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CRYSTAL REPORTS® 2008: LEVEL 1 **2**

CRYSTAL REPORTS® 2008: LEVEL 2 **5**

Crystal Reports® 2008: Level 1

Course Specifications

Course number: 085167
Software: Crystal Reports® 2008
Course length: 2.0 day(s)

Course Description

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2008 enhances report building and report processing techniques with a slew of features that add value to your presentation. In this course, you will create a basic report by connecting to a database and modifying its presentation.

Course Objective: You will connect to a database to extract data and present it as a report.

Target Student: This course is designed for persons who need output from a database. In some cases, database programs have limited reporting tools, and/or such tools may not be accessible. Students may or may not have programming and/or SQL experience.

Prerequisites: Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, students should have taken the Microsoft® Office Access 2007: Level 1 course or have equivalent experience with basic database concepts.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the Crystal Reports interface.
- create a basic report and modify it.
- use formulas for filtering data.
- build a parameterized report.
- group report data.
- enhance a report.
- create a report using data sourced from an Excel database.
- distribute data.

Course Content

Lesson 1: Exploring the Crystal Reports 2008 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



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Lesson 8: Distributing Data

Topic 8A: Export Data

Topic 8B: Creating Mailing Labels

Appendix A: Setting Up and Configuring Data Sources

Appendix B: Using Report Processing Techniques

Appendix C: Using Functions in Formulas

Crystal Reports® 2008: Level 2

Course Specifications

Course number: 085168
Software: Crystal Reports® 2008
Course length: 2.0 day(s)

Course Description

Until now, you have used Crystal Reports to build and modify reports. You want to use the advanced functionality of Crystal Reports to generate reports in the format you desire. In this course, you will create complex reports and data sources using Crystal Reports' tools. You will not only create more sophisticated reports including subreports and cross-tabs, but you will also increase the speed and efficiency of your reports by using SQL queries.

Course Objective: You will create complex reports using Crystal Reports' tools.

Target Student: This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools that make it easier for other people to create reports. They may or may not have programming and/or SQL experience.

Prerequisites: Crystal Reports® 2008: Level 1. A knowledge of programming and/or SQL would also be helpful.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create automatic and manual running totals.
- work with cross-tab reports.
- add subreports.
- create drill-downs in a report.
- use SQL statements in report processing.
- create complex formulas.
- add charts to reports.
- enhance report functionality.

Course Content

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



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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

Appendix A: Managing Reports

Appendix B: Processing Data on the Server

Appendix C: Detecting and Fixing Problems