

Crystal Reports 2011 - Level 1

Duration: 2 days

Overview:

Organisations use reporting tools to access data sources and generate customised reports. Crystal Reports® 2011 enhances report building and report processing techniques with a slew of features that add value to your presentation. In this course, you will create a basic report by connecting to a database and modifying its presentation.

Target Audience:

This course is designed for people who need output from a database. In some cases, database programs have limited reporting tools, and/or such tools may not be accessible. Students may or may not have programming and/or SQL experience.

Pre-requisites:

Familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. Students should have taken Access 2010 - Level 1 or have equivalent experience with basic database concepts.

At Course Completion:

After completing this course, students will be able to:

- Identify elements of the Crystal Reports interface.
- Create and modify a basic report.
- Use a report to present specific data in the desired order.
- Use formulas to calculate and filter data.
- Build a parameterised report.
- Group report data.
- Enhance a report.
- Create a report using data from an Excel database.
- Distribute data.

Lesson 1: Exploring the SAP Crystal Reports 2011 Interface

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

Lesson 2: Working with Reports

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

Lesson 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

Lesson 4: Building Parameterised Reports

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

Lesson 5: Grouping Report Data

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

Lesson 6: Enhancing a Report

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

Lesson 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

Lesson 8: Distributing Data

- Export Data
- Creating Mailing Labels