



CRYSTAL REPORTS 2016

INTRODUCTION (2 DAY COURSE)

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Creating A Simple Report

- Starting the Crystal Reports Program
- Starting a New Report
- Choosing a Data Source
- Main Components of the Design Window
- Exploring the Toolbars
- Managing Resources with Explorers
- Placing Fields on the Report
- Selecting & Sizing Objects
- Browsing Field Data
- Moving & Aligning Objects
- Using Guides & Guidelines to Align Objects
- Creating Text Objects
- Saving and Previewing the Report
- Using the Status Bar
- Getting Help

Formatting Features

- Quick Formatting with the Template Expert
- Formatting Objects
- Using the Format Painter
- Inserting Lines, Boxes and Graphics
- Working with the Page Commands
- Working with Text Objects
- Formatting Part or All of an Object
- Inserting Special Fields

Selecting Specific Records

- Filtering Types of the Select Expert
- Database Filtering with the Select Expert
- Selecting Records with Multiple Criteria
- Viewing & Editing the Select Formula
- Case Sensitive vs. Case Insensitive
- Record Selection Formula Templates

Grouping & Sorting Data

- When & Why to Group Records
- Creating a Group
- Group and Sort Direction
- Customize Group Name Field
- Modifying Groups
- Creating Multiple Groups in a Report
- Using the Preview Panel
- Using the Group Tree to Navigate
- Reordering Groups
- Sorting Records within a Group
- Using the Sort Control
- Summarizing Groups
- Grouping Data in Date/Time Intervals
- Calculating Percentages
- Ordering Groups Based on Their Subtotals

Combining Multiple Tables

- Understanding Tables, Records, & Fields
- Learning About Linking
- Adding Multiple Tables to a Report

Creating & Using Formulas

- Understanding Crystal Formula Syntax
- Using the Formula Workshop
- Using the Formula Editor
- Performing Simple Number Calculations
- Manipulating Dates with Formulas
- Creating Boolean (True/False) Formulas
- Creating String Formulas
- Using Bookmarks to Navigate Through Formulas

Conditional Formatting

- Formatting Sections
- Formatting Sections Conditionally
- Conditionally Formatting Fields

Creating Summary Reports & Charts

- Creating a Summary Report
- Applying the Drill Down Feature
- Applying the DrillDownGroupLevel
- Producing & Editing Charts
- Formatting Charts

Exporting Report Results in Other Formats

- Understanding Export Formats & Destinations
- Using the PDF Format for Crystal Reports
- HTML Preview
- Exporting to Windows Applications
- Exporting to a Report Definition Format

Using the Report Wizards

- Create a report using the Standard Report Creation Wizard