

Crystal Reports



Level 1

COURSE CONTENT

Report Design

- Exploring the Report Design window
- Starting a new report with and without the Wizard
- Exploring the Design Tab
- Placing objects on your report
- Previewing your report
- Positioning and sizing objects
- Formatting objects
- Using Text Objects

Record Selection

- Using the Select Expert
- Using the Select Record options
- Defining the Select Expert's features
- Understanding saved vs. refreshed data
- Applying Record Selection
- Applying Record Selection on Date Fields
- Creating Parameter Queries

Sorting, Grouping and Summarising

- Sorting Records
- Grouping Records
- Working with groups
- Summarising
- Using Grand Totals / Summary Totals/ Summary Fields
- Top N Group Expert

Presentation Quality Reports

- Using Special Fields
- Applying lines and boxes
- Inserting a picture

Text Objects

- Combining Text Objects with Database Fields
- Combining Text Objects with Special Fields
- Formatting individual elements of a Text Object

Additional Formatting & File Options

- Inserting special fields
- Inserting fields in text objects
- Inserting lines and boxes
- Inserting pictures

Report section definitions

Linking

- Defining linking concepts
- Using Smart Linking
- Working with links

Basic Report Distribution

- Exporting your reports
- Viewing from a web browser

