Crystal Reports® 2016: Part 1

Course Specifications

Course Number:

095202

Course Length:

2 days

Course Description

Overview:

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2016 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, you will create a basic report by connecting to a database and modifying the report's presentation.

Information is critical to making sound business decisions. Data presented without any formatting or structure holds little or no meaning for interpretation. Crystal Reports 2016 helps you build advanced reports with ease, presenting complex information in an understandable way.

Course Objectives:

In this course, you will connect to a database to extract data and present it as a report.

You will:
- Identify the elements of the Crystal Reports interface.
- Create and modify a basic report.
- Use formulas to calculate and filter data.
- Build a parameterized report.
- Group report data.
- Enhance a report.
- Create a report using data from an Excel workbook.
- Distribute data.

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Target Student:

This course is designed for people who need output from a database. In some cases, database programs have limited reporting tools, or tools that are not accessible. Learners may or may not have programming or SQL experience.

Prerequisites:

Before taking this course, learners should be familiar with basic computer functions, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files in Microsoft® Windows®. In addition, learners should have taken the *Microsoft® Office Access® 2016: Level 1* course or have equivalent experience with basic database concepts.

Course-specific Technical Requirements

Hardware

For this course, you will need one computer for each learner and one for the instructor. Each computer will need the following minimum hardware configuration:

- AMD or Intel-based processors, Dual Core CPU or faster processor
- At least 2 GB RAM
- 20 GB available hard disk space
- Keyboard and mouse (or other pointing device)
- Screen resolution of 1,024 × 768 or higher as recommended for your computer
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software

- Microsoft® Windows® 7, 8.1, or 10 (This course was keyed using Windows 10, so if you are using Windows 7 or 8.1, there may be some minor discrepancies. Consider keying the course before presenting it.)
- Default installation of SAP® Crystal Reports® 2016
- Default installation of Microsoft® Office 2016
- Printer driver (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)

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Course Content

Lesson 1: Exploring the Crystal Reports Interface

Topic A: Explore Crystal Reports

Topic B: Use Crystal Reports Help

Topic C: Customize Report Settings

Lesson 2: Working with Reports

Topic A: Create a Report

Topic B: Modify a Report

Topic C: Display Specific Report Data

Topic D: Work with Report Sections

Lesson 3: Using Formulas in Reports

Topic A: Create a Formula

Topic B: Edit a Formula

Topic C: Filter Data by Using a Formula

Topic D: Work with Advanced Formulas and Functions

Topic E: Handle Null Values

Lesson 4: Building Parameterized Reports

Topic A: Create a Parameter Field

Topic B: Use a Range Parameter in a Report

Topic C: Create a Prompt

Lesson 5: Grouping Report Data

Topic A: Group Report Data

Topic B: Modify a Group Report

Topic C: Group by Using Parameters

Topic D: Create a Parameterized Top N Report

Lesson 6: Enhancing a Report

Topic A: Format a Report

Topic B: Insert Objects in a Report

Topic C: Suppress Report Sections

Topic D: Use Report Templates

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