



*Premier Systems & Training, Inc.*

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## Crystal Reports XI: Level 2

### Course Specifications

Course number: 085518

Software: Crystal Reports

Course length: 2.0 day(s)

### Course Description

Now that you have completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal Reports' tools. In this course, you'll not only learn how to create more sophisticated reports including subreports and cross-tabs, but you'll also learn how to increase the speed and efficiency of your reports by using SQL queries.

**Course Objective:** You will create complex reports using Crystal Reports' tools.

**Target Student:** This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools to make it easier for other people to create reports. They may or may not have programming and/or SQL experience.

**Prerequisites:** Crystal Reports XI: Level 1, and knowledge of programming and/or SQL would be helpful.

**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 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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## **Performance-Based Objectives**

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

- create running totals in a report.
- build cross-tabs in your report.
- add subreports to a report.
- design a report that uses a drill-down.
- improve processing speed in your reports.
- chart single and multiple data series.
- report from Excel data.
- implement report prompts.
- enhance report functionality.

## **Course Content**

### **Lesson 1: Creating Running Totals**

- Topic 1A: Create a Running Total Field
- Topic 1B: Modify a Running Total Field
- Topic 1C: Create a Manual Running Total on Detail Data
- Topic 1D: Create a Manual Running Total on Summary Data

### **Lesson 2: Building Cross-tabs in Your Report**

- Topic 2A: Create a Cross-tab
- Topic 2B: Create a Specified Group Order
- Topic 2C: Filter a Cross-tab by Group
- Topic 2D: Change the Cross-tab Format
- Topic 2E: Conditionally Format Rows and Columns
- Topic 2F: Keep Groups Together

### **Lesson 3: Adding Subreports**

- Topic 3A: Insert a Subreport
- Topic 3B: Link a Subreport to a Primary Report
- Topic 3C: Edit a Subreport's Structure
- Topic 3D: Format a Subreport Using the Format Editor
- Topic 3E: Share Variables Between Subreports and Primary Reports
- Topic 3F: Create an On-demand Subreport

### **Lesson 4: Creating Drill-downs**

- Topic 4A: Create a Drill-down
- Topic 4B: Create Separate Headings for Drill-down Data

### **Lesson 5: Enhancing Report Processing by Writing SQL Statements**

- Topic 5A: Create a Report Using SQL Queries
- Topic 5B: Summarize Report Data Using SQL Aggregate Functions
- Topic 5C: Create Joins Using SQL
- Topic 5D: Create Subqueries
- Topic 5E: Create a SQL Expression Field

### **Lesson 6: Charting Data**



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Topic 6A: Create a Bar Chart

Topic 6B: Modify a Chart

Topic 6C: Format a Chart

Topic 6D: Create a Chart Template

Topic 6E: Create a Top N Chart

Topic 6F: Create a Cross-tab Chart

### **Lesson 7: Reporting on Excel Data with Crystal Reports**

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: Working with Prompts**

Topic 8A: Create a Static Prompt

Topic 8B: Create a Dynamic Prompt

### **Lesson 9: Enhancing Report Functionality**

Topic 9A: Group Data Hierarchically

Topic 9B: Create a Dynamic Image

Topic 9C: Create a Report Alert

Topic 9D: Create a Geographic Map

### **Appendix A: Understanding BusinessObjects Enterprise**

### **Appendix B: Understanding Report Templates and the Section Expert**

### **Appendix C: Report Data Manipulation Techniques**