

Crystal Reports 2008 Level II

Course Summary

Description

Crystal Reports Version 12, covers the newest addition to the Crystal Reports family, and shows students how to use the latest versions of Crystal Reports to answer business questions quickly and easily. It uses the time-tested scenario approach to involve the student in a hunt for the best answers to difficult questions.

The course places the student in the role of the administrative assistant to "Mr. Bossy" the bad-tempered CEO of BigDeal, Inc. Starting with the simplest reports, the student will be shown how to respond to the increasingly complex requests by Mr. Bossy, Penny Pincher (the CFO) and Willy Loman (the Sales Manager). At the end of the two-day course, the student will be able to produce reports with subtotals, shading, formulas, charts and complex calculations.

Objectives

At the end of this course, students will be able to:

- Create interesting and useful reports using Crystal Reports Version 12.0
- Use many of the newest features provided in these versions
- Edit reports created by others to add or remove features
- Select the required records including selections based on groups of records and selections based on parameters provided by the end user
- Learn the best way to accomplish these tasks so that they produce reliable reports quickly

Topics

- Introduction & Basic Concepts
- If-Then-Else Operator
- Advanced Linking
- Running Totals
- Custom Functions
- Forms & Form Letters
- Parameters
- Group Sort (Top N) & Charting
- Cross-Tab Reports
- Subreports
- Shared Variables
- Advanced Formulas

Audience

This course is designed for those who are experienced Crystal Reports users.

Prerequisites

Prior experience with Crystal Reports is required.

Duration

Two days

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Course Outline

- I. Introduction & Basic Concepts**
 - A. Course Objectives
 - B. Overview of Manual & Course
 - C. Crystal 12 & Business Objects
 - D. What's New in Crystal 12
 - E. Key Concepts
 - F. Crystal & Database Terminology
 - D. Scenario for Workshop 4C
 - E. Using Custom Functions With Different Variables
 - F. Scenario for Workshop 4D
 - G. Copying a Formula From One Report to Another Report
- II. If-Then-Else Operator**
 - A. Course Scenario
 - B. Scenario for Workshop 1A
 - C. Using the IF Operator
Scenario for Workshop 1B
 - D. Nested IFs and Select Case
 - E. Scenario for Workshop 1C & 1D
 - F. Add Table to Report
 - G. Detail vs. Summary Reports
 - H. Create Summary Report
- III. Advanced Linking**
 - A. Scenario for Workshop 2A
 - B. Link Relationships
 - C. Scenario for Workshop 2B
 - D. Linking Options
 - E. Scenario for Workshop 2C
 - F. Dynamic Image Links
 - G. Scenario for Workshop 2D
 - H. Joining Two Databases
 - I. Scenario for Workshop 2E
 - J. Add Duplicate Tables with Alias
 - K. Scenario for Workshop 2F
 - L. Linking to Excel Spreadsheet
- IV. Running Totals**
 - A. Scenario for Workshop 3A
 - B. Pre-Processed vs. Running Totals
 - C. Add a Running Total Field
 - D. Scenario for Workshop 3B
 - E. Use a Running Total to Summarize a Group
 - F. Scenario for Workshop 3C
 - G. Conditional Running Totals
- V. Custom Functions**
 - A. Scenario for Workshop 4A & 4B
 - B. Creating a Custom Function
 - C. Using a Custom Function
- VI. Forms & Form Letters**
 - A. Scenario for Workshop 5A
 - B. Designing a Form in Crystal
 - C. Scenario for Workshop 5B & 5C
 - D. Conditional Form Letters
 - E. Printing Address Labels
- VII. Parameters**
 - A. Scenario for Workshop 6A
 - B. Select Records With a Parameter
 - C. Scenario for Workshop 6B
 - D. Select Records With Multiple Parameters
 - E. Scenario for Workshop 6C
 - F. Cascading Parameters
 - G. Scenario for Workshop 6D
 - H. Selecting by Date Parameter
 - I. Scenario for Workshop 6E
 - J. Using Parameters for a Conditional Sort and as Text
 - K. Scenario for Workshop 6F
 - L. Using a Parameter to Hide Details
- VIII. Group Sort (Top N) & Charting**
 - A. Scenario for Workshop 7A
 - B. Sort Groups by Subtotals
 - C. Scenario for Workshop 7B
 - D. Top N With Chart
- IX. Cross-Tab Reports**
 - A. Scenario for Workshop 8A
 - B. Creating and Formatting a Cross-Tab Report
 - C. Scenario for Workshop 8B
 - D. Multi-Level Cross-Tab and Pivoting a Cross-Tab
 - E. Scenario for Workshop 8C
 - F. Placing a Cross-Tab in Group Selections
Scenario for Workshop 8D

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Course Outline (cont'd)

G. Using a Formula as a Group Name and Repeating Objects

X. Subreports

- A. Insert an Unlinked Subreport into a Main Report
- B. Scenario for Workshop 9B
- C. Linked Subreport
- D. Scenario for Workshop 9C
- E. Hide or Show a Subreport
- F. Scenario for Workshop 9D
- G. On Demand Subreports
- H. Scenario for Workshop 9E
- I. Linking on a Formula Field

XI. Arrays, Subscripts, and Variables

- A. Scenario for Workshop 10A
- B. Group on a Subscript Formula
- C. Scenario for Workshop 10
- D. Using a Variable With an Array
- E. Scenario for Workshop 10C
- F. Pass a Variable From a Subreport