

Crystal Reports Training (XI) Getting Started

- **Course Number:** CR11-001
- **Length:** 2 Day(s)

Certification Exam

This course will help you prepare for the following exams:

- **RDCR201**
- **RDCR301**

Course Overview

This is an introductory course on Crystal Reports XI, the world's leading reporting tool. The course will teach you the necessary skills to design, manage, and deliver reports via the web and embedded in enterprise applications. It can provide you with a solid starting point for your business intelligence (BI) strategy by helping you securely deliver the most requested pieces of information as highly-formatted reports to end users both inside and outside your organization.

Prerequisites

Before attending this course, students must have General MS Office skills and computer proficiency.

Audience

This course is for database developers and other information technology or administrative professionals.

Course Outline

- **Course Introduction**
- **Introduction To Reports**
- Databases and Reports
- Records
- Relational Database
- Database Names
- Data Types
- Report Content
- Planning Report Content
- Prototyping A Report
- Summary
- **Creating Your First Report**
- DataSources

- Creating DSN
- Choosing Tables
- Links and Joins
- Review On Links and Joins
- Report Design
- Fields
- Aligning Objects
- Previewing Reports
- Summary
- Demo - Creating A Report
- **Filtering Records in Reports**
- The Select Expert
- Selection Criteria
- Summary
- Demo - Filtering Reports
- **Organizing Report Data**
- Sorting Data
- Grouping
- Insert Summary
- Summary
- Demo - Sorting and Grouping
- **Sectional Formatting**
- Reports Summary
- Summary
- Demo - Drill Down Report
- **Fun Formatting**
- Adding And Grouping
- Formatting
- Summary
- Demo - Formatting
- **Charts**
- Chart Formatting
- Summary
- Demo - Adding Charts
- **Basic Formulas**
- Formulas and Function
- Formulas
- Sample Formulas
- Functions
- Summary
- Demo - Formulas