



Mastering Crystal Report Course Overview

Mastering Crystal Report

Course Duration:

14 Hours / 2 Days

1 Selecting Specific Records From the Database

- Filtering Data with the Select Expert
- Selecting Records with Multiple Criteria
- Viewing and Editing the Select Formula
- Case Sensitive vs. Case Insensitive
- Record Selection Formula Templates

2 Advanced Grouping Data

- Summarizing Groups
- Additional Summary Options
- Grouping Data in Date/Time Intervals
- Calculating Percentages
- Ordering Groups Based on Their Subtotals Using the Group Sort Expert

3 Combining Multiple Tables

- Understanding Tables, Records, and Fields
- Learning about Linking
- Adding Multiple Tables to a Report

4 Creating and Using Formulas

- Understanding Crystal Formula Syntax without Being a Programmer
- About the Formula Workshop
- Using the Formula Workshop
- Using the Formula Editor

- The Formula Editor Toolbar
- Performing Simple Number Calculations
- Manipulating Dates with Formulas
- Creating Boolean (True/False) Formulas
- Creating String Formulas
- Using Bookmarks to Navigate Through Formulas

5 Conditional Formatting

- Formatting Sections
- Formatting Sections Conditionally
- Conditionally Formatting Fields

6 Creating Summary Reports and Charts

- Creating a Summary Report
- Applying the Drill Down Feature
- Applying the DrillDownGroupLevel
- Producing Charts
- Editing Charts
- Formatting Charts
- Using the Chart Options
- Modifying Individual Objects in the Chart
- Using Auto-Arrange Chart
- Applying Chart Templates

7 Setting Default and Report Options

- Setting the Default Layout for Design and Preview Views
- Using the Report Wizards
 - What are the Report Wizards?
- Create a Report Using the Standard Report Creation Wizard
- The Data Dialog Box
- The Fields Dialog Box

- The Grouping Dialog Box
- The Summaries Dialog Box
- The Group Sorting Dialog Box
- The Chart Dialog Box
- The Record Selection Dialog Box
- The Template Dialog Box