

## **Class Summary**

This one-day class focuses on teaching the basic concepts of Charting/Mapping so that you can quickly begin creating or adding charts/maps to your existing Crystal Reports.

## **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 and writing simple formulas, or
  - Taken at least one of our 1-Day, 2-Day or 3-Day Crystal Report classes
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### ▶ Charting Basics

- *Creating a simple bar and pie chart*
- *Sizing Charts*
- *Use Group Sort Expert to limit meaningful data*
- *Use the Group in specified order feature to control chart orders*

### ▶ Chart Expert

- *Choosing chart type*
- *Using Grouped or Advance options*
- *Adjusting Axes properties*
- *Changing Chart colors*
- *Changing Data Points*
- *Legend Placements*
- *Conditional Color Highlighting*
- *Changing Text and fonts*

### ▶ Chart Options

- *Adjusting Appearances and using depth*
- *Changing Chart Text*
- *Showing Data Labels and setting different locations and values*
- *Setting Legend Box Styles*
- *Setting Group/Data Axis*

### ▶ Chart Sorting

- *Learn techniques to Sort data in a chart*

### ▶ Chart Exercise Overview

- *Learn techniques to drill down on a chart*
- *Write conditional formats*
- *Using formulas to show chart values*
- *Using summary features to show chart values*
- *Use Advanced layout techniques to build charts without any data on the report*
- *Learn how to show chart on separate page and detail that follows*

### ▶ Mapping Basic

- *Creating a simple range map*
- *Sizing Maps*
- *Map Navigation*
- *Map Adjustments*
- *Resolve Map Mismatches*

### ▶ Map Expert

- *Choosing map type*
- *Using Grouped or Advance options*
- *Legend Placements*

### ▶ Map Sorting

- *Learn techniques to Sort data in a map*

### ▶ Map Exercise Overview

- *Learn techniques to drill down on a map*
- *Write conditional formats*
- *Learn how to show maps on separate page and detail that follows*