

# Crystal Reports 10 - Introduction

(2 Days)

## Objectives

This two-day course is designed for beginner to intermediate Seagate Crystal Reports user who needs to quickly become proficient in creating and modifying reports. Some of the topics include creating a basic report, record selection, sorting, grouping and summarizing, basic queries, exporting to other formats, and formulas.

Pre-requisites : Delegates must have a working knowledge of Windows applications. Basic knowledge of database concepts such as tables, fields and records is also necessary.

## Course Outline

### Report Design

- Exploring the Report Design window
- Starting a new report
- Exploring the Design Tab
- Placing objects on your report
- Previewing your report
- Positioning and sizing objects
- Formatting objects, Using Text Objects

### Record Selection

- Using the Select Expert
- Using the Select Record options
- Defining the Select Expert's features
- Understanding saved vs. refreshed data
- Applying Record Selection
- Using the Format Editor to modify the Record Selection statement
- Applying Record Selection on Date Fields

### Sorting, Grouping and Summarizing

- Sorting Records, Grouping Records
- Working with groups, Summarizing
- Using Grand Totals

### Presentation Quality Reports

- Using Special Fields
- Applying lines and boxes. Inserting a picture

### Text Objects

- Combining Text Objects with DB Fields
- Combining Text Objects with Special Fields
- Formatting elements of a Text Object

### Linking

- Defining linking concepts
- Adding/removing databases from a report
- Using Smart Linking, Working with links

### Formula Basics

- Using formulas, Using the Formula Editor
- Using basic calculations
- Using string manipulation
- Applying basic date calculations
- Applying If Then Else formulas
- Applying Boolean formulas

### Section Formatting

- Changing the size of a section
- Formatting sections with the Section Expert
- Creating a Summary report

### Conditional Reporting

- Using Conditional Formatting
- Using the Highlighting Expert

### Conditional Reporting Charting

- Using the Graph/Chart Expert
- Graphing on Summary information
- Graphing Detail or Formula fields
- Drilling down on a graph
- Customizing a graph

### Basic Report Distribution

- Exporting your reports
- Viewing from a web browser



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