



data directions inc.

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*Introduction*  
to  
***Crystal Reports™***  
*Basic & Advanced*

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## COURSE OVERVIEW

### **Course Description:**

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This course is designed to familiarize the student with the use, capabilities, functions, and tools supported by Crystal Reports™. Through the use of extensive workshop supported by lecture, the student will learn the features and functions of Crystal Reports. This class is a combination of the Crystal Reports Basic Skills (Level 1) and Advanced Skills (Level II) classes.

### **Course Duration:**

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3 Days - This is a lecture and hands-on workshop class.

### **Course Prerequisites:**

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This class is intended for students with an application development background. Students should come prepared with IT development skills, familiarity with Windows application usage, and Structured Query Language.

### **Course Materials:**

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- Workbooks will be provided using course materials for the Crystal Reports Basic Skills and Crystal Reports Advanced Skills classes.

### **Course Objectives:**

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The student will become familiar with the tools, facilities, and functions of Crystal Reports. The student will be able to use the Crystal Reports features, navigate through the application, build reports, modify reports, export reports, and design reports.



## COURSE OUTLINE – PART 1 – CRYSTAL REPORTS™ BASIC SKILLS

### **Lesson 1: Exploring the Crystal Reports Interface**

- ? Topic 1A: Explore the Crystal Reports Interface
- ? Topic 1B: Use the Crystal Reports Help
- ? Topic 1C: Customize the Report Settings

### **Lesson 2: Working with Reports**

- ? Topic 2A: Create a Report
- ? Topic 2B: Modify a Report
- ? Topic 2C: Display Specific Report Data
- ? Topic 2D: Work with Report Sections

### **Lesson 3: Using Formulas in Reports**

- ? Topic 3A: Create a Formula
- ? Topic 3B: Edit a Formula
- ? Topic 3C: Filter Data Using a Formula
- ? Topic 3D: Work with Advanced Formulas and Functions
- ? Topic 3E: Handle Null Values

### **Lesson 4: Building Parameterized Reports**

- ? Topic 4A: Create a Parameter Field
- ? Topic 4B: Use a Range Parameter in a Report
- ? Topic 4C: Create a Prompt

### **Lesson 5: Grouping Report Data**

- ? Topic 5A: Group Report Data
- ? Topic 5B: Modify a Group Report
- ? Topic 5C: Group Using Parameters
- ? Topic 5D: Create a Parameterized Top N Report

### **Lesson 6: Enhancing a Report**

- ? Topic 6A: Format a Report
- ? Topic 6B: Insert Objects in a Report
- ? Topic 6C: Suppress Report Sections
- ? Topic 6D: Use Report Templates

### **Lesson 7: Creating a Report from Excel Data**

- ? Topic 7A: Create a Report Based on Excel Data
- ? Topic 7B: Modify a Report Generated from Excel Data
- ? Topic 7C: Update Data in a Report Based on Excel Data

### **Lesson 8: Distributing Data**

- ? Topic 8A: Export Data
- ? Topic 8B: Creating Mailing Labels

## COURSE OUTLINE, PART 2 – CRYSTAL REPORTS™ ADVANCED SKILLS

### **Lesson 1: Creating Running Totals**

- ? Topic 1A: Create a Running Total Field
- ? Topic 1B: Modify a Running Total Field
- ? Topic 1C: Create a Manual Running Total

### **Lesson 2: Working with Cross-Tabs**

- ? Topic 2A: Create a Cross-Tab Report
- ? Topic 2B: Format a Cross-Tab Report
- ? Topic 2C: Create Groups in Cross-Tab Reports

### **Lesson 3: Adding Subreports**

- ? Topic 3A: Insert a Subreport
- ? Topic 3B: Edit a Subreport
- ? Topic 3C: Share Variables

### **Lesson 4: Creating Drill-Downs in a Report**

- ? Topic 4A: Create a Drill-Down
- ? Topic 4B: Create Headings for Drill-Down Data

### **Lesson 5: Using SQL Statements in Report Processing**

- ? Topic 5A: Create a Report Using SQL Queries
- ? Topic 5B: Summarize Report Data
- ? Topic 5C: Create Joins Using SQL
- ? Topic 5D: Create Subqueries
- ? Topic 5E: Create a SQL Expression Field

### **Lesson 6: Creating Complex Formulas**

- ? Topic 6A: Work with Loops
- ? Topic 6B: Work with Arrays

### **Lesson 7: Adding Charts to Reports**

- ? Topic 7A: Create Charts
- ? Topic 7B: Create a Chart with a Drill-Down
- ? Topic 7C: Create a Top N Chart
- ? Topic 7D: Create a Cross-Tab Chart
- ? Topic 7E: Create Charts for Grouped Data
- ? Topic 7F: Format a Chart
- ? Topic 7G: Create a Chart Template

### **Lesson 8: Enhancing Report Functionality**

- ? Topic 8A: Organize Data Based on a Hierarchy
- ? Topic 8B: Create a Dynamic Image
- ? Topic 8C: Create a Report Alert
- ? Topic 8D: Create a Geographic Map