



## Introduction to Crystal Report Course Overview

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#### Course Duration:

14 Hours / 2 Days

#### 1 Introduction

- What is Crystal Report
- Defining the Purpose of the Report
- Determining the Layout of the Report
- Finding the Data
- Organizing the Data for the Report

#### 2 Creating a Simple Report

- Starting the Crystal Reports Program
- Starting a New Report
- The Main Components of the Design Window
- Exploring the Toolbars
- Managing Resources with Explorers
- Getting Data from Data Source
- Placing Fields on the Report
- Selecting and Sizing Objects
- Browsing Field Data
- Moving and Aligning Objects
- Using Guides and Guidelines to Move and Align Objects
- Creating Text Objects
- Saving the Report
- Autosaving the Report
- Previewing the Report
- Refreshing the Data
- Getting Help

#### 3 Formatting Features

- Quick Formatting with the Template Expert
- Formatting Objects
- Format Painter
- Inserting Lines and Boxes
- Drawing a Line
- Drawing a Box
- Inserting Graphics
- Working with the Page Commands
- Working with Text Objects
- Adding Fields into a Text Object
- Formatting Part or All of an Object
- Inserting Special Fields

#### 4 Grouping and Sorting Data

- When and Why to Group Records
- Creating a Group
- Group and Sort Direction
- Customize Group Name Field
- Modifying Groups
- Creating Multiple Groups in a Report
- Using the Group Tree to Navigate the Report
- Reordering Groups
- Sorting Records within a Group

#### 5 Conditional Formatting

- The Highlighting Expert
- Setting Highlighting Priorities

#### 6 Exporting Your Reports Within Your Organization

- Understanding Export Formats and Destinations
- Exporting report