



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 interactive workshop was designed for new users of Crystal Reports. Some of the topics covered include a review of the software features, report design and the creation of presentation quality reports. The course incorporates a number of hands on exercises to reinforce the learning process.

Audience

This course is targeted for users that are new to Crystal Report development and need to learn the basic reporting techniques in Crystal. reports.

Objectives

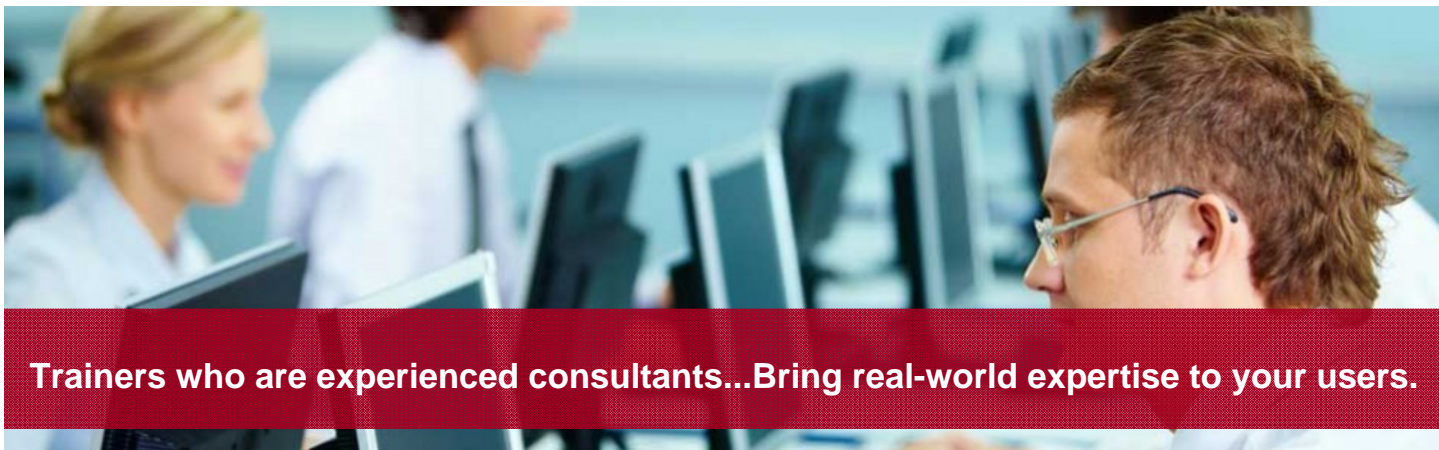
After completing this course, students will be able to create simple queries and joins, understand and use database filters, create formulas, create groups in reports, learn about report formatting, use conditional formatting, create charts in reports, export reports in other formats, create summary reports and learn about report wizards and options. The course provides extensive workshops to reinforce the concepts taught in class.

Duration - 2 Days

Version - Crystal Reports 2008 to 2013

Prerequisites

Working knowledge of Windows 2000/7 environment is required. Familiarity with relational database concepts (tables, fields and records) is strongly recommended.



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Topics Covered

Basic Reporting

Before You Begin

- Defining the Purpose of the Report
- Determining the Layout of the Report
- Finding the Data
- Organizing the Data for the Report

Creating a Report

- Starting the Crystal Reports Program
- Starting a New Report
- Choosing a Data Source
- The Main Components of the Design Window
- Exploring the Toolbars
- Managing Resources with Explorers
- Placing Fields on the Report
- Selecting and Sizing Objects
- Browsing Field Data
- Moving and Aligning Objects
- Using Guides and Guidelines to Move and Align Objects
- Creating Text Objects
- Saving the Report
- Auto-saving the Report
- Previewing the Report
- Refreshing the Data
- Getting Help
- Challenge Exercise - Creating a Basic Report

Formatting Features

- Quick Formatting with the Template Expert
- Using the Format Painter
- Formatting Objects
- Inserting Lines and Boxes
- Drawing a Line
- Drawing a Box
- Inserting Graphics
- Working with the Page Commands
- Changing Page Orientation
- Changing Margins
- Working with Text Objects
- Adding Fields into a Text Objects
- Formatting Part or All of an Object
- Inserting Special Fields

Database Filters

- Filtering Data with the Select Expert
- Selecting Records with Multiple Criteria
- Viewing and Editing the Select Formula
- Case Sensitive vs. Case Insensitive Record Selection
- Formula Templates
- Challenge Exercise - Selecting Specific Records



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Topics Covered

Challenge Exercise - Selecting a Range of Values

Report Grouping

When and Why to Group Records
Creating a Group
Group and Sort Direction
Customize Group Name Field
Modifying Groups
Creating Multiple Groups in a Report
Using the Group Tree to Navigate the Report
Reordering Groups
Summarizing Groups
Additional Summary Options
Grouping Data in Date/Time
Calculating Percentages
Ordering Groups Based on Their Subtotals Using the Group Sort Expert
Challenge Exercise - Grouping, Sorting, Summarizing
Challenge Exercise - Calculating Percentages

Adding Flexibility to Reports

Multiple Table Joins

Understanding Tables, Records, and Fields

Learning About Linking
Adding Multiple Tables to a Report
Challenge Exercise - Using the Database Expert to Link Tables

Creating Formulas

Understanding Crystal Formula Syntax without Being a Programmer
About the Formula Workshop
Using the Formula Workshop
Using the Formula Editor
The Formula Editor Toolbar
Performing Simple Number Calculations
Manipulating Dates with Formulas
Creating Boolean (True/False) Formulas
Creating String Formulas
Using Bookmarks to Navigate Through Formulas
Challenge Exercise - Creating String Formulas
Challenge Exercise - Doing Calculations
Challenge Exercise - Subtracting Dates
Challenge Exercise - Using Nested If Statements



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Topics Covered

Conditional Formatting

- The Highlighting Expert
- Setting Highlighting Priorities
- Formatting Sections
- Formatting Section Conditionally
- Formatting Fields
- Challenge Exercise - Section Formatting and Conditional Formatting

Summary Reports and Charts

- Creating a Summary Report
- Applying the Drill Down Features
- Applying the Drill Down Group Level
- Producing Charts
- Editing Charts
- Formatting Charts
- Using the General Chart Options
- Modifying Individual Objects in the Chart
- Using Auto-Arrange Chart
- Applying Chart Templates
- Challenge Exercise - Creating a Summary Report
- Challenge Exercise - Charting

Exporting Reports

- Understanding Export Formats and Destinations
- Using HTML Format for Crystal Reports
- Exporting to Windows Applications
- Exporting to a Report Definition Format

Default Options

- Setting the Default Layout for Design and Preview Views

Report Wizards

- What are the Report Wizards?
- Create a Report Using the Standard Report Creation Wizard
- The Data Dialog Box
- The Fields Dialog Box
- The Grouping Dialog Box
- The Summaries Dialog Box
- The Group Sorting Dialog Box
- The Chart Dialog Box
- The Record Selection Dialog Box
- The Template Dialog Box
- Challenge Exercise - Creating a Report Using a Report Wizard



For More Information



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Prefer Custom Training?

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