

Crystal Reports Accelerated

BOC - Crystal Reports Training for all Users



Introduction

This three day accelerated training course is designed to give delegates the comprehensive skills and in-depth knowledge to plan and create Crystal 2008 reports that will help them analyse and interpret information. Delegates will find that this course is an in-depth approach to the entire report creation cycle - from planning a report prototype to distributing a report.

Content

Duration: 3 days

Creating a Report

- Connecting to a data source
- Adding tables
- The design environment
- Inserting Objects
- Formatting reports
- Saving documents
- The Workbench
- Inserting Special Fields
- Selecting Records
- Modifying record selection
- Understanding saved and refreshed data

Sorting, Grouping & Summarising

- Sorting records
- Grouping records
- Summarising data

Applying Section Formatting

- Formatting Sections
- Creating a summary report

Creating Formulas

- Creating formulas
- Applying Boolean formulas
- Applying If-Then-Else formulas
- Applying date calculations
- Applying number calculations
- Applying string manipulations

Creating Variables

- Defining Variables
- Creating Variables

Applying Conditional Reporting

- Determining trends in data
- Formatting data conditionally

Creating Parameters

- Static parameters
- Dynamic parameters

Representing Data Visually

- Creating a chart

Working with Crosstabs

- Creating a crosstab

Working with Sections

- Conditionally formatting sections
- Using group-related functions to format sections

Specialised Reporting

- Running Total fields
- Top N reporting

Report Processing

- Use multi-pass reporting
- Evaluation time functions

Working with subreports

- Define subreports
- Unlinked subreports
- Linked subreports

Goals

To enable the delegate to Comprehensively use the Crystal reporting Application.

Prerequisites

To be successful, delegates who attend this course must have working knowledge of:

- Windows conventions
- Reporting tools
- Basic database concepts

Variants

- On Site

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