

Crystal Reports Essentials

Learn via: **Classroom/Virtual**

Duration: **2 Days**

Overview

This course is designed for people who need output from a database. In some cases, database programs have limited reporting tools, and/or such tools may not be accessible. Organisations use reporting tools to access data sources and generate customised reports. SAP Crystal Reports enhances report building and report processing techniques with a wealth of features that add value to your presentation. In this course, you will create a basic report by connecting to a database and modifying its presentation.

Delegates may or may not have programming and/or SQL experience.

Please note: This course is suitable for users of the following versions of Crystal Reports: v11, 2008, 2011, 2013 and 2016.

Prerequisites

- Use a mouse
- Type and use a keyboard
- Navigate through Windows, organise folders and files
- Work with Windows - Minimise, Maximise, Open, Close
- A basic understanding of database principles, including: relationships between tables; joins and primary keys; experience of using data manipulation software, such as Microsoft Access or Microsoft Excel
- Prior knowledge of SQL is desirable, but not essential

What You Will Learn

- Explore the Crystal Reports interface
- Create a basic report and modify it
- Use formulas to calculate and filter data
- Build a parameterised report
- Group report data
- Enhance a report
- Create a report using data sourced from an Excel database
- Distribute data

Outline

Lesson 1: Exploring the SAP Crystal Reports Interface

- Topic 1A: Explore Crystal Reports
- Topic 1B: Use Crystal Reports Help
- Topic 1C: Customise 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 Parameterised 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 by Using Parameters
- Topic 5D: Create a Parameterised 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: Create Mailing Labels