



# Crystal Reports

## Essentials



### Overview:

Crystal Reports allows you to quickly import and analyse data from a variety of sources like Excel, Access, SQL databases, HTML and XML files, and SAP. Learn how to master its tools and options and build better, faster reports that lead to better business decisions. Learn how to define and manage reports, create and delete sections, and summarize and visualize data with charts.



### Prerequisites:

Participants must have a proficient knowledge of Microsoft Windows. Basic knowledge of database concepts recommended.



### Who should attend:

This course would suit people who are new to Crystal Reports and who are/will be responsible for creating and distributing reports.



### Benefits:

Learn how to develop professional quality reports using Crystal Reports  
Allow users to define the parameters of reports  
Create aggregated reports using formulas



### Learning Outcomes:

- How to data sources for reporting purposes?
- Create reports using multiple sections
- Rearrange data using sorting and grouping
- Formatting reports
- Work with multiple selection criteria
- Using parameters to define requirements
- Various formulas and functions
- Adding subreports



### Version(s):

2008, 2011, 2013, 2016



### 2 days



### Course times:

9:00am-4:30pm



### To book this course:

**Call: 1300-2-GO-CTS**

**Web:** [www.ctstraining.com.au](http://www.ctstraining.com.au)

**Email:** [info@ctstraining.com.au](mailto:info@ctstraining.com.au)



**Certificate of Attendance**

**Non-accredited course**



# Content:

## \* Getting started with Crystal Reports

- Getting started
- Exploring the report design environment
- Setting report options
- Creating and saving reports
- Placing objects on your report
- Modifying reports
- Formatting objects

## \* Creating a Report

- Using the Report wizard
- Linking a data source
- Linking to a source with multiple tables
- Adding fields to a report

## \* Working with Report Sections

- Creating a section
- Resizing a report section
- Merging report sections
- Managing section order
- Reordering and deleting groups
- Hiding a section
- Creating multiple columns in a section
- Deleting a section

## \* Sorting and Grouping Data

- Sorting data
- Defining a group
- Grouping based on dates
- Reordering and deleting a group
- Group options
- Creating a summary
- Grand Totals
- Creating a drill-down report

## \* Formatting Reports and Report Elements

- Using a report template
- Formatting a report control
- Resizing, aligning and reordering controls
- Highlight records

## \* Selecting Records

- Creating a criteria
- Using multiple field criteria
- Selecting rules using OR operator
- Selecting records based on dates
- Selecting records based on formulas

## \* Using Parameter Fields

- Creating a parameter field with a list of values
- Defining parameter values
- Allowing dynamic parameters
- Editing and Deleting parameters

## \* Formulas and Functions

- Using formulas
- Using functions in formulas
- Adding if-then logic
- Adding case statements to formulas
- Correcting formula errors

## \* Adding Subreports

- Creating an unlinked subreport
- Creating a linked subreport
- Creating an on-demand subreport
- Formatting subreports

## \* Creating Presentation Quality Reports

- Applying Absolute formatting
- Formatting text objects
- Inserting lines, boxes and pictures
- Conditional formatting
- Section formatting