Reports training manuals will be provided (may be an additional charge).

Duration

2 full days
9am – 5pm (1 hour lunch)

Overview

This two-day course is designed to increase report design skills and further discover the reporting power of Crystal Reports. Along with hands-on practice, the course covers architecture, Structured Query Language as it relates to Crystal Reports, intermediate formula creation, Dictionaries, and Queries.

Who Should Attend

Attendees should be Information Professionals or "power users" who want to investigate the full power and functionality of Crystal Reports.

Prerequisites

Students must have completed the Introductory Report Design course and/or have a proven working knowledge of Crystal Reports features including record selection, sorting, grouping and summarizing and formulas before attending the advanced course. The prerequisite assignment for this course is to complete a prerequisite exercise available from Provida by emailing info@provida.com.au.

What You Will Learn

Report Creation Review

- Reviewing Report Creation
- Reviewing Linking
- Reviewing Record Selection
- Using the Repository
- Reviewing Grouping Options
- Reviewing Conditional Reporting
- Create Crystal Report Templates
- Build Reports with Parameters

Sections

- Using sections
- Formatting sections

Intermediate Formulas

- Understanding formula syntax
- Understanding multi-pass reporting
- Understanding UFLs
- Using Variables
- Understanding arrays
- Using control structures

Parameters

- Defining Parameter Fields
- Creating Parameter Fields
- Using Parameter Fields

Cross-Tabs

- Defining Cross-Tab Objects
- Creating Cross-Tabs
- Formatting Cross-Tabs
- Charting on a Cross-Tab summary field
- Mapping on a Cross-Tab summary field

Use the Repository

- Manage the Crystal Repository
- Add folders to the Repository
- Add objects to the Repository
- Update Connection to the Repository Object in the Report
- Delete objects to the Repository
- Connect to your own Repository
- Create a Report from an SQL Command
- Create a Report from a Business View

Report Design and SQL

- Using Crystal Reports and SQL
- Defining the SQL Query
- Editing the SQL Query
- Applying SQL Options
- Create Report Templates
- Applying a Crystal defined templates
- Building a Template without a data source
- Removing Templates

Web Publishing

- Understanding Web publishing
- Exporting reports to HTML format
- Distributing reports in RPT format

Build specialised reports

- Use the Running Total Expert
- Create a Form Letter
- Add Hyperlinks to a report
- Build a Report with Alerts
- Create a Top N Report