

Crystal Reports – Level 2

Course Length: 2 Days

Course Description

Overview:

In this course you'll be introduced to some of the advanced features of the Crystal Reports 11 reporting tool. This course requires that you've taken the Crystal Reports Level 1 course or have equivalent knowledge already. A fundamental understanding of databases (Access Level 1 or equivalent) is also helpful.

In this course you will learn how to create more effective reports by formatting report information conditionally, creating and inserting subreports into primary reports, even creating form letters with Crystal. In addition, you will learn how to develop and edit advanced formulas, maintain running totals, create and use parameter fields to prompt for specific values, design reports with multiple sections, and create and use variables.

Prerequisites

- *Crystal Reports: Level One or equivalent knowledge*
- *Basic Database Knowledge (Access Level 1 or equivalent)*

Course Content

Lesson 1 – Introduction, Warm-Up and Review

- *Review Grouping*
- *Review Basic Record Selection*
- *Review Subtotaling*
- *Review Specified Grouping*
- *Create Basic Report*

Lesson 2 – Sections

- *Inserting sections*
- *Moving and splitting sections*
- *Multiple sections and conditional formats*
- *Using New Page Before*
- *Underlay Following Sections*
- *Inserting Pictures/Graphics into Reports*

Lesson 3 – Advanced Formulas

- *List and Define String Functions*
- *Use Picture in a Formula*
- *Write Nested If Statements*
- *Use Date Functions*
- *Using Formulas for Group Names*
- *Defining an Array*

Lesson 4 – Variables

- *Defining Variables*
- *Setting the Scope of a Variable*
- *Declare a Variable*
- *Using a Variable in a Formula*

Lesson 5 – Advanced Formatting

- *Highlighting Expert*
- *Conditional Formatting Through Formulas*
- *Running Totals*

Lesson 6 – Parameters

- *Creating a Parameter*
- *Parameter Prompting*
- *Boolean Parameter Fields*
- *Using Parameters for Record Selection*
- *Displaying Parameter Values*

Lesson 7 – Subreports

- *Using Subreports*
- *Creating an Unlinked Subreports*
- *Passing variables between subreports and main reports*

Lesson 8 – Report Alerts

- *Using Report Alerts*
- *Create Report Alerts*

Lesson 9 – Optimization

- *Setting Page Margins*
- *Free Form Placement*
- *Overflow Field Representation*
- *Report Optimization*
- *Creating a Report Definition File*