

SAP® Crystal Reports® 2016: Part 1

Course length: 2 day(s)

Course Description

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2016 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, you will create a basic report by connecting to a database and modifying the report's presentation.

Information is critical to making sound business decisions. Data presented without any formatting or structure holds little or no meaning for interpretation. Crystal Reports 2016 helps you build advanced reports with ease, presenting complex information in an understandable way.

Target Student:

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

Prerequisites

Before taking this course, learners should be familiar with basic computer functions, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files in Microsoft® Windows®. In addition, learners should have experience with basic database concepts or have taken the *Microsoft® Office Access® 2016: Level 1* course.

Course Content

Lesson 1: Exploring the Crystal Reports Interface

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

Lesson 2: Working with Reports

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

Lesson 3: Using Formulas in Reports

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



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Lesson 4: Building Parameterized Reports

Topic A: Create a Parameter Field

Topic B: Use a Range Parameter in a Report

Topic C: Create a Prompt

Lesson 5: Grouping Report Data

Topic A: Group Report Data

Topic B: Modify a Group Report

Topic C: Group by Using Parameters

Topic D: Create a Parameterized Top N Report

Lesson 6: Enhancing a Report

Topic A: Format a Report

Topic B: Insert Objects in a Report

Topic C: Suppress Report Sections

Topic D: Use Report Templates

Lesson 7: Creating a Report from Excel Data

Topic A: Create a Report Based on Excel Data

Topic B: Modify a Report Generated from Excel Data

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

Lesson 8: Distributing Data

Topic A: Export Data

Topic B: Create Mailing Labels

Appendix A: Setting Up and Configuring Data Sources

Appendix B: Using Report Processing Techniques

Appendix C: Using Functions in Formulas