

## Crystal Reports XI Introduction

**Description:** This course teaches the basic features and functions of Crystal Reports XI. Students will explore the program environment and learn how to open, navigate, create, modify, and save reports. They will learn the fundamentals of formatting report objects, of sorting and selecting records, and creating groups and summaries. They will also learn how to create simple formulas and functions. Finally, students will work with experts and wizards, and learn how to export reports to various file formats.

**Days:** 2

**Prerequisites:** Windows XP: Basic and Access 2003: Intermediate, or  
equivalent experience.

### Unit 1: Getting started

#### Topic A: The Crystal Reports environment

- Discussing the features of Crystal Reports
- Examining the Start Page
- Opening a report
- Examining the Design tab
- Modifying the size of the Details section
- Setting file options

#### Topic B: Creating, viewing, and saving reports

- Creating a new blank report
- Adding fields by using the Field Explorer
- Changing the page orientation of a report
- Adding a report title

- Viewing a report
- Saving a report

**Topic C: Modifying report layout**

- Sizing fields
- Arranging a field
- Aligning fields
- Modifying a text object

**Topic D: The Help feature**

- Using the Help feature
- Using the Search tab

**Unit 2: Formatting**

**Topic A: Absolute formatting**

- Formatting a field
- Formatting a date field
- Adding lines and boxes
- Adding a shape
- Using Format Painter to change font styles

**Topic B: Introducing conditional formatting**

- Using the Highlighting Expert

**Unit 3: Sorting and selecting records**

**Topic A: Sorting records**

- Sorting records in ascending order

**Topic B: Selecting records**

- Selecting records based on a single criterion
- Deleting a single-criterion selection formula
- Selecting records based on multiple criteria
- Deleting a criterion in a multiple-criteria formula

**Unit 4: Grouping and summarizing**

### **Topic A: Groups**

- Creating a group
- Grouping by date fields
- Displaying groups in a specified order
- Creating a subgroup
- Setting group options
- Deleting a group

### **Topic B: Summaries**

- Inserting a subtotal
- Inserting a grand total
- Displaying the top N of groups of records

## **Unit 5: Formulas and functions**

### **Topic A: Formulas**

- Discussing formula components
- Creating a formula

### **Topic B: Modifying formulas**

- Editing a formula
- Renaming a formula
- Deleting a formula

### **Topic C: Functions**

- Using a date function to return the current date
- Using the Month (x) function
- Using the MonthName function
- Combining field names and formulas
- Using a string function to convert text to proper case
- Using the Left function
- Using a math function to round data

## **Unit 6: Experts and wizards**

### **Topic A: The Database Expert**

- Adding a field from a linked table

### **Topic B: Report wizards**

- Using the Standard Report Creation Wizard
- Using the Mailing Label Report Creation Wizard

### **Topic C: Cross-tab reports**

- Creating a cross-tab report
- Grouping data in a cross-tab report
- Formatting a cross-tab report

### **Unit 7: Distributing reports**

#### **Topic A: Exporting reports**

- Exporting a report to Microsoft Excel
- Exporting a report to HTML 4.0
- Exporting a report to XML
- Exporting a report to an Access database
- Creating a report definition

#### **Topic B: Delivering reports**

- Printing a report
- Mailing a report

### **Upcoming Classes**

Sorry, there are no upcoming classes. Feel free to contact us if you're interested in us putting a class together.