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# Crystal Reports 10: Introduction

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**Prerequisites:** Windows training or equivalent knowledge

**Duration:** 2 Days

## What's in Crystal Reports 10: Introduction?

T&E's *Crystal Reports 10: Introduction* is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. In this course you will build basic list and group reports that work with almost any database.

### Topics Include:

#### Creating a Report

- Set Default Report Settings
- Specify Fields for a New Report
- Preview the Report
- Modify Field Display
- Add a Report Title
- Position Fields
- Add Fields from Additional Tables

#### Displaying Specific Report Data

- Find Data
- Sort Data
- Filter Data by Single Criteria

#### Grouping Report Data

- Insert a Group
- Add Summaries
- Format Summary Information
- Change Group Options
- Add an Additional Group
- Filter by Group
- Create a Top N Sort Group

#### Building Formulas

- Write a Formula
- Edit a Formula
  - Group by Formula
  - Delete a Formula
- Build a Filter by Multiple Criteria
- Modify a Filter with Multiple Criteria to Create an OR Condition
- Create a Parameter Field
- Write a Formula that Incorporates Null Fields

#### Formatting Reports

- Remove White Space
- Insert Page Header/Footer Data
- Add Borders and Lines
- Change the Background Color
- Change the Margins

#### Enhancing Reports

- Create a Section to Contain a Watermark
- Insert Objects Using Object Linking and Embedding
- Modify Format Based on Data Value
- Conditionally Suppress Data
- Insert Hyperlinks
- Hide Blank Report Sections

#### Creating and Modifying Pie Charts

- Create a Pie Chart with a Drill-down
- Modify Chart Text
- Format a Chart
- Present a Chart by Group

#### Distributing Data

- Export to PDF
- Export to Excel
- Export to an Access Database
- Create a Report Definition
- Create Mailing Labels