



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

SAP® Crystal Reports® 2020: Part 1

Duration: 2 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Information is critical to making sound business decisions. Data presented without any formatting or structure holds little or no meaning for interpretation. Thus, organizations use reporting tools to access data sources and generate customized reports. Crystal Reports 2020 helps persons to build advanced reports with ease and comprehensibly present complex information. IT also helps to enhance 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:

- Persons who need output from a database.

Prerequisites

To attend this course, candidates must have:

- Familiarity 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®.
- Completed the *Microsoft® Office Access® 2019/365: Part 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.



Course Objectives *Continued*

- Enhance a report.
- Create a report using data from an Excel workbook.
- Distribute data.

Course Topics

Module 1: Exploring the Crystal Reports Interface

- Explore Crystal Reports
- Use Crystal Reports Help
- Customize 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 by 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 by 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