



Crystal Reports I

Tuition: \$595 / 12 hours

Prerequisite:

Basic knowledge of Windows and Access

Course Content

Creating a Report

- Set Default Report Settings
- Specify Fields for New Reports
- Preview the Report
- Modify Field Display
- Add a Report Title
- Position Fields
- Add Fields from Additional Tabs

Displaying Specific Report Data

- Find Data
- Sort Data
- Filter Data by Single Criteria

Grouping Report Data

- Insert a Group
- Add Summaries
- Format Summary Information
- Change Group Options
- Add an Additional Group
- Filter by Group
- Create a Top N Sort Group

Building Formulas

- Write a Formula
- Edit a Formula
- Group a Formula
- Delete a Formula
- Build a Filter by Multiple Criteria
- Modify a Filter with Multiple Criteria to Create and OR Condition

Formatting Reports

- Remove White Space
- Insert Page Header/Footer Data
- Add Borders and Lines
- Change the Background Color
- Change the Margins

Enhancing Reports

- Create a Section to Contain a Watermark
- Insert Objects Using Object Linking and Embedding
- Modify Format Based on Data Value
- Conditionally Suppress Data
- Insert Hyperlinks
- Hide Blank Report Sections

Creating and Modifying Pie Charts

- Create a Pie Chart with a Drill-down
- Modify Chart Text
- Format a Chart
- Present a Chart by Group
- Reconciling Checking Accounts

Distributing Data

- Export to PDF
- Export to Excel
- Export to an Access Database
- Create a Report Definition
- Create Mailing Labels