

**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