

# Crystal Reports XI: Level 1

## 2 day course

### Overview

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

### Prerequisites

Before taking this course, students should be familiar with the basic functions of their computer's operating system such as creating folders, opening programs, and working with windows. Students should have basic Windows application skills, such as copying and pasting objects, formatting text, saving files, etc. Students should have a basic understanding of database concepts.

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## Course Content:

### Creating a Report

- Set Default Report Settings
- Specify Fields for a New Report
- Preview a Report
- Modify Field Display
- Add a Report Title
- Position Fields
- Add Fields from Other Tables

### Displaying Specific Report Data

- Find Data
- Sort Data
- Filter Data by a Single Criterion

### Grouping Report Data

- Insert a Group
- Add Summaries
- Format Summary Information
- Change Group Options
- Add a Second-Level Grouping
- Filter Records by Group
- Create a Top N Sort Group

### Building Formulas

- Create a Formula
- Edit a Formula
- Combine Fields by Formula
- Delete a Formula
- Filter Data by Multiple Criteria
- Modify a Filter Using an OR Operator
- Create a Parameter Field
- Account for Null Fields in a Formula

### Formatting Reports

- Remove White Space
- Insert Page Header/Footer Data
- Add Borders, Boxes, and Lines

- Change Field Background Color
- Change the Margins

**Enhancing Reports**

- Add a Watermark
- Insert Objects Using Object Linking and Embedding
- Modify Formatting Based on Data Value
- Suppress Report Sections
- Insert Hyperlinks
- Hide Blank Report Sections

**Creating Pie Charts**

- Create a Pie Chart with a Drill-Down
- Modify Chart Text
- Format a Chart
- Present a Chart by Group

**Distributing Data**

- Export to a PDF File
  - Export to a Microsoft Excel File
  - Export to an Access Database File
  - Export a Report Definition
  - Create Mailing Labels
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