

Crystal Reports 10.0 Advanced

Windows 2000/XP
(2 day course)



Who should attend

Individuals attending this course are involved in one or more of the areas listed below:

- Creating reports requiring calculations or advanced formatting
- Creating reports containing cross-tabs, charts, or OLE objects

Prerequisites

A working knowledge of the skills outlined within *Crystal Reports 10.0 Introduction* is required.

What course provides

This instructor-led course explores a variety of advanced features of Crystal Reports 10.0. Students will build advanced formulas containing functions and variables and use advanced formatting techniques. The course also covers Crystal Dictionaries and Crystal SQL Designer files. Students create Cross-tab reports, charts, and use OLE objects in reports. Student will also learn how to export and compile reports.

What students learn

Upon completing this hands-on course, the student will have:

- Created and customized a new report using experts
- Created If-Then-Else formulas and inserted summary fields
- Used functions in formulas
- Used parameter fields and variables in report formulas
- Created and used a Crystal Dictionary
- Performed queries on data
- Created a report with multiple sections
- Used a customized group
- Created and formatted a Cross-tab object
- Created a report using multiple columns
- Added subreports to an existing report
- Created a custom chart
- Used the Chart Editor and the Analyzer to customize a chart
- Created both embedded and linked OLE objects in a report
- Exported and compiled reports

What students receive

Each student receives a copy of our Productivity Point Student Manual for post-class reference and review.

Continuing Professional Education (CPE) Credits

All courses are measured in fifty-minute contact hours. Therefore, this course is worth 14 CPE credits.

Reviewing the Experts

- Using Standard, Select and Section Experts

Reviewing Formula Basics

- Exploring Formula Editor
- Adding Summarizing Fields to Reports
- Building an If-Then-Else Statement

Working with Functions

- Using Functions in Report Formulas

Creating Advanced Formulas

- Using Parameter Fields in Reports
- Using Array and Range Variables

Working with Crystal Dictionaries

- Creating Crystal Dictionaries
- Using Crystal Dictionaries in Reports

Querying Data

- Using the Crystal SQL Designer
- Performing Advanced Queries

Working with Multiple Components

- Creating Multiple Section Reports
- Using Multiple Sections for Conditional Formatting
- Creating Customized Groups

Creating Cross-Tabs

- Defining Cross-Tab Reports
- Formatting Cross-Tab Objects

Working with Multiple Columns & Subreports

- Adding Multiple Columns to a Report
- Using Linked and Unlinked Subreports

Creating Charts

- Creating and Modifying Basic Charts

Customizing Charts

- Using the Chart Editor and the Analyzer
- Working with Graphic Objects

Sharing Information

- Using OLE Field Values in a Report
- Embedding vs. Linking Objects
- Exporting and Compiling Reports