



Crystal Report Course Content:35-40hours

Course Outline

Introduction Of Crystal Report & It's Benefit's

Designing Reports

- Defining the Purpose
- Planning the Layout
- Examples of Reports
- Choosing Data
- Laying Out the Report
- Define and Use Of Different Section

Interface Overview

- Toolbars
- Start Page and Report Tabs
- Design/Preview Views
- Field Explorer
- Report/Repository Explorers
- Sample Reports
- Section Expert

Creating Basic Reports

- Blank Report
- Placing Fields on Reports
- Previewing Field Data
- Selecting/Sizing Fields
- Aligning, Moving, and Using Guides
- Customizing Layout Options
- Creating Report Titles

Previewing, Saving, and Deleting



- Saving Reports
- Previewing Reports
- Deleting Fields

Advanced Database Concepts

- Using Oracle
- Entering Oracle Queries
- Linking Tables
- Joins
- Verifying Database Connections

Data Connections

- Database Expert
- Data Source Options □ Oracle Connectivity
- Oracle Connectivity With OLEDB
- Access/Excel Connections
- ODBC Connections
- Selecting Database Objects
- Database Object Types

Working with Text Objects

- What is Concatenation?
- Adding Text Fields
- Concatenating Text and Data
- Editing Concatenations
- Creating a Form Letter
- Formatting Fields
- Special Fields

Basic Formatting

- Template Expert
- Page Margins and Orientation
- Font and Alignment
- Formatting Multiple Selections
- Format Painter
- Formatting Editor Options
- Customizing Formatting Editor
- Preview Formatting

Adding Graphical Elements

- Inserting Lines
- Border Styles and Colors
- Drawing/Formatting Boxes
- Inserting Pictures

Filtering Records

- Case Sensitivity
- Select Expert
- Select Statements
- And Statements
- Or Statements
- Editing Formulas
- Formula Workshop
- Help Menu Options

Grouping and Sorting

- Insert Group
- Insert Group Options
- Keeping Groups Together
- Group Tree Reordering Groups
- Grouping Multiple Fields
- Changing/Deleting Fields
- Record Sort Expert

Conditional Formatting

- Conditional Highlighting
- Reordering Highlight Conditions
- Removing Highlight Conditions
- Conditional Formatting Formulas
- Formatting Groups

Running Totals

- Running Total Fields
- Running Totals by Group
- Running Total Counts

Formula Overview



- Formula Uses
- Function Basics
- Syntax Rules
- Formula Workshop
- Formula Editor

Manipulating Data with Formulas

- Date Added
- Date Add Arguments
- Concatenated Formulas
- Converting Dates to Text
- Boolean Fields
- Nested If-Then-Else Statements

Basic Parameters

- Parameter Uses
- Considerations
- Characteristics and Options
- Value Choices
- Static List Parameters
- Dynamic List Parameters
- Exporting Data
- Importing Data

Drill-Down Summary Reports

- Starting a New Report
- Grouping Using Formulas Advanced Grouping Formulas
- Summarizing Groups
- Hiding Sections
- Viewing Hidden Sections

Subreports

- Subreport Uses
- Linked vs. Unlinked
- How Linked Subreports Work
- Creating an Unlinked Subreport
- Creating a Linked Subreport
- Subreport Context Menu
- On-demand Subreports

Cross-Tab Reports

- Elements and Features
- Cross-Tab Report Creation Wizard
- Rows and Columns
- Summary Fields and Grid Styles
- Resizing/Aligning Fields
- Contents, Labels, and Column Options
- Modifying Reports
- Customizing Report Style

Report Alerts

- Creating Alerts
- Alert Name and Status
- Setting Alert Conditions
- Triggering Alerts
- Conditional Alerts

Charts

- Standard Report Wizard
- Manipulating Charts
- Chart Options/Types
- Data, Axes, and Options
- Color Highlights and Text
- Format Editor and Options
- Arrange and Drill Down
- Saving as Templates

Exporting Reports

- Export Formats
- Exporting to E-mail
- Export Destinations
- Exporting to Excel
- Exporting to PDF Exporting to HTML
- Copying Report Objects
- Exporting Report Definitions

Crystal Reports Settings

- Layout Options

- Database Options
- Formula Editor Options
- Reporting Options
- Field Options
- Font Options

Templates

- Overview
- Formattable/ Unformattable Objects
- Creating New Templates
- Inserting Template Field Objects
- Formatting/Moving Fields
- Adding Special Fields
- Graphics and Summary Info
- Saving and Applying Templates