

Crystal Reports 2016: Part 1

Course Summary

Description

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports 2016 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, you will create a basic report by connecting to a database and modifying the report's presentation.

Information is critical to making sound business decisions. Data presented without any formatting or structure holds little or no meaning for interpretation. Crystal Reports 2016 helps you build advanced reports with ease, presenting complex information in an understandable way.

Objectives

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

- Identify the elements of the Crystal Reports interface.
- Create and modify a basic report.
- Use formulas to calculate and filter data.
- Build a parameterized report.
- Group report data.
- Enhance a report.
- Create a report using data from an Excel workbook.
- Distribute data.

Topics

- Exploring the Crystal Reports Interface
- Working with Reports
- Using Formulas in Reports
- Building Parameterized Reports
- Grouping Report Data
- Enhancing a Report
- Creating a Report from Excel Data
- Distributing Data

Audience

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

Prerequisites

Before taking this course, students should be familiar with basic computer functions, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files in Microsoft Windows. In addition, students should have taken the *Microsoft Office Access 2016: Level 1* course or have equivalent experience with basic database concepts.

Duration

Two days

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Course Outline

- I. Exploring the Crystal Reports Interface**
 - A. Explore Crystal Reports
 - B. Use Crystal Reports Help
 - C. Customize Report Settings
- II. Working with Reports**
 - A. Create a Report
 - B. Modify a Report
 - C. Display Specific Report Data
 - D. Work with Report Sections
- III. Using Formulas in Reports**
 - A. Create a Formula
 - B. Edit a Formula
 - C. Filter Data by Using a Formula
 - D. Work with Advanced Formulas and Functions
 - E. Handle Null Values
- IV. Building Parameterized Reports**
 - A. Create a Parameter Field
 - B. Use a Range Parameter in a Report
 - C. Create a Prompt
- V. Grouping Report Data**
 - A. Group Report Data
 - B. Modify a Group Report
 - C. Group by Using Parameters
 - D. Create a Parameterized Top N Report
- VI. Enhancing a Report**
 - A. Format a Report
 - B. Insert Objects in a Report
 - C. Suppress Report Sections
 - D. Use Report Templates
- VII. Creating a Report from Excel Data**
 - A. Create a Report Based on Excel Data
 - B. Modify a Report Generated from Excel Data
 - C. Update Data in a Report Based on Excel Data
- VIII. Distributing Data**
 - A. Export Data
 - B. Create Mailing Labels
- IX. Appendix A: Setting Up and Configuring Data Sources**
- X. Appendix B: Using Report Processing Techniques**
- XI. Appendix C: Using Functions in Formulas**