



Noble Software Consulting IT Training

CRYSTAL REPORTS 2008 COURSE OVERVIEW

This course will make you familiarize with crystal reports concepts, how to write reports using crystal reports. After this course you should be able to write simple to medium complex reports with out any difficulty. You will also get some familiarity on how to integrate crystal reports with other applications.

CRYSTAL REPORTS COURSE OUTLINE– 30 HRS

Basics:

Terminology and information types

Using the Standard Expert

Working in Preview mode

Saving and printing

Working in design mode:

Understanding the 7 Sections

Making changes using the Report Expert

Using Undo

Customizing the design environment

Guidelines and snap to grid

Managing Objects

Adding and deleting objects

Sizing objects and sections

Working with guidelines

Managing Sections:

Controlling the visibility of Sections

Hiding vs. Suppressing

Summary reports and Drill Down

Page breaks

Reset page numbers

Keep together

Splitting Sections

Sorting and Grouping:

The difference between Sorting and Grouping

Adding, deleting and changing Sorts

Adding, deleting and changing Groups

The Group Name field

How fields behave in headers and footers

TopN Reports:

Uses for TopN

Sorting Groups

Selecting Top and Bottom Groups

Problems with using TopN

Basic Group Charts:

Steps to adding a Chart

The basic settings of a Chart

Changing an existing Chart

Grand Totals, Subtotals and Summaries:

Types of Summary Operations

Steps to add a Summary

Changing a Summary

Problems with Summary fields

Cross-Tab Objects:

Uses of a Cross Tab

Adding a Cross-Tab

Changing a Cross-Tab

Multiple row/column/summary Cross-Tabs

Single dimension Cross-Tabs

Cross-Tab placement

Record Selection:

Using the Select Expert

Components of the rules

Editing the Selection Formula directly

Finding Null Values in your data

Using Group Selection

Problems with Group Selection

Creating links:

Linking overview

Table inflation

Using the Visual Linking Expert

Join Types in ODBC

Adding and removing tables manually

Linking in reports that don't use ODBC

Formulas:

Adding a new formula

Punctuation in formulas

Operators in formulas

Editing a formula

Deleting a formula

Functions in Formulas:

Math Functions: (Round(), Sum(), Count(), Average() Minimum() Maximum())

String Functions: Right(), Val(), ToText()

Date Math and Date Functions: Year(), Month(), Day(), DayOfWeek()
CurrentDate

Date Range Functions: (MonthToDate, YearToDate, etc.)

Null values in formulas: IsNull()

Other Operators:

If-Then-Else logic

Concatenation

Checking for one string within another

Substring

Value is between

Value is one of

Pasting "browsed" data into a formula

Visual Effects and Presentation:

Formatting fields by data type

Adding borders to objects

Formatting multiple fields

Formatting sections

Adding lines and boxes

Adding special fields

Larger text objects:

Overview

Inserting a Text Object

Editing and formatting a Text Object

Adding fields to a Text Object

Worksheet and Outline For Creating a Basic Custom Report

Parameter fields:

Adding a parameter

Common uses of parameters

Selecting all including Nulls

Using a parameter to affect sorting, formatting, and detail level of a report

Range and Multiple Parameters.

Lists of default values

Response Restrictions

Dynamic and cascading parameters (only v11)

Alerts:

Adding an Alert

Viewing Alert records

Modifying an Alert

SubReports:

- Situations that call for SubReports
- Unlinked SubReports
- Linked SubReports
- Editing a SubReport
- Tips for working with SubReports

Running Total Fields:

- Running Grand Totals
- Using the "Reset" setting to create Running Subtotals
- Using the "Evaluate" setting to Sum a value once per group

Variables:

- Variables overview
- The Declaration Statement
- Variable Scopes
- The Assignment Operator
- Setting the Evaluation time
- Variables and Formula punctuation
- Controlling the timing of variable assignment
- Displaying a Variable without incrementing it
- Other uses of variables

Conditional Formatting:

- Check box attributes
- Pull-down list of options attributes
- Number or text string attributes

Specific Order Grouping :

- How to set a Specified Order
- How to create a Multi-Value Group
- Including and excluding "Others"

Advanced Boolean Operators:

- 4 uses for the word IN
- StartsWith
- Like

Advanced Formula Functions

- InStr(), Length(), Val(), ToText(),
- OnFirstRecord, OnLastRecord, InRepeatedGroupHeader

Managing Null Values:

- Null in the data tables
- Formulas that encounter null values
- Nulls in the selection formula

Split Sections:

- Adding a subsection
- Deleting a subsection
- Rearranging subsections
- How to make a section conditional
- Different options for "Keep Together"

Underlay a Section:

- Example uses of Underlay
- How to make it work

Advanced Cross-Tabs:

- Steps to create a Cross-Tab
- Cross-Tab placement
- Making changes to a Cross-Tab
- Advanced Cross-tabs

Advanced Charts and Maps:

- Inserting a Group Chart
- Two-Dimensional Charts
- Using Advanced Graphs
- Using the Analyzer for Advanced Formatting
- Using the Mapping feature

Exporting:

- Spreadsheets such as Excel or Lotus 123
- Word Processing Documents such as Word for Windows
- CSV (Comma separated values), also known as comma delimited or Flat ASCII
- HTML Exports

Using SQL within Crystal Reports:

- Displaying the SQL Statement
- Understanding SQL and ODBC
- Creating a simple DSN
- Adding SQL Expressions for performance

Optional Topics:

All Versions:

- Saving Data with a Report
- Printing Reports Consistently in Different PC Environments
- Other Crystal Resources
- Overview of deployment Options (Client, Server or Web Based)
- Overview of Licenses, Fees and Royalties
- Launching reports from Visual Basic or .NET

For versions 9 through 11:

- Using the Repository in Crystal Reports
- Adding Custom Functions
- Adding SQL Commands

For versions up to and including v8.5:

- Using the Compile Feature
- Using Crystal Dictionary
- Using the SQL Designer