

**Soft-Train**



*At Soft-Train  
Technology Works*

# Crystal Reports XI (Day 3) ST33005

**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 3 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:

- Do Advanced Grouping
- Create a Top N Report
- Understand how Crystal Reports processes data
- Work with Variables
- Use Date Parameters
- Work with Advanced Formulas
- Use Advanced Cross-Tab Report Features

**KEY TOPICS:**

**I. Advanced Grouping**

- A. Insert a Group
- B. Delete a Group
- C. Summary Percentages
- D. Changing Group Options
- E. Customizing Group Name Fields
- F. Grouping on a Formula Field
- G. Top N Report

**II. Advanced Formula Features**

- A. Crystal Reports Data Processes
- B. Working with Variables
- C. Create a Running Total Report
- D. Create a Manual Running Total

**III. Working with Cross-Tab Reports**

- A. Formatting Individual Cells
- B. Multiple Rows, Columns, and Summarized Fields
- C. Suppressing Rows, Columns, or Totals
- D. Using Alias Names for Column and Row Headings