



# INTRODUCTION CRYSTAL REPORTS 2008

## Course Objectives:

On completion of this course delegates will be able to create reports that will allow the user to analyse and interpret important business and management.

## Target Audience:

This course is designed for report designers, new to Crystal Reports, who are responsible for the creation and distribution of business and management reports.

## Pre-requisites:

Delegates must be able to use a Microsoft Windows and a mouse.

**Delivery and duration: 2 day On-site Instructor led course.**

## Course Outline:

### Overview

Overview of Crystal Reports  
Overview of database concepts  
Setting the defaults settings for Crystal Reports

### Creating Basic Reports

Creating a blank report  
Connect the report to the data source  
Adding tables to reports  
Adding fields to reports  
Previewing the reports  
Positioning & resizing report objects  
Formatting the reports  
Adding images to reports  
Adding lines & boxes to reports  
Adding hyperlinks to reports  
Saving Reports

### Linking

Overview of Relationships  
Overview of Joins  
Creating Relationships in Crystal Reports

### Selecting Records

Overview of Selection Criteria  
Using the Select Expert  
Creating select criteria  
Using Saved Data vs. Refresh Data  
Modifying Record Selection Criteria  
Multiple Record Selection Criteria  
Finding Nulls



# INTRODUCTION CRYSTAL REPORTS 2008

MAXIMUM IMPACT SOLUTIONS LIMITED

## Organising Data on Reports

- Sorting records
- Adding Sort Controls to reports
- Grouping records
- Applying Summary Fields to reports
- Applying Percentage of Summary Fields to reports
- Creating TopN/BottomN Reports

## Using Formula in Reports

- Overview of creating formulas
- Overview of the Formula Workshop
- Creating Basic Numerical Formula
- Renaming & Modifying Formulas
- Creating string formulas
- Creating Date/Time formulas
- Creating If-Then-Else formulas
- Creating Boolean formulas

## Using Conditional Formatting

- Overview of Conditional Formatting
- Using the Highlighting Expert
- Using Conditional Formatting Formulas

## Section Formatting

- Overview of Section Formatting
- Formatting Report Sections
- Creating Summary/Drilldown Reports
- Applying Conditional Formatting to Sections

## Using Graphs in Reports

- Overview of Charts
- Creating Pie Charts
- Modifying & Formatting Charts
- Creating Bar Charts
- Top N/Bottom N Charts

## Distributing Reports

- Overview of Report Distribution Methods
- Exporting Reports to different applications
- Creating a Report Definition

**Maximum No. delegates: 6**

**Follow up course(s):**

Advanced Crystal Reports 2008

**Tailored courses are available, for more information contact:**

**Telephone: 0151 260 1385**

**Email: [training@maximumimpactsolutions.co.uk](mailto:training@maximumimpactsolutions.co.uk)**

**Web: [www.maximumimpactsolutions.co.uk](http://www.maximumimpactsolutions.co.uk)**