

**Crystal Report Course Content:35-40hours**

**Course Outline**

**The Crystal Reports Environment**

1. Starting Crystal Reports
2. The Menu Bar
3. Using Toolbars
4. The Design View

**Creating Data Connections**

1. Creating a New Blank Report
2. The Database Expert
3. Access/Excel (DAO)
4. ACT!
5. Btrieve
6. Database Files
7. Exchange Message Tracking Logs
8. Field Definitions Only
9. File System Data
10. JDBC (JNDI)
11. Legacy Exchange (CR 11)
12. Mailbox Admin
13. Microsoft CRM (CR 10)
14. MS IIS/Proxy Log Files
15. NT Archived Event Log
16. NT Current Event Log
17. ODBC (RDO)
18. OLAP
19. OLE DB (ADO)
20. Outlook
21. Outlook/Exchange (CR 11)
22. Public Folder ACL
23. Public Folder Admin
24. Public Folder Replica
25. Web/IIS Log Files
26. xBase
27. XML
28. Creating Additional Data Connections and Selecting Tables
29. Making a "Favorite" Connection

**Creating Basic Reports**

1. Adding Data Fields to a Report
2. Browsing Field Date
3. Selecting, Moving, and Resizing Fields
4. Using the "Size" and "Align" Commands
5. Creating Text Objects

6. Saving a Report
7. Previewing a Report
8. Refreshing the Report Data Linking Tables in a Report
9. Basic Table Structures and Terms
10. Linking Multiple Tables
11. Table Joins
12. Enforcing Table Joins and Changing Link Types

#### **Basic Formatting Techniques**

1. Formatting Report Objects
2. The Format Editor
3. Drawing Lines
4. Drawing Boxes
5. Format Painter
6. Formatting Part of a Text Object
7. The Template Expert
8. Inserting Pictures

#### **Record Selection**

1. The Select Expert
2. Setting Multiple Filters
3. Editing the Selection Formula

#### **Sorting and Grouping Records**

1. The Record Sort Expert
2. The Group Expert
3. Managing Groups
4. Summarizing Groups
5. Hierarchical Groupings
6. The Group Sort Expert Printing Reports
7. Inserting Special Fields
8. Page Setup
9. Print Setup (CR 10)
10. Printing

#### **Reports Using Formulas**

1. Crystal Reports Formula Syntax
2. The Formula Workshop- Formula Editor Window
3. Creating Formula Fields
4. Crystal Syntax
5. Basic Syntax
6. Finding Function and Operator Assistance

#### **Advanced Formatting**

1. The Highlighting Expert
2. The Section Expert

3. Conditionally Formatting a Section
4. Conditionally Formatting a Field
5. Manipulating Multiple Sections

#### **Summary Reports**

1. Summarizing Report Data
2. Using the DrillDownGroup

#### **Level Feature Charting**

1. The Chart Expert
2. Editing Charts
3. Setting General Chart Options
4. Changing Chart Titles (CR 10)
5. Formatting Selected Chart Items
6. Formatting a Data Series
7. Formatting a Chart Grid
8. Setting Chart Axes Options (CR 11)
9. . Adding Chart Trendlines
10. . Modifying a 3D Chart View
11. Using Chart Templates
12. Auto-Arranging Charts

#### **Advanced Reporting Tools**

1. Using Running Totals
2. Creating Parameter Fields
3. Parameterized Record Selection
4. Entering Parameter Values
5. Creating Subreports
6. Creating Cross-Tab Reports
7. Report Alerts
8. Report Alert Functions

#### **Advanced Formula Creation**

1. Evaluation Time Functions
2. Declaring Variables
3. Using and Displaying Variables
4. Using Array Values
5. Using "If... Then... Else..." Statements
6. Using the "Select/Case" Statement
7. Using "For" Loops
8. Using "Do... While" Loops
9. The IIF Function

#### **Advanced Reporting**

1. Creating a Report Template
2. Exporting Report Results

3. Exporting as HTML
4. Setting Default Options
5. Setting Report Options

#### **Using Report Wizards**

1. Using the Report Wizards
2. Report Wizard Types

#### **Advanced Database Concepts**

1. Viewing the SQL Code
2. Creating SQL Commands
3. Creating SQL Expression Fields
4. Using Table Aliases
5. Verifying the Database
6. Setting the Datasource Location
7. Mapping Fields

