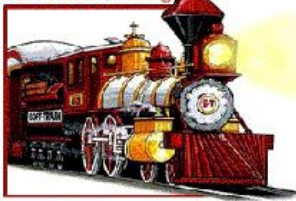


Soft-Train



*At Soft-Train
Technology Works*

Crystal Reports XI (Day 2) ST33004

COURSE GOAL: The goal of this class is to introduce Crystal Reports XI to users who will be using this as part of their normal working tasks. This is Day 2 out of 4 days of intensive hands-on training on this intricate software.

PREREQUISITES: Good working experience with Windows, basic understanding of database concepts and reporting functions.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Format reports database on conditional data value and recognize when conditional values are needed
- Describe, create, and edit formulas in a report
- Create, and manage parameter fields and use parameter fields in formulas
- Define the meaning of a Cross-Tab report and manage Cross-Tab reports
- Create Sub-Reports and convert existing reports into Sub-Reports
- Create and Edit database SQL queries and understand ODBC

KEY TOPICS:

I. Condition Formatting

- A. Formatting Sections
- B. Conditional Fields
- C. Identifying Specified Values
- D. The Conditional Letter

II. Formulas

- A. Basic Formulas
- B. Combining Formulas and Text Fields
- C. If-Then-Else Formulas
- D. Multi-Conditional Formulas
- E. Editing Formulas
- F. Text Editing with Formulas

III. Parameter Fields

- A. Creating Parameter Fields
- B. Using Parameter Fields
- C. Using Parameter Fields in Formulas

IV. Advanced Cross-Tab Reports

- A. Creating Cross-Tab Reports
- B. Adding Rows, Columns, and Summarized Fields
- C. Changing Summary Options
- D. Pivoting Cross-Tab Reports

V. Additional Report Functions

- A. Cross-Tab Reports
- B. Chart Objects
- C. The Section Expert
- D. Exporting Reports

VI. Sub-Reports

- A. Converting existing Reports
- B. Creating new Sub-Reports

VII. Optimizing SQL Queries

- A. Creating new queries

VIII. SQL Join Types

- A. SQL join types (ODBC Data Sources)