



## Technical Courses

### Crystal Reports Intro

Format: Two days:  
Max Capacity 6

Crystal Reports is a popular windows-based report generation program that will allow delegates to create professional reports. Our comprehensive 2-day course gives you the skills to manipulate data with formulas and then present it in many different ways. From simple list reports, to reports containing formulae and calculations, sophisticated formatting, sub-reports, charts and cross-tabs.

#### Course Content

##### Link to Database

- Create an ODBC Connection
- Link to database

##### Create List Reports

- Set Default Report Settings
- Build a simple report
- Preview the Report
- Add a Report Title
- Align Fields

##### Sort and Filter Data

- Find data
- Sort data by records
- Sort data by groups
- Filter data by single criteria
- Filter data by multiple criteria
- Filter data by section

##### Group Data

- Insert a group
- Add summaries by group
- Change group options
- Add an additional group

- Format a group header
- Filter by a group
- Create a Top N Sort Group
- Hide Report Objects
- Drill down report sections

##### Build Formulas

- Write report formulas within the formula workshop
- Write conditional formatting formulas
- Create If, then, else formulas
- Create running total formulas
- Create alert formulas

##### Format Reports

- Remove white space
- Insert page headers and footers
- Add borders and lines
- Add company logos
- Change page settings
- Format a report based on a condition

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#### Course Content (continued)

##### Enhance Reports

- Create a watermark
- Modify formatting based on data values
- Conditionally suppress data
- Hide and suppress report sections
- Insert hyperlinks

##### Create Charts

- Create Bar Charts
- Create Pie Charts
- Format charts
- Modify charts

##### Create Cross Tab Reports

- Create a cross-tab object
- Use the cross-tab expert
- Conditionally format cross-tab reports

##### Create Sub Reports

- Create an embedded sub report
- Create a linked sub report

##### Distribute Data

- Export Information
- Create a report definition/storyboard
- Create Mailing Labels
- Create PDFs