



*This is a two-day interactive workshop designed to enhance your basic report writing skills and move you into creating more complex reports.*

## **Crystal Reports 2013 Designer 2 Training Syllabus**

### **Power Formatting with Multiple Sections**

- Using Multiple Sections in Reports
- Using the Section Expert to Work with Sections
- Conditionally Formatting
- Conditionally
- Formatting Using DrillDownGroupLevel

### **Using the Running Totals Feature**

- Understanding and Creating Running Totals
- Conditional Running Totals

### **Prompting with Parameters**

- Parameter Field Considerations Creating a Parameter Field
- Using a Parameter to Select Records
- Using a Parameter Field
- Using the Parameter Panel
- Creating a Dynamic Value List for Parameter Values
- Importing a Pick List
- Adding Parameter Values to Text Objects
- Allowing Multiple Values in Parameters
- Using Multiple Parameter Fields in Reports
- Specifying and Limiting a Range
- Using Parameters in Conditional Formatting
- Using an Edit Mask to Limit String Parameters
- Sorting with a Parameter
- Using a parameter to set N in a Top N Report
- Cascading Parameters

### **Using Advanced Formula Features**

- Understanding How Crystal Reports
- Processes the Data
- What Is a Pass?
- Using Evaluation Time Functions
- Working with Variables
- Declaring a Variable
- Assigning a Value to a Variable
- Using a Variable in a Formula
- Variable Scope
- Separating Statements in Complex Formulas
- Working with Arrays
- Understanding the Evaluation Time Debugger

## **Crystal Reports 2013 Designer 2**

### **Using Sub reporting as a Workaround Solution**

- Understanding Sub reports
- Unlinked versus Linked Subreports
- Creating an Unlinked Sub report
- Linking a Subreport
- Database Links versus Subreports in One-to-Many Situations
- Formatting the Subreport
- Passing Data from the Main Report into a Subreport
- Creating On-Demand Subreports
- Creating Hyperlinks
- Using Subreports to Link "Unlinkable" Data

### **Creating Powerful Groups**

- Creating Custom Groups
- Customizing Group Sort Order
- Using Group Selection to Filter the Records in the Report
- Grouping on a Formula Field
- Grouping Hierarchically

### **Working with Cros-Tab Reports**

- Using a Formula Working with Cross-Tab Reports
- Understanding How Cross-Tabs Affect Your Data
- Creating a Cross-Tab Report
- Creating a CrossTab with Multiple Rows or Columns
- Applying a Formatting Style to the Cross-Tab
- Customizing the Cross-Tab Format
- Changing Background Colors
- Formatting Individual Cells
- Changing the Summary Operation
- Suppressing Rows, Columns or Totals
- Repeating Row Heading for MultiPage Cross-Tabs
- Using Alias Names for Column and Row Headings
- Charting Cross-Tabs
- Customizing CrossTab Group Names
- Using the CurrentFieldValueFunction

### **Report Alerts**

- What are Report Alerts
- Creating Report Alerts
- Basing Report Formulas or Conditional Formatting on Report Alerts
- Creative Usage for Report Alerts