



## Computer Consultants Corporation

### Crystal Reports

### Comprehensive Introduction

Length of course: 2 class days (12 hours)

Objective(s): This two-day course is designed for the Crystal Reports user who needs to quickly become proficient in creating and modifying reports. Some of the topics include planning a report, creating a basic report, using the Report Explorer, record selection, sorting, grouping and summarizing, charting, basic formulas, and exporting.

Prerequisites: Familiarity with database concepts and Microsoft Windows.

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#### Report Design Concepts

- Planning the content of the report
- Manipulating the data
- Determining printing area characteristics
- Developing a prototype on paper

#### Report Design

- Creating a new report
- Exploring the report design environment
- Placing objects on your report
- Previewing and saving your report
- Using the Report Explorer to view objects on reports

#### Record Selection

- Using the Select Expert
- Understanding saved vs. refreshed data
- Setting additional selection criteria
- Modifying record selection with the Formula Editor
- Applying record selection on Date Fields

#### Sorting, Grouping, and Summarizing

- Sorting and grouping records
- Modifying groups
- Creating nested or multiple groups
- Reordering groups
- Summarizing
- Using Grand Totals

#### Formatting for Presentation Quality

- Importing pre-formatted data
- Inserting lines, boxes, and pictures
- Using Text Objects

#### Linking

- Defining linking concepts
- Using different types of links

#### Formula Basics

- Working with the Formula Editor
- Using basic number and date calculations
- Using Boolean formulas
- Using If-Then-Else formulas

#### Conditional Reporting

- Using the Highlighting Expert
- Using Report Alerts

#### Section Formatting

- Formatting sections with the Section Expert
- Creating a summary report

#### Charting

- Creating a chart using the Chart Expert
- Customizing a chart