

Crystal Reports Advanced – 2 day



Course Objectives

Students will learn how to create advanced formulas and functions, format reports based on calculation results, use multiple sections, insert subreports, use data management features and advanced data access techniques.

Prerequisites

Students should have attended the *Crystal Reports Introduction-Intermediate* course, and should preferably have some hands-on experience using Crystal Reports in a working environment.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Selecting Data

- Using parameter fields
- Using wildcards
- Edit masks
- Defining report elements
- Pick lists
- Data ranges
- Dynamic prompts
- Cascading parameters

Advanced Formulas

- Creating a running total
- Modifying running totals
- Declaring variables
- Using variables in a formula
- Arrays
- Range variables

Advanced Functions

- Using multiple functions in formulas
- Evaluation Time functions
- Constructs – For and While

Charts and Maps

- Working with charts
- Modifying charts
- Funnel charts
- Creating maps
- Customising maps

Formatting Complex Reports

- The Section Expert
- Modifying and adding new sections
- The Underlay feature
- Merging and deleting sections
- Advanced conditional formatting
- If-Then-Else formulas
- Suppressing report elements conditionally
- Parameter fields in conditional formatting
- Conditional formatting for grouped data
- Creating hyperlinks
- OLE objects

Alerts and Subreports

- Creating report alerts
- Modifying and deleting report alerts
- Creating an unlinked subreport
- Creating a linked subreport
- On-demand subreports
- Creating captions for on-demand subreports

Data Management Features

- The Business Objects Enterprise Repository
- Adding an item
- Modifying an item in the repository
- Adding projects to the Workbench
- Creating a new project in the Workbench

Advanced Data Access Techniques

- Introducing and using ODBC data sources
- Making ODBC data source settings
- Using ODBC source to create reports
- Creating a report using ODBC and Access
- SQL and the Database Expert
- SQL syntax
- Creating a command while creating a report
- Editing a command
- Adding commands to the repository
- Using queries