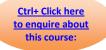# Crystal Reports XI Level 1

Course Duration: 2 days

Course description:
Crystal Reports XI: Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports XI series. In this course, you will build basic list and group reports that work with almost any database.

Target student:
This course is designed for a person who needs output from a database. In some cases, database programs have limited reporting tools, and/or they may not have access to those tools. Students may or may not have programming and/or SQL experience.

Prerequisites:
Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, students should have taken Microsoft® Office Access 2003: Level 1 or have equivalent experience with basic database concepts.

Course Contents

Lesson 1: Creating a Report
Topic 1A: Set Default Report Settings
Topic 1B: Specify Fields for a New Report
Topic 1C: Preview a Report
Topic 1D: Modify Field Display
Topic 1E: Add a Report Title
Topic 1F: Position Fields
Topic 1G: Add Fields from Other Tables

Lesson 2: Displaying Specific Report Data
Topic 2A: Find Data
Topic 2B: Sort Data
Topic 2C: Filter Data by a Single Criterion

Lesson 3: Grouping Report Data
Topic 3A: Insert a Group
Topic 3B: Add Summaries
Topic 3C: Format Summary Information
Topic 3D: Change Group Options
Topic 3E: Add a Second-Level Grouping
Topic 3F: Filter Records by Group
Topic 3G: Create a Top N Sort Group

For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk

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Lesson 4: Building Formulas
Topic 4A: Create a Formula
Topic 4B: Edit a Formula
Topic 4C: Combine Fields by Formula
Topic 4D: Delete a Formula
Topic 4E: Filter Data by Multiple Criteria
Topic 4F: Modify a Filter Using an OR Operator
Topic 4G: Create a Parameter Field
Topic 4H: Account for Null Fields in a Formula

Lesson 5: Formatting Reports
Topic 5A: Remove White Space
Topic 5B: Insert Page Header/Footer Data
Topic 5C: Add Borders, Boxes, and Lines
Topic 5D: Change Field Background Colour
Topic 5E: Change the Margins

Lesson 6: Enhancing Reports
Topic 6A: Add a Watermark
Topic 6B: Insert Objects Using Object Linking and Embedding
Topic 6C: Modify Formatting Based on Data Value
Topic 6D: Suppress Report Sections
Topic 6E: Insert Hyperlinks
Topic 6F: Hide Blank Report Sections

Lesson 7: Creating Pie Charts
Topic 7A: Create a Pie Chart with a Drill-Down
Topic 7B: Modify Chart Text
Topic 7C: Format a Chart
Topic 7D: Present a Chart by Group

Lesson 8: Distributing Data
Topic 8A: Export to a PDF File
Topic 8B: Export to a Microsoft Excel File
Topic 8C: Export to an Access Database File
Topic 8D: Export a Report Definition
Topic 8E: Create Mailing Labels