

Crystal Reports – Introduction



This course is designed for the new or inexperienced user who has a need to use the programme on a regular basis. Delegates attending the course will be able to plan and develop a report, navigate around the components of Crystal Reports and to create reports. Delegates will also be able to use the various tools and shortcuts available within Crystal Reports to display specific report data, format and enhance reports before creating any pie charts required and sharing the data with a pre-determined distribution list.

Duration: 2 Days

Course Outline:

Creating A Report

- ▶ Set Default Report Settings
- ▶ Specify Fields For A New Report
- ▶ Preview A Report
- ▶ Modify Field Display
- ▶ Add A Report Title
- ▶ Position Fields
- ▶ Add Fields From Other Tables

Display Specific Report Data

- ▶ Find Data
- ▶ Sort Data
- ▶ Filter Data

Group Report Data

- ▶ Insert A Group
- ▶ Add Summaries
- ▶ Format Summary Information
- ▶ Change Group Options
- ▶ Add A Second-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
- ▶ Account For Null Fields In A Formula
- ▶ Modify A Filter Using An OR Operator
- ▶ Create A Parameter Field

Formatting Reports

- ▶ Remove White Space
- ▶ Insert Page Header/Footer Data
- ▶ Add Borders, Boxes, And Lines
- ▶ Change Field Background Colour
- ▶ 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



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