



To register or for more information call our office (208) 898-9036 or email register@leapfoxlearning.com



Crystal Reports 2011 Level 1

Duration: 2 Days

Who Should Attend

This course is designed for people who need output from a database. In some cases, database programs have limited reporting tools, or such tools may not be accessible. Students may or may not have programming or SQL experience.

Lesson 1: Exploring the SAP Crystal Reports 2011 Interface

- Topic 1A:** Explore Crystal Reports
- Topic 1B:** Use Crystal Reports Help
- Topic 1C:** Customize the Report Settings

Lesson 2: Working with Reports

- Topic 2A:** Create a Report
- Topic 2B:** Modify a Report
- Topic 2C:** Display Specific Report Data
- Topic 2D:** Work with Report Sections

Lesson 3: Using Formulas in Reports

- Topic 3A:** Create a Formula
- Topic 3B:** Edit a Formula
- Topic 3C:** Filter Data Using a Formula
- Topic 3D:** Work with Advanced Formulas and Functions
- Topic 3E:** Handle Null Values

Lesson 4: Building Parameterized Reports

- Topic 4A:** Create a Parameter Field
- Topic 4B:** Use a Range Parameter in a Report
- Topic 4C:** Create a Prompt

Lesson 5: Grouping Report Data

- Topic 5A:** Group Report Data
- Topic 5B:** Modify a Group Report
- Topic 5C:** Group Using Parameters
- Topic 5D:** Create a Parameterized Top N Report

Lesson 6: Enhancing a Report

- Topic 6A:** Format a Report
- Topic 6B:** Insert Objects in a Report

Topic 6C: Suppress Report Sections

Topic 6D: Use Report Templates

Lesson 7: Creating a Report from Excel Data

Topic 7A: Create a Report Based on Excel Data

Topic 7B: Modify a Report Generated from Excel Data

Topic 7C: Update Data in a Report Based on Excel Data

Lesson 8: Distributing Data

Topic 8A: Export Data

Topic 8B: Create Mailing Labels

Appendix A: Setting Up and Configuring Data Sources

Appendix B: Using Report Processing Techniques

Appendix C: Using Functions in Formulas



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