

**Intermediate Crystal Reports**

**Course Number:** CR-131
**Duration:** 2 days

**Overview**

Accelebrate's Intermediate Crystal Reports course enriches your basic report writing skills and moves you into developing more intricate reports. Attendees learn how to build parameterized reports, sub-reports, charts, and cross-tabulation reports, as well as use conditions to control the formatting of your reports.

**Prerequisites**

All attendees must be familiar with the basics of Crystal Reports, as taught in Accelebrate's [Introduction to Crystal Reports class](file:////training/crystal-reports).

**Materials**

All students receive comprehensive courseware covering all topics in the course.

**Software Needed on Each Student PC**

* A recent version of Windows (Windows 10 recommended), with the latest service pack updates and at least 8 GB of RAM
* Crystal Reports with the latest updates installed
* Web browser
* Adobe Acrobat Reader for viewing PDF documents
* Optional: Microsoft Excel and Access, version 2007 or later

**Objectives**

* Use Sections to improve formatting
* Keep running totals
* Work with parameters
* Features of advanced formulas
* Create Sub reports
* Create and work with custom Groups
* Work with Cross Tab Reports
* Create Report Alerts

**Outline**

* Introduction
* Crystal Reports Review
	+ Creating a Report
* Using Parameters
	+ Creating Parameters
	+ Optional Parameters
	+ Using a List of Parameter Values
	+ Dynamic List of Values
	+ Cascading List of Values
	+ Multivalue Parameters
	+ Range Parameter
* Using Subreports
	+ Unlinked Subreports
	+ Linked Subreports
* Charts
	+ Adding a Chart to a Report
* Cross-Tabulation Reports
	+ Creating a Cross-Tab Subreport
* Advanced Techniques
	+ Special Fields
	+ Using the If Statement
	+ Using the Select Case Statement
	+ Conditional Formatting
	+ Alternating Row Formatting
* Report Alerts
	+ Using Report Alerts
* Conclusion