

# Crystal Reports 2011 - Level 1

## Course Overview

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

## 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

This is a 2-day class

**crystalreports**

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## 5 Grouping Report Data

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

## 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