



# Crystal Reports



## Introduction

### COURSE CONTENT

#### Report Design

- Exploring the Report Design window
- Starting a new report with and without the Wizard
- Exploring the Design Tab
- Placing objects on your report
- Previewing your report
- Positioning and sizing objects
- Formatting objects
- Using Text Objects

#### Record Selection

- Using the Select Expert
- Using the Select Record options
- Defining the Select Expert's features
- Understanding saved vs. refreshed data
- Applying Record Selection
- Applying Record Selection on Date Fields
- Creating Parameter Queries

#### Sorting, Grouping and Summarising

- Sorting Records
- Grouping Records
- Working with groups
- Summarising
- Using Grand Totals / Summary Totals/ Summary Fields
- Top N Group Expert

#### Presentation Quality Reports

- Using Special Fields
- Applying lines and boxes
- Inserting a picture

#### Text Objects

- Combining Text Objects with Database Fields
- Combining Text Objects with Special Fields
- Formatting individual elements of a Text Object

#### Additional Formatting & File Options

- Inserting special fields
- Inserting fields in text objects
- Inserting lines and boxes
- Inserting pictures
- Changing file & default options
- Section Formatting
- Creating a Summary report
- Report section definitions & format options
- Using the Section Expert
- Summary/Drill-Down Reports

#### Linking

- Defining linking concepts
- Adding/removing databases from a report
- Using Smart Linking
- Working with links
- Join types
- Self joins
- PC database links
- SQL/ODBC database links
- Using the visual linking expert

#### Formula Basics

- Using formulas
- Using the Formula Editor
- Using basic calculations
- Using string manipulation
- Applying basic date calculations
- Applying If Then Else formulas
- Applying Boolean formulas

#### Basic Cross-Tabs

- What is a Cross-Tab?
- Using the Cross-Tab Expert
- Editing a Cross-Tab layout
- Additional Cross-Tab layout features



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#### Conditional Reporting

- Using Conditional Formatting
- Using the Highlighting Expert

#### Charting

- Using the Graph/Chart Expert
- Graphing on Summary information
- Graphing Detail or Formula fields
- Drilling down on a graph
- Customising a graph

#### Basic Report Distribution

- Exporting your reports
- Viewing from a web browser

