



Cleary  
Training  
Associates



Customised IT Training & Development

## Course Outline | Crystal Reports Level 1

**Duration:** 2 Day

**Objectives:** Students will learn the basic skills necessary to begin using Crystal Reports. They will build basic list and group reports that work with almost any database.

**Prerequisites:** A basic understanding of using PC's, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course and also a basic understanding of database concepts.

### Creating a Report

- Set Default Report Settings
- Specify Fields for a New Report
- Preview the Report
- Field Displays
- Report Title
- Position Fields

### Display Specific Report Data

- Find Data
- Sort Data
- Filter Data by Single Criteria

### Grouping Report Data

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

### Building Formulas

- Write a Formula
- Edit a Formula
- Group by Formula
- Delete a Formula
- Build Filter by Multiple Criteria
- Create Parameter Fields

### Formatting Reports

- Remove White Space
- Insert Page Header and Footers
- Add Borders and Lines
- Change the Background Colour
- Change Margins

### Enhancing Reports

- Create a Watermark
- Insert Objects
- Format Based on Data Value
- Insert Hyperlinks
- Hide Blank Report Sections

### Creating and Modifying Pie Charts

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

### Distributing Data

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