

Crystal Reports 2011 - Level 1

Course Overview

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This is a 2-day class

In this course, students will connect to a database to extract data and present it as a report.

crystalreports®

Who Should Attend

This course is designed for people 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.

Course Objectives

Upon successful completion of this course, students will be able to: - Identify elements of the Crystal Reports interface. - Create and modify a basic report. - Use formulas to calculate and filter data. - Build a parameterized report. - Group report data. - Enhance a report. - Create a report using data from an Excel database. - Distribute data.

Course Outline

1 Exploring the SAP Crystal Reports 2011 Interface

Explore Crystal Reports
Use Crystal Reports Help
Customize the Report Settings

2 Working with Reports

Create a Report
Modify a Report
Display Specific Report Data
Work with Report Sections

3 Using Formulas in Reports

Create a Formula
Edit a Formula
Filter Data Using a Formula
Work with Advanced Formulas and Functions
Handle Null Values

4 Building Parameterized Reports

Create a Parameter Field
Use a Range Parameter in a Report
Create a Prompt

5 Grouping Report Data

Group Report Data
Modify a Group Report
Group Using Parameters
Create a Parameterized Top N Report



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6 Enhancing a Report

Format a Report
Insert Objects in a Report
Suppress Report Sections
Use Report Templates

7 Creating a Report from Excel Data

Create a Report Based on Excel Data
Modify a Report Generated from Excel Data
Update Data in a Report Based on Excel Data

8 Distributing Data

Export Data
Creating Mailing Labels