



Crystal Reports 2011: Level 1

Course Details

Course Code: 85172

Duration: 2 days

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Elements of this syllabus are subject to change.

About this course

This course is designed for people who need to gain skill and knowledge on how to use Crystal Reports to create and modify reports at an introductory level.

At Course Completion

After completing this course, students will be able to:

- Identify the elements of the Crystal Reports interface.
- Create and modify a basic report.
- Use formulas to calculate and filter data.
- Build a parameterized report.
- Group report data.
- Enhance a report.
- Create a report using data from an Excel workbook.
- Distribute data.

Prerequisites

Before taking this course, students should be familiar with the basic functions in Microsoft Windows. In addition, students should have experience with basic database concepts.

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1. Exploring the SAP Crystal Reports 2011 Interface

- Explore Crystal Reports
- Use Crystal Reports Help
- Customize the Report Settings

2. Working with Reports

- Create a Report
- Modify a Report
- Display Specific Report Data
- Work with Report Sections

3. Using Formulas in Reports

- Create a Formula
- Edit a Formula
- Filter Data Using a Formula
- Work with Advanced Formulas and Functions
- Handle Null Values

4. Building Parameterized Reports

- Create a Parameter Field
- Use a Range Parameter in a Report
- Create a Prompt

5. Grouping Report Data

- Group Report Data
- Modify a Group Report
- Group Using Parameters
- Create a Parameterized Top N Report

6. Enhancing a Report

- Format a Report
- Insert Objects in a Report
- Suppress Report Sections
- Use Report Templates

7. Creating a Report from Excel Data

- Create a Report Based on Excel Data
- Modify a Report Generated from Excel Data
- Update Data in a Report Based on Excel Data

8. Distributing Data

- Export Data
- Create Mailing Labels