

### Crystal Reports Introduction

#### *Module 1 – Creating Basic Reports*

- What is Crystal Reports?
- Options for Starting a New Report
- Using the Standard Report Creating Wizard
- Parts of the Design Tab
- Creating a Custom Report
- Adding Fields to the Report
- Working with Report Objects
  - Formatting
  - Moving
  - Adding Text Objects
  - Editing a Text Object's Content
  - Positioning and Sizing
- Using Guidelines

#### *Module 2 – Working with Report Records*

- Selecting Records
  - What is it?
  - Using the Select Expert
  - Record Selection on Two or More Fields
  - Clearing the Record Selection
- Saved vs. Refreshed Data
- Sorting Records
  - On One Field
  - On Additional Fields
- Grouping Records
  - Inserting a Group
  - Changing Group Options
  - Using the Group Tree
- Summarizing
  - Adding Subtotals
  - Adding Grand Totals

#### *Module 3 – Creating Formulas*

- Creating Formula Fields
- Basic Calculations
  - Adding a Calculated Field to a Report
  - Modifying the Calculation
- Basic Date Calculations
  - Calculating the Difference Between two Dates
  - Creating a New Date
- IF-Then-Else Formulas

#### *Module 4 – Linking to Other Databases*

- Why Link?
- Adding Tables to Reports
- Creating Links
- Adding Linked Fields to the Report

### Crystal Reports Level II

#### *Module 1 –Crystal Reports Review*

- Using the Standard Report Expert
- Creating a Report from Scratch
- Sorting and Grouping
- Formatting Objects
- Summarizing
  - Adding Subtotal
  - Adding Grand Totals

#### *Module 2 – Beyond Basic Reports*

- Cross-Tab Reports
  - Creating
  - Editing
- Sub reports
  - Definition
  - Creating the Primary Report
  - Creating the Sub report
  - Joining the Reports
- Form Letters
  - Working with Text Objects
  - Creating the Form Letter
  - Adding Fields
  - Prepare to Print
- Mailing Labels
  - Using the Wizard
  - Formulas the Combine Text Fields
- Drill-Down Reports
  - Hiding Report Detail
  - Displaying Drill-Down Detail
  - Drill-Down using Groups

#### *Module 3 – Setting Conditions*

- Conditional Formatting
  - Using the Highlighting Expert
  - Formatting for Multiple Conditions
  - Using the Formula Editor
- Conditionally Hiding a Report Section
  - Creating a New Section
  - Conditionally Suppressing Sections
- Parameter Fields
  - What is it?
  - Creating the Parameter Field
  - Incorporating the Field into the Report
  - Responding to Parameter Prompts
  - Deleting a Parameter Field

#### *Module 4 – Presentation Quality Reports*

- Special Fields
  - Inserting Page Numbers
  - Additional Special Fields
- Lines and Boxes
- Inserting Graphics
  - Types of Graphs
  - Graph Placement
  - Creating the Graph
- Using Graphs

#### *Module 5 – Import and Export Data*

- Importing Information from Excel
- Exporting a Crystal Report