



Crystal Reports® 2008: Level 1

Course Objective: You will connect to a database to extract data and present it as a report.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Explore the Crystal Reports interface.
- Create a basic report and modify it.
- Use formulas for filtering data.
- Build a parameterized report.
- Group report data.
- Enhance a report.
- Create a report using data sourced from an Excel database.
- Distribute data.

Course Content

Lesson 1: Exploring the Crystal Reports 2008 Interface

Topic 1A: Explore the Crystal Reports Interface

Topic 1B: Use the Crystal Reports Help

Topic 1C: Customize the Report Settings

Lesson 2: Working with Reports

Topic 2A: Create a Report

Topic 2B: Modify a Report

Topic 2C: Display Specific Report Data

Topic 2D: Work with Report Sections

Lesson 3: Using Formulas in Reports

Topic 3A: Create a Formula

Topic 3B: Edit a Formula

Topic 3C: Filter Data Using a Formula

Topic 3D: Work with Advanced Formulas and Functions

Topic 3E: Handle Null Values

Lesson 4: Building Parameterized Reports

Topic 4A: Create a Parameter Field

Topic 4B: Use a Range Parameter in a Report

Topic 4C: Create a Prompt

Lesson 5: Grouping Report Data

Topic 5A: Group Report Data

Topic 5B: Modify a Group Report

Topic 5C: Group Using Parameters

Topic 5D: Create a Parameterized Top N Report

Lesson 6: Enhancing a Report

Topic 6A: Format a Report

Topic 6B: Insert Objects in a Report

Topic 6C: Suppress Report Sections

Topic 6D: Use Report Templates

Lesson 7: Creating a Report from Excel Data

Topic 7A: Create a Report Based on Excel Data

Topic 7B: Modify a Report Generated from Excel Data

Topic 7C: Update Data in a Report Based on Excel Data

Lesson 8: Distributing Data

Topic 8A: Export Data

Topic 8B: Creating Mailing Labels

Appendix A: Setting Up and Configuring Data Sources**Appendix B: Using Report Processing Techniques****Appendix C: Using Functions in Formulas**