

CRYSTAL REPORTS SYLLABUS

Duration: 2 Days

CHAPTER 1- The Crystal Reports Environment

Starting Crystal Reports

The Menu Bar

Using Toolbars

The Design View

CHAPTER 2- Creating Data Connections

Creating a New Blank Report

The Database Expert

Access/Excel (DAO)

ADO.NET (XML)

Database Files

Java Beans Connectivity

JDBC (JNDI)

ODBC (RDO)

OLAP

OLE DB (ADO)

Salesforce.com

SAP BW MDX Query

SAP Info Sets

SAP Operational Data Source

SAP Table, Cluster, or Function

Universes

XML and Web Services

Repository

More Data Sources

Selecting Report Data and Tables

The Data Explorer

CHAPTER 3- Creating Basic Reports

Adding Data Fields to a Report

Browsing Field Data

Selecting, Moving, and Resizing Fields

Using the “Size” and “Align” Commands

Creating Text Objects

Saving a Report

EZY Intellect Pte. Ltd.,

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Previewing a Report
Refreshing the Report Data

CHAPTER 4- Linking Tables in a Report

Basic Table Structures and Terms
Linking Multiple Tables
Table Joins
Enforcing Table Joins and Changing Link Types

CHAPTER 5- Basic Formatting Techniques

Formatting Report Objects
The “Common” Tab of the Format Editor
The “Number” Tab of the Format Editor
The “Font” Tab of the Format Editor
The “Border” Tab of the Format Editor
The “Date and Time” Tab of the Format Editor
The “Paragraph” Tab of the Format Editor
The “Picture” Tab of the Format Editor
The “Boolean” Tab of the Format Editor
The “Hyperlink” Tab of the Format Editor
The “Subreport” Tab of the Format Editor
Drawing Lines
Drawing Boxes
Format Painter
Formatting Part of a Text Object
The Template Expert
Inserting Pictures

CHAPTER 6- Record Selection

The Select Expert
Setting Multiple Filters
Editing the Selection Formula

CHAPTER 7- Sorting and Grouping Records

The Record Sort Expert
The Group Expert
Managing Groups
Summarizing Groups
Hierarchical Groupings

The Group Sort Expert

CHAPTER 8- Printing Reports

Inserting Special Fields

Page Setup

Printing Reports

CHAPTER 9- Using Formulas

Crystal Reports Formula Syntax

The Formula Workshop- Formula Editor Window

Creating Formula Fields

Crystal Syntax

Basic Syntax

Finding Function and Operator Assistance

CHAPTER 10- Advanced Formatting

The Highlighting Expert

The Section Expert

Conditionally Formatting a Section

Conditionally Formatting a Field

Manipulating Multiple Sections

CHAPTER 11- Summary Reports

Summarizing Report Data

Using the Drill Down Group Level Feature

CHAPTER 12- Charting

The Chart Expert

Editing Charts

Setting General Chart Options

Formatting Selected Chart Items

Formatting a Data Series

Formatting Chart Gridlines

Setting Chart Axes Options

Adding Chart Trend lines

Modifying a 3D Chart View

Using Chart Templates

Auto-Arranging Charts

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CHAPTER 13- Advanced Reporting Tools

Using Running Totals
Creating Parameter Fields
Parameterized Record Selection
Creating Sub reports
Report Alerts
Report Alert Functions

CHAPTER 14- Advanced Formula Creation

Evaluation Time Functions
Declaring Variables
Using and Displaying Variables
Using Array Values
Using “If... Then... Else...” Statements
Using the “Select/Case” Statement
Using “For” Loops
Using “Do... While” Loops
The IIF Function

CHAPTER 15- Advanced Reporting

Creating a Report Template
Exporting Report Results
Exporting as HTML
Setting Default Options
Setting Report Options

CHAPTER 16- Using Report Wizards

Using the Report Wizards
Report Wizard Types
Creating a Cross-Tab Report

CHAPTER 17- Advanced Database Concepts

Viewing the SQL Code
Using Table Aliases
Verifying the Database
Setting the Data Source Location
Mapping Fields