

**Comprehensive Crystal Reports**

**Course Number:** CR-133
**Duration:** 5 days

**Overview**

Accelebrate's Comprehensive Crystal Reports training course teaches attendees basic and advanced skills for creating reports with Crystal Reports 2016. Attendees learn how to build increasingly sophisticated reports presenting data in a wide array of text, tabular, and graphical 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
* 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
* Work with SQL
* Use more advance functions
* Work with geographic mapping

**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
* 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
* Working with SQL
	+ The SELECT Statement
	+ The WHERE Clause
		- Filtering with a WHERE Clause
	+ The ORDER BY Clause
	+ Joins
		- Joining Tables Together
	+ SQL Commands
	+ SQL Expressions
* Advanced Functions
	+ Evaluation Time Functions
	+ Working with Variables
	+ For Loops
	+ While Do Loops
		- Working with Variables and Loops
* Geographic Mapping
	+ Geographic Maps
		- Map Basics
		- Adding a Geographic Chart
* Conclusion