



Premier Systems & Training, Inc.

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Crystal Reports XI: Level 1

Course Specifications

Course number: 085517

Software: Crystal Reports?

Course length: 2.0 day(s)

Course Description

Crystal Reports XI: Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports XI series. In this course, you will build basic list and group reports that work with almost any database.

Course Objective: You will build basic list and group reports that work with almost any database.

Target Student: This course is designed for a person who needs output from a database. In some cases, database programs have limited reporting tools, and/or they may not have access to those tools. Students may or may not have programming and/or SQL experience.

Prerequisites: Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, students should have taken Microsoft Office Access 2003: Level 1 or have equivalent experience with basic database concepts.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- A Pentium II or faster processor.
- 350 MB of hard-disk space (600 MB recommended).
- 128 MB of RAM (256 MB RAM recommended).
- Access to one of the following: a local CD-ROM drive, a local DVD drive, or access to a networked CD-ROM drive.

Platform Requirements

- Microsoft Windows XP, 2000 SP4, or above.

Software Requirements

- Microsoft Windows XP, 2000 SP4, or above.
- A custom installation of Crystal Reports XI.
- A default installation of Access 2003.
- A default installation of the free Adobe® Reader® 7.0 application.
- A default installation of Excel 2003.



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- A default installation of Word 2003 or newer if you plan to complete the activity.
- A valid email address if you plan to complete the lab activity.

Performance-Based Objectives

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

- create a report by using data from an existing database.
- use a report to present specific data in the desired order.
- create groups to summarize report data.
- build formulas to calculate and display data.
- format reports.
- add and modify elements in a report.
- create single data series charts.
- distribute report data.

Course Content

Lesson 1: Creating a Report

Topic 1A: Set Default Report Settings
Topic 1B: Specify Fields for a New Report
Topic 1C: Preview a Report
Topic 1D: Modify Field Display
Topic 1E: Add a Report Title
Topic 1F: Position Fields
Topic 1G: Add Fields from Other Tables

Lesson 2: Displaying Specific Report Data

Topic 2A: Find Data
Topic 2B: Sort Data
Topic 2C: Filter Data by a Single Criterion

Lesson 3: Grouping Report Data

Topic 3A: Insert a Group
Topic 3B: Add Summaries
Topic 3C: Format Summary Information
Topic 3D: Change Group Options
Topic 3E: Add a Second-Level Grouping
Topic 3F: Filter Records by Group
Topic 3G: Create a Top N Sort Group

Lesson 4: Building Formulas

Topic 4A: Create a Formula
Topic 4B: Edit a Formula
Topic 4C: Combine Fields by Formula
Topic 4D: Delete a Formula
Topic 4E: Filter Data by Multiple Criteria
Topic 4F: Modify a Filter Using an OR Operator
Topic 4G: Create a Parameter Field
Topic 4H: Account for Null Fields in a Formula



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Lesson 5: Formatting Reports

- Topic 5A: Remove White Space
- Topic 5B: Insert Page Header/Footer Data
- Topic 5C: Add Borders, Boxes, and Lines
- Topic 5D: Change Field Background Color
- Topic 5E: Change the Margins

Lesson 6: Enhancing Reports

- Topic 6A: Add a Watermark
- Topic 6B: Insert Objects Using Object Linking and Embedding
- Topic 6C: Modify Formatting Based on Data Value
- Topic 6D: Suppress Report Sections
- Topic 6E: Insert Hyperlinks
- Topic 6F: Hide Blank Report Sections

Lesson 7: Creating Pie Charts

- Topic 7A: Create a Pie Chart with a Drill-Down
- Topic 7B: Modify Chart Text
- Topic 7C: Format a Chart
- Topic 7D: Present a Chart by Group

Lesson 8: Distributing Data

- Topic 8A: Export to a PDF File
- Topic 8B: Export to a Microsoft Excel File
- Topic 8C: Export to an Access Database File
- Topic 8D: Export a Report Definition
- Topic 8E: Create Mailing Labels