



Crystal Reports Designer Level 2

Course CR-02B

2 Days

Instructor-led, Hands on

Introduction

Our Crystal Reports training course uses the latest Crystal version, but if you haven't upgraded yet, all classes and courses feature work from earlier versions of Crystal Reports as well.

This 2-day, instructor-led course is designed for experienced Crystal Report users. The course is designed to enhance your basic report writing skills and move you into creating more complex reports. Time will be spent walking you through the tips and tricks of advanced report writing along with a good amount of hands on practice.

In addition, you will cover professional design, techniques, sub-reporting and advanced formulas. This course incorporates a number of hands-on exercises that reinforce the learning process

At Course Completion

Upon successful completion of this course, students will be able to:

- Create running totals in a report.
- Power formatting with multiple sections
- Use the running totals feature
- Prompt with parameters
- Use advanced formula features
- Use sub reporting as a workaround solution
- Create powerful groups
- Work with cross-tab reports
- Report alerts

Prerequisites

Before taking this course, students should have attended the course, Crystal Reports Designer Level 1, or have equivalent skills and knowledge.

Course Outline

Module 1: Refresher Exercise

- Review of a planning report
- Creating the report
- Placing fields on the report
- Creating the formulas

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- Advanced grouping
- Selecting certain records
- Helpful hints for formatting the report
- Adding and working with text objects
- Hiding and suppressing sections
- Guidelines

Module 2: Power Formatting with Multiple Sections

- Using multiple sections in reports
- Using the section expert to work with sections
- Conditionally formatting multiple sections

Module 3: Using the Running Totals Feature

- Understanding running totals
- Creating running totals for a list of numbers
- Conditional running totals

Module 4: Prompting with Parameters

- Parameter field considerations
- Creating a parameter field
- Using a parameter to select records
- Using a parameter field
- Using the parameter panel
- Creating a dynamic value list for parameter values
- Importing a pick list
- Adding parameter values to text objects
- Allowing multiple values in parameters
- Using multiple parameter fields in reports
- Specifying and limiting a range
- Using parameters in conditional formatting
- Using an Edit Mask to limit string parameters
- Sorting with a parameter
- Using a parameter to set N in a top N report
- Cascading parameters

Module 5: Using Advanced Formula Features

- Understanding How Crystal Reports Processes the Data
- What Is a Pass?
- Using Evaluation Time Functions
- Working with Variables
- Declaring a Variable
- Assigning a Value to a Variable



- Using a Variable in a Formula
- Variable Scope
- Separating Statements in Complex Formulas
- Working with Arrays
- Understanding the Evaluation Time Debugger

Module 6: Using Sub reporting as a Workaround Solutions

- Understanding Sub reports
- Unlinked versus Linked Subreports
- Creating an Unlinked Sub report
- Linking a Subreport
- Database Links versus Subreports in One-to-Many Situations
- Formatting the Subreport
- Passing Data from the Main Report into a Subreport
- Creating On-Demand Subreports
- Creating Hyperlinks
- Using Subreports to Link "Unlinkable" Data

Module 7: Creating Powerful Groups

- Creating Custom Groups
- Customizing Group Sort Order
- Using Group Selection to Filter the Records in the Report
- Grouping on a Formula Field
- Grouping Hierarchically

Module 8: Working with Cross-Tab Reports

- Understanding How Cross-Tabs Affect Your Data
- Creating a Cross-Tab Report
- Creating a Cross- Tab with Multiple Rows or Columns
- Applying a Formatting Style to the Cross-Tab
- Customizing the Cross-Tab Format
- Changing Background Colors
- Formatting Individual Cells
- Changing the Summary Operation
- Suppressing Rows, Columns or Totals
- Repeating Row Heading for Multi-Page Cross-Tabs
- Using Alias Names for Column and Row Headings
- Charting Cross-Tabs
- Customizing Cross-Tab Group Names
- Using the CurrentFieldValue Function



Module 9: Report Alerts

- What are Report Alerts
- Creating Report Alerts
- Basing Report Formulas or Conditional Formatting on Report Alerts
- Creative Usage for Report Alerts