

Class Summary

This 2 day course is designed to teach the Crystal Report designer more intermediate to advance techniques needed to develop more complex reports.

Hands on exercises are used to teach all the techniques needed to develop more complex reports.

Pre-Requisites

Worked with Crystal Reports for at least 1+ months. Familiar with basic design techniques.

▶ Advanced Parameters

- *Control Sort Order with Groups*
- *Control Record Selection*
- *Cascading Parameters*
- *Hands on Exercises showing all the advance parameters*

▶ Advanced Grouping

- *Customized Group Name*
- *Group in a Specified Order*
- *Group in a Specified Order defining your own Group Name*
- *Hierarchical Grouping Techniques*
- *Drill Down Grouping Techniques*
- *Drill Down Conditional Formatting Techniques*
- *Summary Reports with Drill Down*
- *New Group on a new page*
- *Reset Page numbers on new Groups*
- *Hands on Exercises showing all the advance Grouping techniques*

▶ Section Expert

- *Use Multiple Sections in Reports*
- *Use the Section Expert to Work with Sections*
- *Conditionally Formatting Multiple Sections*
- *Creating a multiple Column Report*
- *Hands on Exercises*

▶ Running Totals

- *Understanding Running Totals*
- *Creating Cumulative Running Totals*
- *Formula Based Running Totals*
- *Hands on Exercises*

▶ Advanced Formula Features

- *Pass Logic*
- *Evaluation Time Functions*
- *Work with Variables*
- *Declaring Variables*
- *Assign values to a Variable*
- *Using variables in Formulas*
- *Understand Variable Scopes*
- *Working with Arrays*

▶ Sub Reports

- *Why use Sub reports?*
- *Unlinked Sub reports*
- *Linked Sub reports*
- *On-Demand Sub reports*
- *Hands on Exercises*

▶ Cross-Tab Reports

- *Cross-Tabs Overview*
- *Create a Cross-Tab Report*
- *Create a Cross-Tab with Multiple Rows or Columns*
- *Formatting Style to the Cross-Tab*
- *Customizing the Cross-Tab Format*
- *Suppressing Empty Row/Columns*
- *Repeating Row Headings for Multiple Pages*
- *Using Alias Names for Row/Columns*
- *Conditional Formatting for Row/Columns using Alias Names*
- *Group Sort Experts*
- *Hands on Exercises*

▶ Custom Functions

- *Why use Custom Functions?*
- *Creating a Custom Function*
- *Saving to Repository*

- ▶ Setting Database Locations
 - *How to change the location of your database when it changes*

- ▶ Crystal Reports SQL commands
 - *Working with SQL Expressions*
 - *Learning how to use manual written SQL statements*
 - *Editing/Viewing the SQL*
 - *Using a Parameter with the SQL Command*

- ▶ Creating Labels using Crystal Reports
 - *Learning how to use Crystal Report Labels*
 - *Hands on Exercises*

- ▶ Creating Form Letters using Crystal Reports
 - *Learning how to create and use Crystal Report Forms Letter*
 - *Hands on Exercises*

- ▶ Crystal Reports SQL Expressions
 - *Working with SQL Expressions*

- ▶ Crystal Reports - Commonly Used Formulas
 - *Working with a variety of Date formats*
 - *Number of days between two dates*
 - *Putting multiple parameters into a string*