

CRYSTAL REPORTS - BEGINNERS COURSE OUTLINE

Report Layout and Design

- Use of guidelines and grids
- Inserting and formatting text objects
- Adding lines, boxes and pictures
- Inserting and formatting data fields

Grouping and Summarising

- Creating single and multilevel groups
- Use of the drill-down facility
- Adding summary fields
- Sort orders applied to groups
- Creating running totals

Parameter Fields

- Concept of parameter fields
- Creating dynamic and static parameters
- Setting up default values
- Using parameters in record selection
- Using parameters to change sort order

Conditional Formatting

- Use of formulas in section formatting
- Use of formulas in field formatting
- Adding alerts to reports
- Use of highlighting

Charting

- Creating charts using the Chart Expert
- Using cross tab data
- Using summary field data
- Formatting and style options

Exporting Reports

- Destination options
- Format options and setting defaults

Sorting and Selecting Records

- Single and multiple sort criteria
- Single and multiple selection criteria
- Group selection
- Selection based on saved data

Linking Multiple Database Tables

- Adding database tables
- Identifying link fields
- Linking options and join types
- When to use left outer joins

Formula Fields

- Using simple maths functions
- Manipulating text strings
- Dealing with date calculations
- Boolean formulas
- If-then-else and other control structures

Cross Tab Reports

- Creating a cross tab report
- Adding rows and columns
- Summary field options
- Formatting a cross tab report

Sub Reports

- Inserting a sub report
- Using an existing report as a sub report
- Use of on-demand sub reports
- Setting up sub report links