



Cleary  
Training  
Associates



Customised IT Training & Development

## Course Outline | Crystal Reports Level 2

**Duration:** 2 Day

**Objectives:** Students will learn the advanced skills necessary for using Crystal Reports. They will learn how to create subreports, cross-tabs, advanced formulas and charts based on more than one data series.

**Prerequisites:** Crystal Reports Level 1 and knowledge of programming and/or SQL would be an advantage.

### Creating Running Totals

- Create a Running Total Field
- Modify a Running Total Field
- Create Manual Running Total on Detail Data
- Create Manual Running Total on Summary Data

### Building Cross-tabs in Your Report

- Create a Cross Tab
- Create a Specified Group Order
- Filter a Cross Tab by Group
- Change the Cross Tab Format
- Keep Groups Together

### Adding Subreport

- Insert a Subreport
- Link a Subreport
- Edit a Subreport
- Format a Subreport
- Create an On Demand Subreport

### Creating Drill Downs

- Create a Drill Down
- Create a separate Heading for Drill Down Data

### Enhancing Reports Using SQL

- Create a Report Using SQL Queries
- Summaries Report Data Using SQL Aggregate Functions
- Create Joins Using SQL
- Create Sub queries
- Create an SQL Expression Field

### Charting Data

- Create a Bar Chart
- Modify a Chart
- Create a Top N Chart
- Format a Chart
- Create a Chart Template

### Reporting on Excel Data

- Create a Report Based on Excel Data
- Modify a Report
- Update Data in a Report Based on Excel Data