

Crystal Reports Training

Topic Outline

Jump Start Crystal Reports Versions XI - Level 2

1. If-Then-Else Operator
 - a. Using the IF Operator, Nested IFs and Select Case
 - b. Add Table to Report
 - c. Detail vs. Summary Reports
 - d. Create Summary Report
2. Advanced Linking
 - a. Linking Options, Dynamic Image Links
 - b. Joining Two Databases
 - c. Add Duplicate Tables with Alias
 - d. Linking to Excel Spreadsheet

Running Totals

1. Pre-Processed vs. Running Totals
 - a. Add a Running Total Field
 - b. Use a Running Total to Summarize a Group
 - c. Conditional Running Totals

Custom Functions

1. Creating a Custom Function
 - a. Using a Custom Function
 - b. Using Custom Functions With Different Variables
 - c. Copying a Formula From One Report to Another Report

Forms & Form Letters

1. Designing a Form in Crystal, Conditional Form Letters
 - a. Printing Address Labels
 - b. Forms and Form Letters
 - c. Employee Mailing Lists

Parameters

1. Working with Parameters
 - a. Select Records With a Parameter
 - b. Select Records With Multiple Parameters
 - c. Cascading Parameters
 - d. Selecting by Date Parameter
 - e. Using Parameters for a Conditional Sort and as Text
 - f. Using a Parameter to Hide Details

Group Sort (Top N) & Charting

1. Sort Groups by Subtotals
 - a. Top N With Chart
 - b. Group Sort – ALL
 - c. Group Sort - Top 10%
 - d. Group Sort - Bottom 15%

Reports

1. Cross-Tab Reports
 - a. Creating and Formatting a Cross-Tab Report
 - b. Multi-Level Cross-Tab and Pivoting a Cross-Tab
 - c. Placing a Cross-Tab in Group Selections
 - d. Using a Formula as a Group Name and Repeating Objects
2. Sub-reports
 - a. Insert an Unlinked, Sub-report into a Main Report
 - b. Linked Sub-report
 - c. Hide or Show a Sub-report
 - d. On Demand Sub-reports
 - e. Linking on a Formula Field
3. Arrays, Subscripts, and Variables
4. Group on a Subscript Formula
 - a. Using a Variable With an Array
 - b. Pass a Variable From a Sub-report