Crystal Reports XI Designer Advanced

Duration: 2 Days

Course Overview:

This two-day workshop is designed to enhance your basic report writing skills and move you into creating more complex reports. Time will be spent walking you through the tips and tricks of advanced report writing along with a good amount of hands-on practice. In addition, you will cover professional design techniques, subreporting, and advanced formulas. This course incorporates a number of hands-on exercises that reinforce the learning process.

Students Learn How To:

- Replace a field in a report
- Conditionally format multiple sections in a report
- Understand how Crystal Reports processes data
- Work with parameters in a report
- Assign a value to a variable and use a variable in a formula
- Understand and set up a YTD comparison report
- Create linked and unlinked subreports
- Set up custom groups and custom group sort orders
- Work with cross-tab reports, report alerts, and report templates

Who Should Attend: This course is designed for users with little or no experience with Crystal Reports but who have the need to generate reports based on information available to them from a database.

Prerequisites: To ensure your success, we recommend that you first take Windows 2000 or XP Introduction and have a basic understanding of database concepts.

Course Outline:

Refresher Exercise

Review of Planning a Report
Creating the Report
Helpful Hints for Formatting the Report

Power Formatting with Multiple Sections

Using Multiple Sections in Reports
Using the Section Expert to Work with Sections
Conditionally Formatting Multiple Sections

Using the Running Totals Feature

Understanding Running Totals
Creating Running Totals for a List of Numbers
Conditional Running Totals

Prompting with Parameters

Parameter Fields Overview
Parameter Field Considerations
Creating a Parameter Field
Using a Parameter to Select Records
Using a Parameter Field
Creating a Dynamic Value List for Parameter Values
Adding Parameter Values to Text Objects
Allowing Multiple Values in Parameters
Using Multiple Parameter Fields in Reports
Specifying and Limiting a Range for a Parameter
Using Parameters in Conditional Formatting
Using an Edit Mask to Limit String Parameters
Sorting with a Parameter

Prompting with Parameters (cont.)

Using a parameter to set N in a Top N Report
Cascading Parameters

Using Advanced Formula Features

Understanding How Crystal Reports Processes the Data
Working with Variables
Separating Statements in Complex Formulas
Working with Arrays
Understanding the Formula Evaluation Time Debugger

Using Subreporting as a Workaround Solution

Understanding Subreports
Unlinked versus Linked Subreports
Creating an Unlinked Subreport
Linking a Subreport
Database Links versus Subreports in One-to-Many Situations
Formatting the Subreport
Passing Data from the Main Report into a Subreport
Creating On-Demand Subreports
Creating Hyperlinks
Using Subreports to Link "Unlinkable" Data

Creating Powerful Groups

Customizing the Group Name Field
Creating Custom Groups
Customizing Group Sort Order
Grouping on a Formula Field
Using Group Selection to Filter the Records in the Report
Grouping Hierarchically

Working with Cross-Tab Reports

Understanding How Cross-Tabs Affect Your Data
Creating a Cross-Tab Report
Creating a Cross-Tab with Multiple Rows or Columns
Applying a Formatting Style to the Cross-Tab
Customizing the Cross-Tab Format
Changing the Summary Operation
Charting Cross-Tabs
Customizing Cross-Tab Group Names
CurrentField Value

Report Alerts

What are Report Alerts
Creating Report Alerts
Basing Report Formulas or Conditional Formatting on Report Alerts
Creative Usage for Report Alerts

Report Templates

What is a Report Template
Standard Report Creation Wizard and Templates
The Template Expert
Applying a Template and the Consequences
Template Considerations
Creating Your Own Templates

APPENDIX A - The Extreme Sample Database

APPENDIX B – Installation and System Requirements

APPENDIX C - Function and Operator Locations

APPENDIX D - Glossary