Crystal Reports 2011: Level 1

Crystal Reports is a very powerful report writing tool used to extract, summarize and organize very large amounts of data stored in a server environment. This is a two day course.

Course Content : DAY I

Lesson 1: Exploring the SAP Crystal Reports 2011 Interface

**Topic A:** Explore Crystal Reports

**Topic B:** Use Crystal Reports Help

**Topic C:** Customize the Report Settings

Lesson 2: Working with Reports

**Topic A:** Create a Report

**Topic B:** Modify a Report

**Topic C:** Display Specific Report Data

**Topic D:** Work with Report Sections

Lesson 3: Using Formulas in Reports

**Topic A:** Create a Formula

**Topic B:** Edit a Formula

**Topic C:** Filter Data Using a Formula

**Topic D:** Work with Advanced Formulas and Functions

**Topic E:** Handle Null Values

Lesson 4: Building Parameterized Reports

**Topic A:** Create a Parameter Field

**Topic B:** Use a Range Parameter in a Report

**Topic C:** Create a Prompt

Course Content : DAY II

Lesson 5: Grouping Report Data

**Topic A:** Group Report Data

**Topic B:** Modify a Group Report

**Topic C:** Group Using Parameters

**Topic D:** Create a Parameterized Top N Report

Lesson 6: Enhancing a Report

**Topic A:** Format a Report

**Topic B:** Insert Objects in a Report

**Topic C:** Suppress Report Sections

**Topic D:** Use Report Templates

Lesson 7: Creating a Report from Excel Data

**Topic A:** Create a Report Based on Excel Data

**Topic B:** Modify a Report Generated from Excel Data

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

Lesson 8: Distributing Data

**Topic 8A:** Export Data

**Topic 8B:** Create Mailing Labels