



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT7009
Course Title: Crystal Reports, Level I
Course Hours: 14 hours

Last Revised On: 7/2/08

Description:

Crystal Reports is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. In this course, you will build basic list and group reports that work with almost any database. Information is critical to making sound business decisions. However, too much data or information presented in a manner that has no meaning has little or no value. By using Crystal Reports, you can build reports that extract and summarize the data you need and present the data so that it is meaningful to you and others who view those reports.

Objectives:

- Create a report by using data from an existing database.
- Use a report to present specific data in the desired order.
- Create groups to summarize report data.
- Build formulas to calculate and display data.
- Format reports.
- Add and modify elements in a report.
- Create single data series charts.
- Distribute report data.

Content:

1. Creating a Report
 - Set Default Report Settings
 - Specify Fields for a New Report
 - Preview a Report
 - Modify Field Display
 - Add a Report Title
 - Position Fields
 - Add Fields from Other Tables
2. Displaying Specific Report Data
 - Find Data
 - Sort Data
 - Filter Data by a Single Criterion
3. Grouping Report Data
 - Insert a Group
 - Add Summaries



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- Format Summary Information
 - Change Group Options
 - Add a Second-Level Grouping
 - Filter Records by Group
 - Create a Top N Sort Group
4. Building Formulas
- Create a Formula
 - Edit a Formula
 - Combine Fields by Formula
 - Delete a Formula
 - Filter Data by Multiple Criteria
 - Modify a Filter Using an OR Operator
 - Create a Parameter Field
 - Account for Null Fields in a Formula
5. Formatting Reports
- Remove White Space
 - Insert Page Header/Footer Data
 - Add Borders, Boxes, and Lines
 - Change Field Background Color
 - Change the Margins
6. Enhancing Reports
- Add a Watermark
 - Insert Objects Using Object Linking and Embedding
 - Modify Formatting Based on Data Value
 - Suppress Report Sections
 - Insert Hyperlinks
 - Hide Blank Report Sections
7. Creating Pie Charts
- Create a Pie Chart with a Drill-Down
 - Modify Chart Text
 - Format a Chart
 - Present a Chart by Group
8. Distributing Data
- Export to a PDF file
 - Export to a Microsoft Excel File
 - Export to an Access Database File



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- Export a Report Definition
- Create Mailing Labels

Prerequisites:

- Introduction to the PC and Windows , Access Level I or equivalent experience.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: NO
- Class participation: YES
- Demonstration of skills: YES