

CRYSTAL REPORTS V10 – INTRODUCTION COURSE OUTLINE

APPLICATION	CRYSTAL REPORTS v10
LEVEL	Level 1 – Introduction
DURATION	Two Days
WHO SHOULD ATTEND	This course is designed for a person who needs output from a database. In some cases, database programs have limited reporting tools, and/or they may not have access to those tools. They may or may not have programming and/or SQL experience.
PREREQUISITES	Before taking this course, students should be familiar with the basic functions of their computer's operating system such as creating folders, opening programs, and working with windows. Students should have basic Windows application skills, such as copying and pasting objects, formatting text, saving files, etc. Students should have a basic understanding of database concepts
OBJECTIVES	You will build basic list and group reports that work with almost any database.
Lesson 1: Creating a Report	<ul style="list-style-type: none"> Topic 1A: Set Default Report Settings Topic 1B: Specify Fields for a New Report Topic 1C: Preview the Report Topic 1D: Modify Field Display Topic 1E: Add a Report Title Topic 1F: Position Fields Topic 1G: Add Fields from Additional Tables
Lesson 2: Displaying Specific Report Data	<ul style="list-style-type: none"> Topic 2A: Find Data Topic 2B: Sort Data Topic 2C: Filter Data by Single Criteria
Lesson 3: Grouping Report Data	<ul style="list-style-type: none"> Topic 3A: Insert a Group Topic 3B: Add Summaries Topic 3C: Format Summary Information Topic 3D: Change Group Options Topic 3E: Add an Additional Group Topic 3F: Filter by Group Topic 3G: Create a Top N Sort Group
Lesson 4: Building Formulas	<ul style="list-style-type: none"> Topic 4A: Write a Formula Topic 4B: Edit a Formula Topic 4C: Group by Formula Topic 4D: Delete a Formula Topic 4E: Build a Filter by Multiple Criteria Topic 4F: Modify a Filter with Multiple Criteria to Create an OR Condition Topic 4G: Create a Parameter Field

Topic 4H: Write a Formula that Incorporates Null Fields

**Lesson 5:
Formatting Reports**

Topic 5A: Remove White Space
Topic 5B: Insert Page Header/Footer Data
Topic 5C: Add Borders and Lines
Topic 5D: Change the Background Color
Topic 5E: Change the Margins

**Lesson 6:
Enhancing Reports**

Topic 6A: Create a Section to Contain a Watermark
Topic 6B: Insert Objects Using Object Linking and Embedding
Topic 6C: Modify Format Based on Data Value
Topic 6D: Conditionally Suppress Data
Topic 6E: Insert Hyperlinks
Topic 6F: Hide Blank Report Sections

**Lesson 7:
Creating and Modifying Pie Charts**

Topic 7A: Create a Pie Chart with a Drill-down
Topic 7B: Modify Chart Text
Topic 7C: Format a Chart
Topic 7D: Present a Chart by Group

**Lesson 8:
Distributing Data**

Topic 8A: Export to PDF
Topic 8B: Export to Excel
Topic 8C: Export to an Access Database
Topic 8D: Create a Report Definition
Topic 8E: Create Mailing Labels

Appendix A: Setting File Locations