

## Crystal Reports 11.0 Introduction

**Length:** 1 Day

**Experience Needed:** Basic record-keeping skills.

**Summary:** This course is designed to help information systems professional and business users more proficiently create and modify reports. Using basic record-keeping skills, students will learn how to build reports suitable for presentation.

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### COURSE CONTENT

#### 1: EXPLORING THE CRYSTAL REPORTS INTERFACE

- Explore the Crystal Reports Interface
- Use the Crystal Reports Help
- Customize the Report Settings

#### 2: WORKING WITH REPORTS

- Create a Report
- Modify a Report
- Display Specific Report Data
- Work with Report Sections

#### 3: USING FORMULAS IN REPORTS

- Create a Formula
- Edit a Formula
- Filter Data Using a Formula
- Work with Advanced Formulas and Functions
- Handle Null Values

#### 4: BUILDING PARAMETERIZED REPORTS

- Create a Parameter Field
- Use a Range Parameter in a Report
- Create a Prompt

#### 5: GROUPING REPORT DATA

- Group Report Data
- Modify a Group Report
- Group Using Parameters
- Create a Parameterized Top N Report

#### 6: ENHANCING A REPORT

- Format a Report
- Insert Objects in a Report
- Suppress Report Sections
- Use Report Templates

#### 7: CREATING A REPORT FROM EXCEL DATA

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

#### 8: DISTRIBUTING DATA

- Export Data
- Creating Mailing Labels