COURSE SUMMARY

This 1-day Intermediate course is designed to teach intermediate levels of report design such as:

- using multiple tables and learning how to link data,
- writing basic and intermediate formulas,
- using parameters that prompt the user to filter data (e.g. Date Ranges),
- exporting results to various formats

The student will develop **6** Reports using these techniques along with other course topics listed below.

COURSE PREREQUISTIES

- Student must be familiar with Crystal Report basic design techniques such as sorting records using the Record Sort Expert, filtering records using the Select Expert and Grouping reports using the Group expert

COURSE TOPICS

Combining Multiple Tables

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

Filter Records (Select Expert)

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

Grouping and Sorting Data

- *When and Why to Group Records*
- *Creating a Group*
- *Group and Sort Direction*
- *Modifying Groups*
- *Using the Group Tree to Navigate the Report*
- *Summarizing Groups*

Creating and Using Intermediate Formulas

- *Performing Simple Number Calculations*
- *Using Functions to change formatting*
- *How to concatenate multiple data fields*
- *How to perform line-feeds in formulas to cause stacking data in columns*
- *Creating String Formulas*

Conditional Formatting

- *Formatting Sections Conditionally*
- *Conditionally Formatting Fields*
- *Challenge Exercise - Section Formatting and Conditional Formatting*

Parameters

- *Understanding Crystal static and dynamic parameters*
- *Learn how to automate from and through date ranges by using parameters*
- *Learn how to use parameters to show real time data*
- *Learn how to write conditional formulas using parameters.*

Exporting Report Results

- *Understanding Export Formats and Destinations*
- *Export your report in a particular format such as PDF, Excel, Word, etc.*