

Crystal Reports 11.0 Introduction

Prerequisites: Crystal Reports 10.0 Introduction

Length: One Day

Summary: This course is designed to help information systems professional and business users more proficiently create and modify reports. Students will learn how to build reports suitable for presentation. They will also use basic record-keeping skills.

Course Content

Exploring the Crystal Reports Interface

- Explore the Crystal Reports Interface
- Use the Crystal Reports Help
- Customize the Report Settings

Working with Reports

- Create a Report
- Modify a Report
- Display Specific Report Data
- Work with Report Sections

Using Formulas in Reports

- Create a Formula
- Edit a Formula
- Filter Data Using a Formula
- Work with Advanced Formulas and Functions
- Handle Null Values

Building Parameterized Reports

- Create a Parameter Field
- Use a Range Parameter in a Report
- Create a Prompt

Grouping Report Data

- Group Report Data

- Modify a Group Report
- Group Using Parameters
- Create a Parameterized Top N Report

Enhancing a Report

- Format a Report
- Insert Objects in a Report
- Suppress Report Sections
- Use Report Templates

Creating a Report from Excel Data

- Create a Report Based on Excel Data
- Modify a Report Generated from Excel Data
- Update Data in a Report Based on Excel Data

Distributing Data

- Export Data
 - Creating Mailing Labels
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