



This is a two-day interactive workshop designed for new users of Crystal Reports.

Crystal Reports 2013 Designer 1 Training Syllabus

Creating a Report

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

Formatting Features

- Quick Formatting with the Template Expert
- Using the Format Painter
- Formatting Objects
- Inserting Lines and Boxes
- Inserting Graphics
- Working with the Page Commands
- Changing Page Orientation and Margins
- Working with Text Objects
- Adding Fields into a Text Object
- Formatting Part or All of an Object

Database Filters

- Inserting Special Fields
- Filtering Data with the Select Expert
- Selecting Records with Multiple Criteria
- Viewing and Editing the Select Formula
- Case Sensitive vs. Case Insensitive
- Record Selection

Report Grouping

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

Multiple Table Joins

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

Creating Formulas

- Understanding Crystal Formula Syntax without Being a Programmer
- Using the Formula Workshop and Formula Editor
- Performing Simple Number Calculations
- Manipulating Dates with Formulas
- Creating Boolean (True/False) Formulas
- Creating String Formulas
- Using Bookmarks to Navigate Through Formulas
- Using Nested If Statements

Conditional Formatting

- Formatting Sections and Formatting Sections Conditionally
- Conditionally
- Formatting Fields

Summary Reports and Charts

- Creating a Summary Report
- Applying the DrillDown Feature and DrillDownGroupLevel
- Producing, Editing and Formatting Charts
- Using the Chart Options
- Modifying Individual Objects in the Chart
- Applying Chart Templates

Exporting Reports

- Understanding Export Formats and Destinations
- Using a PDF Format for Crystal Reports
- Exporting to Windows Applications
- Exporting to a Report

Report Wizards

- What are the Report Wizards?
- Create a Report Using the Standard Report Creation Wizard
- The Data Dialog Box
- The Fields Dialog Box
- The Grouping Dialog Box
- The Summaries Dialog Box
- The Group Sorting Dialog Box
- The Chart Dialog Box
- The Record Selection Dialog Box
- The Template Dialog Box