



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Crystal Reports 2008/2011: Advanced

BO-CR-ADV-TP Rev 01.12

2 days

Description

This course will build on the skills learned in Crystal Reports 2008/2011: Basic. Students will learn how to use wizards to create more complex reports as well as export reports to various file formats. They will also learn how to create formulas and functions, apply conditional formatting, and create and customize charts and maps. Students will create and use parameter fields, including interactive and cascading parameters, and create report alerts. Finally, students will work with advanced Crystal Reports functionality including creating templates from scratch, adding hyperlinks, creating running totals, and creating a form letter.

Optionally as time allows, students will learn how to build advanced formulas using variables, advanced functions, and constructs and work with SQL query-building, OLE objects, and subreports.

This course uses the *No Stress Tech Guide to Business Objects Crystal Reports 2008 for Beginners* as the course manual. The Basic course covers the first half of the book, and the Advanced course picks up where the Basic course leaves off.

Prerequisites

- *Windows XP: Basic, Windows Vista: Basic, Windows 7: Basic, or equivalent knowledge*
- *Previous experience with a relational database (e.g., Access) is recommended*
- *Crystal Reports 2008/2011: Basic*

Course Outline

Module 7: Report Wizards and Templates

Using the Cross-Tab Report Wizard
Using the OLAP Cube Report Wizard

Module 8: Printing and Exporting

Exporting reports to different file formats
Export destination options
Export formatting tips

Module 9: Formulas and Functions

The difference between formulas and functions
Formula rules
Syntax editing options
Using the Formula Workshop to create and manage formulas
Dealing with run-time errors
Creating numeric formulas
Creating string formulas
Creating date formulas



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions





Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Module 10: Conditional Formatting

Using the Highlighting Expert
Applying conditional formatting to fields
If...Then...Else statements
Controlling pagination
Suppressing fields and sections
Using the Section Expert

Module 11: Charts and Maps

Creating charts
Using the Chart Expert
Editing and formatting charts
Creating maps to represent data geographically

Module 12: Parameter Fields and Report Alerts

Using the Create New Parameter dialog box
Using parameter fields with the Select Expert
Using the Parameters Panel
Creating a list of static values for a parameter
Creating a list of dynamic values for a parameter
Using cascading parameters
Working with ranges and multiple values
Using formula fields in parameter fields
Using parameter fields to highlight data
Using parameter fields to control sorting and grouping
Using parameter fields with the Section Expert to suppress data
Managing data entry in parameter fields
Adding parameter field criteria to a report
Printing parameter range fields
Creating report alerts

Module 13: Additional Crystal Reports Functionality

Using the Cross-Tab Expert
Applying conditional formatting to a cross-tab object
Creating templates from scratch
Adding hyperlinks to a report
Creating running totals
Creating hierarchical groups
Using the Group Sort Expert
Creating a form letter
Adding a watermark to a report



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions





Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Optional Topics: Advanced Formulas and Functions

Variables, arrays, and ranges in formulas

Multiple function formulas

Report printing stages and Evaluation Time functions

Constructs (control structures)

Optional Topics: SQL and the Database Expert

SQL and the Database Expert

Saving views

Optional Topics: Objects and Subreports

OLE objects

Subreports



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions

