
Crystal Reports XI: Introduction

Prerequisites: Recommend a familiarity with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, students should have taken Microsoft Access: Introduction or have equivalent experience with basic database concepts.

Duration: 2 Days

What's in Crystal Reports XI: Introduction?

T&E's *Crystal Reports XI: 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 a Second Level-Level Grouping
- Filter Records by Group
- Create a Top N Sort Group

Building Formulas

- Create a Formula
- Edit a Formula
- Combine Fields by Formula
- Delete a Formula
- Filter Data by Multiple Criteria
- Modify a Filter Using an OR Operator
- Create a Parameter Field
- Account for Null Fields in a Formula

Formatting Reports

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

Enhancing Reports

- Add a Watermark
- Insert Objects Using Object Linking and Embedding
- Modify Formatting Based on Data Value
- Suppress Report Sections
- Insert Hyperlinks
- Hide Blank Report Sections

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