

Crystal Reports XI Level 1

Audience	This course is intended for students who have experience with the Windows operating system, an intermediate understanding of database concepts, and who need output from a database. They may or may not have programming and/or SQL experience.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to teach students to build basic list and group reports that work with almost any database. Students explore the program environment and learn how to open, navigate, create, modify, and save reports. You learn the fundamentals of formatting report objects, of sorting and selecting records, and creating groups and summaries. You also learn how to create simple formulas and functions. Finally, students work with experts and wizards, and learn how to export reports to various file formats.
Objectives	<p>Upon completion of the course, students should be able to:</p> <ul style="list-style-type: none">■ explore the Crystal Reports window; open, create, save, and modify simple reports; and use Help,■ format a report by changing font style, size, and color; add lines, boxes, and shapes; and format fields conditionally,■ sort records in ascending and descending order; select records based on single or multiple criteria, and delete criteria from a selection formula,■ create groups and subgroups, delete groups, group data by a date field, display groups in a specified order, create a subgroup, set group options, insert subtotals and grand totals, and display the top number of groups of records,■ create, modify, and delete formulas; insert date functions; concatenate fields; and use string and mathematical functions,■ use the Database Expert and Report wizards, and create, modify, and format cross-tab reports,■ export reports to different formats such as Excel, Access, HTML, and XML; create a report definition; and print and e-mail reports.
Length	1 day
Beyond this Level	When you have successfully completed this class, the next class you should consider is Crystal Reports v9 Level 2. This course teaches students how to create and use parameter fields, including cascading parameters and how to build advanced formulas using variables, advanced functions, and constructs. You also learn how to create and customize charts and maps, apply advanced formatting options to report elements, and create alerts and subreports. Finally, students work with the Business Objects Enterprise Repository and the Workbench, and learn advanced data access techniques including ODBC data sources and SQL query-building. Be sure to leave time for practice before registering for the next level.



- I. Getting started**
 - A. The Crystal Reports environment
 - B. Creating, viewing, and saving reports
 - C. Modifying report layout
 - D. The Help feature
- II. Formatting**
 - A. Absolute formatting
 - B. Introducing conditional formatting
- III. Sorting and selecting records**
 - A. Sorting records
 - B. Selecting records
- IV. Grouping and summarizing**
 - A. Groups
 - B. Summaries
- V. Formulas and functions**
 - A. Formulas
 - B. Modifying formulas
 - C. Functions
- VI. Experts and wizards**
 - A. The Database Expert
 - B. Report wizards
 - C. Cross-tab reports
- VII. Distributing reports**
 - A. Exporting reports
 - B. Delivering reports