Crystal Reports v10 Introduction

Course Duration: 2 days

Prerequisites:
Before taking this course, students should be familiar with the basic functions of their computer's operating system such as creating folders, opening programs, and working with windows. Students should have basic Windows application skills, such as copying and pasting objects, formatting text, saving files, etc. Students should have a basic understanding of database concepts.

Course Objectives:
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. They may or may not have programming and/or SQL experience

Course Contents

Creating a Report
Set Default Report Settings
Preview the Report
Add a Report Title
Add Fields from Additional Tables

Specify Fields for a New Report
Modify Field Display
Position Fields

Displaying Specific Report Data
Find Data
Filter Data by Single Criteria

Sort Data

Grouping Report Data
Insert a Group
Format Summary Information
Add an Additional Group
Create a Top N Sort Group

Add Summaries
Change Group Options
Filter by Group

Building Formulas
Write a Formula
Group by Formula
Build a Filter by Multiple Criteria

Create a Parameter Field

Edit a Formula
Delete a Formula
Modify a Filter with Multiple Criteria to Create an OR Condition
Write a Formula that Incorporates Null Fields

Formatting Reports
Remove White Space
Add Borders and Lines
Change the Margins

Insert Page Header/Footer Data
Change the Background Colour

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Enhancing Reports

Create a Section to Contain a Watermark

Modify Format Based on Data Value

Insert Hyperlinks

Insert Objects Using Object Linking and Embedding

Conditionally Suppress Data

Hide Blank Report Sections

Creating and Modifying Pie Charts

Create a Pie Chart with a Drill-down

Format a Chart

Modify Chart Text

Present a Chart by Group

Distributing Data

Export to PDF

Export to an Access Database

Create Mailing Labels

Export to Excel

Create a Report Definition

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