

CRYSTAL REPORTS ACCELERATED

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 - USING VARIABLES IN FORMULAS

- What is a Variable?
- Variable Data types
- Declaring Variables
- Discreet, Array, Range and Range Array Variables
- Variable Scope
- Referencing Variables
- Formula Restrictions

LESSON 8 - SECTION FORMATTING

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

LESSON 9 - CROSS-TABS

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

LESSON 10 - 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

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LESSON 11 - EVALUATION TIME PROCESS

- Multiple Pass Processing
- Evaluation Time Functions
- Creating your own totals While Printing Records
- Print Time Functions

LESSON 12 - RUNNING TOTALS

- Creating a Running Total
- Conditional Running Totals
- Resetting Running Totals

LESSON 13 - SUBREPORTS

- Why use Subreports?
- Unlinked Subreports
- Linked Subreports
- On Demand Subreports
- Shared Variables

LESSON 14 - USING SQL COMMANDS

- What is SQL?
- SQL SELECT clauses
- Basing a report on an SQL Command
- UNION Joins
- GROUP BY and HAVING Clauses
- Top N Keywords

LESSON 15 - ADVANCED FORMULA TECHNIQUES

- Select Case
- Loops
- Dynamic Arrays
- Custom Functions

LESSON 16 - CONDITIONAL FORMATTING

- Conditional Formatting
- Highlighting Expert
- Conditional Formatting Formulas
- Identifying Odd or Even Records
- Conditional Suppression

LESSON 17 - PARAMETERS

- Creating a Parameter
- Creating Range and Array Parameters
- Changing Parameter values
- Changing Parameters in the Preview Pane
- Dynamic Versus Static Parameters
- Dynamic Cascading Parameters
- Using Parameters for Selection
- Grouping and Sorting on a Parameter
- Using Parameters to Suppress Sections
- Displaying the Results of a Parameter

LESSON 18 - 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 19 - GETTING HELP

- Internet Forums
- Accessing Built in Help

LESSON 20 - ADDITIONAL TECHNIQUES

- Dynamic Graphic Locations
- Creating an Interval Report
- Report Alerts
- Controlling the Display of Column Heading in a Drill Down Report