

Course Outline | Crystal Reports Introduction.

2 day(s)

Overview

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

Objectives

Upon successful completion of this course, students 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.

Target Student

This course is designed for people who need output from a database. In some cases, database programs have limited reporting tools, or such tools may not be accessible. Students may or may not have programming or SQL experience.

Prerequisites

Before taking this course, students should be familiar 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®. In addition, students should have taken the Microsoft® Office Access Level 1 course or have equivalent experience with basic database concepts.

Course Outline

Exploring the SAP Crystal Reports Interface

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

Working with Reports

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

Using Formulas in Reports

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

Building Parameterized Reports

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

Grouping Report Data

Course Outline | Crystal Reports Introduction.

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

Enhancing a Report

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

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

Distributing Data

- Export Data
- Create Mailing Labels