New Horizons®

Crystal Reports 2016 - Part 1

Summary

Length: 16 hours Level: Foundational

In this course, students will create a basic report by connecting to a database and modifying the report's presentation. This course may earn a Credly Badge.

Learning 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.

Course Outline

1. **Exploring the Crystal Reports Interface**

    Topic A- Explore Crystal Reports
    Topic B- Use Crystal Reports Help
    Topic C- Customize Report Settings

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

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

4. **Building Parameterized Reports**

    Topic A- Create a Parameter Field
    Topic B- Use a Range Parameter in a Report
    Topic C- Create a Prompt

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

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

7.   **Creating a Report from Excel Data**

Topic A- Create a Report Based on Excel Data
Topic B- Modify a Report Generated from Excel Data
Topic C- Update Data in a Report Based on Excel Data

8.   **Distributing Data**

Topic A- Export Data
Topic B- Create Mailing Labels

9.   **Appendix**

Appendix A- Setting Up and Configuring Data Sources
Appendix B- Using Report Processing Techniques
Appendix C- Using Functions in Formulas

Audience

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.