

## Crystal Reports Introduction

### Two Day Course

A hands-on instructor-led SAP Crystal Reports training course, allowing people to have a good working knowledge and clear and practical ability with the essentials of creating relevant and appealing reports. This ability is achieved through observation, discussion and practice – working through learning stages with an expert trainer in a professional classroom environment.

### Course Aims

This course is intended to cater for people with little or no knowledge of Crystal Reports who want to be able to demonstrate and practice a good initial ability of how to use and apply the application. Training therefore covers:

- Connecting to different data sources to create reports
- Managing relationships between tables to highlight and identify data
- Selecting records, formatting reports and summarising data for comprehensive answers
- Using formulae to create fields, highlight data and print reports

### Course Content

#### Introduction to Crystal Reports

- Opening a report
- Creating New Reports
- Setting Default Report Options
- Connecting to a Data Source
- Field Explorer, Refreshing the report
- Moving, Sizing and Aligning Objects

#### Linking

- The Database Expert
- Adding Tables/Amending Links

#### Record Selection

- Using the Select Expert to add Record Selections
- Saved v Refreshed Data
- Modifying Record Selections
- Record selection with Date Fields

#### Formatting Reports

- Formatting Objects
- Adding Lines, Boxes and Graphics
- Adding Hyperlinks
- Creating and Formatting Text Objects
- Using Special Fields
- Report Explorer

#### Sorting, Grouping, Summarising

- Sorting records and grouping Records
- Multiple Grouping and specified Order Grouping
- Adding Summary Totals
- Group Sort Expert (Top N grouping)

#### Creating Formulae

- Creating formulae with the Formula Editor
- Simple Formula Functions
- If-then-else formulae
- Defining Parameter fields
- Using Parameters

#### Conditional Reporting

- Highlighting Expert
- Conditional Formatting
- Report Alerts

#### Printing and Distributing Reports

- Printing Reports
- Exporting Reports & Configuration
- Report Wizards
- Creating a report with the report wizard

## Crystal Reports Advanced

### Two Day Course

A hands-on instructor-led SAP Crystal Reports training course allowing people to upskill from an already good existing knowledge of Crystal Reports to further improve their ability to create more efficient and effective reports. The course allows delegates to return to work with a confidence that they can achieve tasks which require an advanced knowledge of reporting knowledge and techniques. This ability is achieved through learning, discussion and practice while working together with a master-class-level trainer in a professional classroom environment.

### Course Aims

This course is aimed to foster an expert ability in the use and application of Crystal Reports amongst individuals who already possess an initial current comprehension which is built upon an established knowledge of the software. The training therefore covers:

- Using advanced formulae and functions and understanding when this is appropriate
- Enhancing reports using advanced formatting along with improved processing speed
- Report from information held in spreadsheets such as Excel data
- Create drill-down reports, inserting sub reports and managing sections for efficient reporting
- Creating CrossTab reports to summarise data, use charts and maps for visualising data

### Course Content

#### Advanced formulae

- Formula Workshop
- Custom functions
- Advanced functions
- Running totals
- Variables and Arrays
- Dependency Checker

#### Advanced Report Formatting

- Applying a Crystal template
- Creating a template
- Setting default Report Options

#### Reporting on Excel Data

- Creating a report
- Modifying a report
- Updating the report

#### Managing sections

- Adding/modifying sections
- Underlying sections
- Drill-down reports
- Hiding and suppressing sections
- Hiding/Displaying sections conditionally

#### Adding Subreports

- Inserting a subreport
- Linking a subreport in a main report
- Editing a subreport
- Sharing formula between main and subreport
- Creating an on-demand subreport

#### Improving Report Processing Speed

- Creating an SQL Expression
- Selecting records on the Server
- Writing and editing an SQL query
- Building a Report on your SQL query
- Creating SQL commands

#### CrossTab Reports

- Creating a CrossTab
- Creating a specified group order
- Filtering CrossTab by group
- Changing the CrossTab format

#### Creating Charts and Maps

- Creating a chart
- Creating a Top N chart
- Formatting a chart
- Creating a chart template
- Creating and editing a map