

Crystal Reports® 2016: Part 1

Duration: 2 Days

Method: Instructor-Led Training (ILT)

Course Description

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports 2016 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, participants will create a basic report by connecting to a database and modifying the report's presentation.

Target Audience

This course is intended for:

- People who need output from a database.

Prerequisites

To attend this course, candidates must:

- Be familiar with basic computer functions, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files in Microsoft® Windows®.
- Have taken the *Microsoft Office Access® 2016: Level 1* course or have equivalent experience with basic database concepts.

Course Objectives

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

- 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.
- Distribute data.



Course Topics

Lesson 1: Exploring the Crystal Reports Interface

- **Topic A:** Explore Crystal Reports
- **Topic B:** Use Crystal Reports Help
- **Topic C:** Customize Report Settings

Lesson 2: Working with Reports

- **Topic A:** Create a Report
- **Topic B:** Modify a Report
- **Topic C:** Display Specific Report Data
- **Topic D:** Work with Report Sections

Lesson 3: Using Formulas in Reports

- **Topic A:** Create a Formula
- **Topic B:** Edit a Formula
- **Topic C:** Filter Data by Using a Formula
- **Topic D:** Work with Advanced Formulas and Functions
- **Topic E:** Handle Null Values

Lesson 4: Building Parameterized Reports

- **Topic A:** Create a Parameter Field
- **Topic B:** Use a Range Parameter in a Report
- **Topic C:** Create a Prompt

Lesson 5: Grouping Report Data

- **Topic A:** Group Report Data
- **Topic B:** Modify a Group Report
- **Topic C:** Group by Using Parameters
- **Topic D:** Create a Parameterized Top N Report

Lesson 6: Enhancing a Report

- **Topic A:** Format a Report
- **Topic B:** Insert Objects in a Report
- **Topic C:** Suppress Report Sections
- **Topic D:** Use Report Templates

Lesson 7: Creating a Report from Excel Data

- **Topic A:** Create a Report Based on Excel Data
- **Topic B:** Modify a Report Generated from Excel Data
- **Topic C:** Update Data in a Report Based on Excel Data

Lesson 8: Distributing Data

- **Topic A:** Export Data
- **Topic B:** Create Mailing Labels

Appendix A: Setting Up and Configuring Data Sources

Appendix B: Using Report Processing Techniques

Appendix C: Using Functions in Formulas

ACTIVITIES INCLUDED

