

**Introduction to Crystal Reports**

**Course Number:** CR-130
**Duration:** 2 days

**Overview**

Accelebrate's Introduction to Crystal Reports training course teaches students the basics of report design and how to create quality reports in various presentation formats.

**Prerequisites**

All attendees should have basic familiarity with at least one relational database such as Microsoft Access, SQL Server, MySQL, Oracle, Sybase, or DB2.

**Materials**

All students receive comprehensive courseware covering all subjects 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**

* Explore the Crystal Reports interface
* Create a basic report and modify it
* Format reports
* Filter reports
* Group report data
* Create reports from data in multiple tables
* Use formulas
* Use conditional formatting
* Create summary reports and charts
* Export reports to Excel and PDF
* Use Report Wizards

**Outline**

* Introduction
* Getting Acquainted with Crystal Reports
	+ Report Writing Process
	+ Opening Crystal Reports
	+ The Database Expert
	+ Review the Toolbars
		- The Standard Toolbar
		- The Formatting Toolbar
		- The Insert Toolbar
		- The Experts Toolbar
		- The Navigation Toolbar
		- The External Command Toolbar
	+ The Report Sections in the Design Tab
		- Report Header
		- Page Header
		- Details
		- Page Footer
		- Report Footer
	+ The Field Explorer
	+ Preview the Report
	+ Adding Multiple Tables to Reports
* Formatting Reports
	+ Formatting Fields
		- The AdventureWorks Database
	+ The Format Painter
* Working with Objects
	+ Text Objects
	+ Field Titles
	+ Using Fields in Text Objects
	+ Aligning and Sizing Objects
	+ The Section Expert
	+ Images
* Filtering Reports
	+ Create a Filter Based on a Single Criterion
	+ Create a Filter for Multiple Selection Criteria
* Sorting and Grouping Reports
	+ Using the Sort Expert
	+ Using the Group Expert
	+ Summarizing Records within Groups
* Using Basic Formulas
	+ String Formulas
	+ Numeric Formulas
	+ Date/Time Formulas
	+ Running Totals
	+ Conditional Formulas
* Advanced Formatting
	+ Using Multiple Sections
	+ Summary Reports
	+ Lines and Boxes
	+ The Highlighting Expert
* Exporting and Distribution
	+ Exporting to Excel
	+ Exporting to PDF
	+ Exporting to Word
	+ Crystal Reports Viewer
	+ crystalreports.com
* Conclusion