

Crystal Reports XI: Level 2

2 Days

Course Description

Now that you have completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal Reports' tools. In this course, you'll not only learn how to create more sophisticated reports including subreports and cross-tabs, but you'll also learn how to increase the speed and efficiency of your reports by using SQL queries.

Prerequisites

Crystal Reports XI: Level 1, and knowledge of programming and/or SQL would be helpful.

Target Student

This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools to make it easier for other people to create reports. They may or may not have programming and/or SQL experience.

Objectives

Upon successful completion of this course, students will be able to:

- ✓ create running totals in a report.
- ✓ build cross-tabs in your report.
- ✓ add subreports to a report.
- ✓ design a report that uses a drill-down.
- ✓ improve processing speed in your reports.
- ✓ chart single and multiple data series.
- ✓ report from Excel data.
- ✓ implement report prompts.
- ✓ enhance report functionality.

Outline

Creating Running Totals

- Create a Running Total Field
- Modify a Running Total Field
- Create a Manual Running Total on Detail Data
- Create a Manual Running Total on Summary Data

Building Cross-tabs in Your Report

- Create a Cross-tab
- Create a Specified Group Order
- Filter a Cross-tab by Group
- Change the Cross-tab Format
- Conditionally Format Rows and Columns
- Keep Groups Together

Adding Subreports

- Insert a Subreport
- Link a Subreport to a Primary Report
- Edit a Subreport's Structure
- Format a Subreport Using the Format Editor
- Share Variables Between Subreports and Primary Reports
- Create an On-demand Subreport

Creating Drill-downs

- Create a Drill-down
- Create Separate Headings for Drill-down Data

Enhancing Report Processing by Writing

SQL Statements

- Create a Report Using SQL Queries
- Summarize Report Data Using SQL Aggregate Functions
- Create Joins Using SQL
- Create Subqueries
- Create a SQL Expression Field

Charting Data

- Create a Bar Chart
- Modify a Chart
- Format a Chart
- Create a Chart Template
- Create a Top N Chart
- Create a Cross-tab Chart

Reporting on Excel Data with Crystal

Reports

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

Working with Prompts

- Create a Static Prompt
- Create a Dynamic Prompt

Enhancing Report Functionality

- Group Data Hierarchically
- Create a Dynamic Image
- Create a Report Alert
- Create a Geographic Map