

## **Class Summary**

This 1-day course is designed to teach the Crystal Report developer intermediate techniques needed to develop, maintain and automate reports. The student will learn key functions needed to manipulate data, techniques to automate reports using parameters and write conditional formats.

## **Pre-Requisites**

- Student must be familiar with 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, or
- Taken our 1-Day Beginner class

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### ▶ 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*
- *Challenge Exercise - Creating String Formulas*

### ▶ Conditional Formatting

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

### ▶ Advanced Parameters

- *Learn how to write conditional formulas using parameters.*
- *Develop one report with multiple record sort orders.*
- *Develop one report with multiple Group orders.*
- *Develop one report with multiple Filtering orders.*
- *Control Record Selection*
- *Cascading Parameters*
- *Hands on Exercises showing all the advance parameters*

### ▶ Crystal Report Viewers

- *See how parameters interact via Software applications or stand-alone Crystal Report viewers.*
- *See how scheduling can run your Crystal Reports automatically*
  - *Schedule your report to E-mail or save to a folder*
  - *Export your report in a particular format such as PDF, Excel, Word, etc.*