

# Crystal Reports 2016: Part 1

Course Length: 2 days

## Course Description

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### Overview

In this course, students will create a basic report by connecting to a database and modifying the report's presentation.

This course is designed for people who need output from a database. In some cases, database programs have limited reporting tools, or tools that are not accessible. Learners may or may not have programming or SQL experience.

In this course, you will connect to a database to extract data and present it as a report. You will identify the 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 workbook and distribute data.

## Course Content

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### Lesson 1 – EXPLORING THE CRYSTAL REPORTS INTERFACE

- Explore Crystal Reports
- Use Crystal Reports Help
- Customize Report Settings

### Lesson 2 – WORKING WITH REPORTS

- Create a Report
- Modify a Report
- Display Specific Report Data
- Work with Report Sections

### Lesson 3 – USING FORMULAS IN REPORTS

- Create a Formula
- Edit a Formula
- Filter Data by Using a Formula
- Work with Advanced Formulas and Functions
- Handle Null Values

### Lesson 4 – BUILDING PARAMETERIZED REPORTS

- Create a Parameter Field
- Use a Range Parameter in a Report
- Create a Prompt

Lesson 5 – GROUPING REPORT DATA

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

Lesson 6 – ENHANCING A REPORT

- Format a Report
- Insert Objects in a Report
- Suppress Report Sections
- Use Report Templates

Lesson 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

Lesson 8 – DISTRIBUTING DATA

- Export Data
- Create Mailing Labels

Lesson 9 – ADDITIONAL TECHNIQUES

- Setting Up and Configuring Data Sources
- Using Report Processing Techniques
- Using Functions in Formulas