

CRYSTAL REPORTS LEVEL 1

LESSON 1 - OVERVIEW

- Crystal Reports Capabilities
- ODBC and OLE Data Sources
- The Start Page
- Crystal Reports Toolbars
- Changing Program Options

LESSON 2 - CREATING A BASIC REPORT

- Creating a Blank Report
- Using the Database Expert
- Linking Tables and Join Type
- Previewing a Report
- Saving Data With Report
- Moving, Sizing and Aligning Fields
- Inserting Text Objects and Special Fields

LESSON 3 - FORMATTING

- Formatting Fields
- Adding Lines, Boxes and Pictures
- Using the Report Explorer
- Using Templates

LESSON 4 - SORTING AND SELECTING

- Sort Expert and Select Expert
- Using an OR condition
- Showing the SQL Query
- Filtering for Null Values

LESSON 5 - GROUPING AND SUMMARIZING

- Insert a group
- Change and delete a group
- Applying an additional group
- Specified Grouping Order
- Insert a Summary Field
- Filtering on a Summary
- Grand Totals vs. Running Total
- Standard Report Wizard

LESSON 6 - BASIC FORMULAS

- Create a formula
- Basic Syntax
- String and Date Functions
- Conditional Formulas
- Working With Nulls
- Converting Data Types
- Conditional Formatting Formulas

LESSON 7 - SECTION FORMATTING

- Section Expert
- Inserting and Deleting Sections
- Creating Drill-Down Reports

LESSON 8 - CROSS-TABS

- Create a Cross-Tab
- Using the Cross-Tab Expert
- Cross-Tab Formulas

LESSON 9 - CHARTS

- Creating a Chart
- Basing a Chart on a Group
- Creating an Advanced Chart
- Basing a Chart on a Cross-Tab
- Changing the Chart Type

LESSON 10 - DISTRIBUTING REPORTS

- Overview of Distributing Reports
- Exporting Reports
- Publishing to Business Objects Enterprise
- Crystal Reports Dot Com
- Crystal Reports Viewers
- Export a report definition
- Scheduling and Bursting Reports

LESSON 11 - GETTING HELP

- Internet Forums
- Accessing Built in Help