

Crystal Reports® 2011: Level 1

Duration: 2 Days

Method: Instructor-Led Training (ILT)

Course Description

Participants will connect to a database to extract data and present it as a report.

Target Audience

This course is intended for:

- Persons who need output from a database.

Prerequisites

To attend this course, candidates must have:

- Familiarity with the basic functions such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files in Microsoft® Windows®.
- Completed the *Microsoft Office Access 2010: 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

Module 1: Exploring the SAP Crystal Reports 2011 Interface

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

Module 2: Working with Reports

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

Module 3: Using Formulas in Reports

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

Module 4: Building Parameterized Reports

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

Module 5: Grouping Report Data

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

Module 6: Enhancing a Report

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

Module 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

Module 8: Distributing Data

- Export Data
- 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

