

## Crystal Reports 2008 Level I

### Course Summary

#### Description

Crystal Reports 2008 is the newest addition to the Crystal Reports family. This course guides students through this powerful application to answer business questions quickly and easily. The course uses the time-tested scenario approach to involve the student in a hunt for the best answers to difficult questions. Crystal Reports 2008.0, which is also known as Version 12, is the first full released since SAP purchased the software in 2007.

The course places the student in the role of the administrative assistant to "Mr. Bossy" the bad-tempered CEO of BigDeal, Inc. Starting with the simplest reports, the student will be shown how to respond to the increasingly complex requests by Mr. Bossy, Penny Pincher (the CFO) and Willy Loman (the Sales Manager). At the end of the two-day course, the student will be able to produce reports with subtotals, shading, formulas, charts and complex calculations.

#### Objectives

At the end of this course, students will be able to:

- Create interesting and useful reports using Crystal Reports® Version 12.0. subtotals, formula fields and fields
- Use many of the newest features provided in these versions.
- Edit reports created by others to add or remove features.
- Select the required records including selections based on groups of records and selections based on parameters provided by the end user.
- Learn the best way to accomplish these tasks so that they produce reliable reports quickly.

#### Topics

- Introduction & Basic Concepts
- Getting Started
- The Design Window
- More Formatting & Graphics
- Printing & Exporting
- Designing and New Report
- Summary & Drill-Down Reports
- Independent Activity
- Formulas & Functions
- If-Then-Else Conditions
- Charting

#### Audience

This course is designed for report designers new to Crystal Reports, who are responsible for creating and distributing reports.

#### Prerequisites

Prior experience with Crystal Reports not required. Students should have experience using MS-Excel or a similar spreadsheet program and be comfortable with basic database concepts.

#### Duration

Two days

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### Course Outline

- I. Introduction & Basic Concepts**
  - A. Overview of Manual & Course
  - B. New Features in Crystal 12.0
  - C. Visible Changes in Crystal 12.0
  - D. Key Concepts
  - E. Crystal & Database Terminology
- II. Getting Started**
  - A. Create a Report Using the Crystal Standard
  - B. Report Wizard
  - C. The Preview Window
  - D. Saving Your Report
- III. The Design Window**
  - A. Move Field, Format Currency, Add Special Fields, and Text Object
  - B. Fields, and Text Object
  - C. Design Window
  - D. Crystal Sections
  - E. Moving & Modifying Fields
  - F. Working with Text Objects
  - G. Formatting Numbers
  - H. Special Fields
  - I. Resizing Sections
  - J. Using Guidelines
  - K. Adding a Report Title
  - L. Changing a Group
  - M. Inserting a Field into a Text Object
- IV. More Formatting & Graphics**
  - A. Insert Non-Numeric Summary
  - B. Add Cover Page, Text, and Logo
  - C. Inserting a Logo or Graphic
  - D. Formatting Dates
  - E. Formatting Text
  - F. Adding and Formatting a Box
  - G. Using the Section Expert
- V. Printing & Exporting**
  - A. Printing a Report
  - B. Exporting a Report
  - C. Create Report from Excel Spreadsheet
- VI. Designing a New Report**
  - A. Starting a Blank Report
  - B. Manually Inserting Fields
  - C. Manually Insert Group
  - D. Selecting Records
  - E. Creating Summaries
  - F. White Spaces Between Rows
- VII. Summary & Drill-Down Reports**
  - A. Create a New Report from an Existing Report
  - B. Modifying an Existing Report
  - C. Adding a Database Table
  - D. Database Concepts
  - E. Inserting Another Group
  - F. Change Selection Criteria
  - G. Delete and Add Fields
  - H. Navigating from the Group Tree
  - I. Sorting vs. Grouping
  - J. Creating a Summary Report
  - K. How Summaries & Drill-Downs Work
  - L. Drilling Down on Data
  - M. Show Headers on Drill-Down Tabs
- VIII. Independent Activity**
  - A. Working on Your Own
- IX. Formulas & Functions**
  - A. Create a Formula Field Using Simple Math
  - B. Create a New Report
  - C. Create a Formula Field
  - D. Using a Formula Field in a Report
  - E. Create a Formula Using a Function
  - F. Using the Truncate Function
  - G. Adding Highlights
  - H. Using One Field to Change Another
  - I. Using Alerts
- X. If-Then-Else Conditions**
  - A. Creating Conditional Fields
  - B. Selection Criteria
  - C. Rules for If-Then-Else-Statements
  - D. Changing Groups
  - E. Nested If-Statements
  - F. Add Formula to Report Suppressing a Field
  - G. Adding Objects to Crystal Repository
  - H. Conditional Formatting of Fields
  - I. Conditionally Formatting Sections
- XI. Charting**
  - A. Adding a Chart
  - B. Drilling-Down from a Chart
  - C. Adding Charts to Groups