

Crystal Reports® 2016: Part 2

Course Specifications

Course Number:

095203

Course Length:

2 days

Course Description

Overview:

Until now, you have used Crystal Reports to build and modify reports. You want to use the advanced functionality of Crystal Reports to generate reports in the format you desire. In this course, you will create complex reports and data sources using the tools in Crystal Reports 2016. You will not only create more sophisticated reports including subreports and cross-tabs, but you will also increase the speed and efficiency of your reports by using SQL queries. Even though you are familiar with Crystal Reports, you may take some time to study its various tools that enable you to generate reports with the desired data using advanced methods such as SQL querying. This way, you won't be slowed down by large databases or databases with which you are unfamiliar. By creating subreports, cross-tabs, and running totals, you will turn raw data into meaningful customized reports that will help your business run more smoothly. If you work with large databases, you may find yourself faced with performance issues. In this course, you will also learn to use tools that can increase the speed with which data is retrieved.

Course Objectives:

In this course, you will create complex reports using tools in Crystal Reports 2016.

You will:

- Create automatic and manual running totals.
- Work with cross-tab reports.
- Add subreports.
- Create drill-downs in a report.
- Use SQL statements in report processing.
- Create complex formulas.
- Add charts to reports.
- Enhance report functionality.

Target Student:

This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools that make it easier for other people to create reports. They may or may not have programming and/or SQL experience.

Prerequisites:

To ensure your success, a knowledge of programming and/or SQL would also be helpful. You can also take the following Logical Operations course:

- *SAP® Crystal Reports® 2016: Part 1*

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.)

Course Content

Lesson 1: Creating Running Totals

Topic A: Create a Running Total Field

Topic B: Modify a Running Total Field

Topic C: Create a Manual Running Total

Lesson 2: Working with Cross-Tabs

Topic A: Create a Cross-Tab Report

Topic B: Format a Cross-Tab Report

Topic C: Create Groups in Cross-Tab Reports

Lesson 3: Adding Subreports

Topic A: Insert a Subreport

Topic B: Edit a Subreport

Topic C: Share Variables

Lesson 4: Creating Drill-Downs in a Report

Topic A: Create a Drill-Down

Topic B: Create Headings for Drill-Down Data

Lesson 5: Using SQL Statements in Report Processing

Topic A: Create a Report Using SQL Queries

Topic B: Summarize Report Data

Topic C: Create Joins Using SQL

Topic D: Create Subqueries

Topic E: Create an SQL Expression Field

Lesson 6: Creating Complex Formulas

Topic A: Work with Loops

Topic B: Work with Arrays

Lesson 7: Adding Charts to Reports

Topic A: Create Charts

Topic B: Create a Chart with Drill-Down

Topic C: Create a Top N Chart

Topic D: Create a Cross-Tab Chart

Topic E: Create Charts for Grouped Data

Topic F: Format a Chart

Topic G: Create a Chart Template

Lesson 8: Enhancing Report Functionality

Topic A: Organize Data Based on a Hierarchy

Topic B: Create a Dynamic Image

Topic C: Create a Report Alert

Topic D: Create a Geographic Map

Appendix A: Managing Reports

Appendix B: Processing Data on the Server

Appendix C: Detecting and Fixing Problems