



Over 30,000 users trained by experienced SAP® BusinessObjects™ consultants.

"I appreciate the fact that we were able to easily deviate from the book when possible to cover more interesting & advanced topics. [Instructor] is very knowledgeable and honest about BO XI capabilities. Thanks."
- **John F, FedEx**

"[Instructor] is very knowledgeable in this subject and is able to communicate information in an easy, understandable manner. I look forward to doing the advanced class..."
- **Kimberley G, Rogers Wireless**

"This instructor gets a 10 out of 10. He is brilliant and has the expertise and teaching methodology that makes this type of course fun and educational. Highly recommend for future courses!!! OUTSTANDING!!!!!!!!!!!!!!"
- **Attendee, Burger King Corporation**

Course Description

This two-day workshop is designed to enhance your basic report writing skills and move you into creating more complex reports. Time will be spent walking you through the tips and tricks of advanced report writing along with a good amount of hands on practice. In addition, you will cover professional design, techniques, subreporting and advanced formulas. This course incorporates a number of hands on exercises that reinforce the learning process.

Audience

This course is targeted for users that are already experienced with Crystal Report development and need to learn advanced reporting techniques to further enhance their reporting skills.

Objectives

After completing this course, students will be able to create advanced queries, use advanced formula techniques, use linked and unlinked sub reports, create crosstabs in reports, create sectioned reports and group data, create report parameters create report alerts and more. The course provides extensive workshops to reinforce the advanced concepts taught in class.

Duration - 2 Days

Version - Crystal Reports 2008 to 2013

Prerequisites

Successful completion of either the Crystal Reports Level 1 Course or the equivalent experience is strongly recommended.



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Topics Covered

Power Formatting and Formulas

Refresher Exercise

- Review of Planning a Report
- Creating the Report
- Placing Fields on the Report
- Creating the Formulas
- Advanced Grouping
- Selecting Certain Records
- Helpful Hints for Formatting the Report
- Adding and Working with Text Objects
- Suppressing Sections
- Guidelines

Power Formatting with Multiple Sections

- Using Multiple Sections in Reports
- Using the Section Expert to Work with Sections
- Conditionally Formatting Multiple Sections
- Advanced Drill Down Group Level
- Challenge Exercise - Conditionally Formatting with Multiple Sections

Query Conditions

- Understanding Running Totals

- Creating Running Totals for a List of Numbers
- Conditional Running Totals
- Challenge Exercise - Creating Running Totals
- Challenge Exercise - Creating a Conditional Running Total

Prompting with Parameters

- Parameter Field Considerations
- Creating a Parameter Field
- Using a Parameter to Select Records
- Using a Parameter Field
- Creating a Dynamic Value List for Parameter Values
- Importing a Pick List
- Adding Parameter Values to Text Objects
- Allowing Multiple Values in Parameters
- Using Multiple Parameter Fields in Reports
- Specifying and Limiting a Range for a Parameter
- Using Parameters in Conditional Formatting



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Topics Covered

- Using an Edit Mask to Limit String Parameters
- Sorting with a Parameter
- Using a Parameter to set N in a Top N Report
- Cascading Parameters
- Challenge Exercise - Using Parameters

Using Advanced Formula Features

- Understanding How Crystal Reports Processes the Data
- What is a Pass?
- Using Evaluation Time Functions
- Working with Variables
- Declaring a Variable
- Assigning a Value to a Variable
- Using a Variable in a Formula
- Variable Scope
- Separating Statements in Complex Formulas
- Working with Arrays
- Challenge Exercise—Understand and Set Up the YTD Comparison Report
- Challenge Exercise—Declare Variables and Conditionally Assign Values to Them

Using Power Tools to Create Advanced Reports

Using Sub Reporting as a Work-around Solution

- Understanding Sub Reports
- Unlinked versus Linked Sub Reports
- Creating an Unlinked Sub Report
- Linking a Sub Report
- Database Links versus sub Reports on One-to-Many Situations
- Creating On-Demand Sub Reports
- Creating Hyperlinks
- Using Sub Reports to Link “Unlinkable” Data
- Challenge Exercise - Creating Reports with Linked Sub Reports

Creating Powerful Groups

- Using the Group Expert
- Using a Field Name to Customize the Group Name
- Using a Formula to Customize the Group Name Field
- Creating Custom Groups
- Grouping on a Formula Field
- Using Group Selection to Filter the Records in the Report



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Topics Covered

- Grouping Hierarchically
- Create Customized Grouping
- Brain Tease - Using Group Selection
- Challenge Exercise - Creating a Group Using a Formula

Working with Cross-Tab Reports

- Understanding How Cross-Tabs Affect Your Data
- Creating a Cross-Tab Report
- Creating a Cross-Tab with Multiple Rows or Columns
- Applying a Formatting Style to the Cross-Tab
- Customizing the Cross-Tab Format
- Changing Background Colors
- Formatting Individual Cells
- Changing the Summary Operation
- Suppressing Rows, Columns or Totals
- Repeating Row Heading for Multi-Page Cross-Tabs
- Using Alias Names for Column and Row Headings
- Charting Cross-Tabs
- Challenge Exercise - Cross-Tab Reports

Report Alerts

- What are Report Alerts?
- Creating Report Alerts
- Challenge Exercise - Using Report Alerts with Parameters

Working with Cross-Tab Reports

- What is a Report Template
- Standard Report Creation Wizard and Templates
- The Template Expert
- Applying a Template and the Consequences
- Template Considerations
- Creating Your Own Templates
- Inserting Template Fields
- Formatting Template Fields
- Giving Template Fields a Value



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For More Information



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