

Overview: In this course, you will learn how to create more sophisticated reports including subreports and cross-tabs. You will also learn how to increase the speed and efficiency of your reports by using SQL queries.

Prerequisites: Crystal Reports XI: Level 1, and knowledge of programming and/or SQL would be helpful.

Course length: 2-day

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- create running totals in a report.
- build cross-tabs in your report.
- add subreports to a report.
- design a report that uses a drill-down.
- improve processing speed in your reports.
- chart single and multiple data series.
- report from Excel data.
- implement report prompts.
- enhance report functionality.

Course Content

Lesson 1: Creating Running Totals

Create a Running Total Field
 Modify a Running Total Field
 Create a Manual Running Total on Detail Data
 Create a Manual Running Total on Summary Data

Lesson 2: Building Cross-tabs in Your Report

Create a Cross-tab
 Create a Specified Group Order
 Filter a Cross-tab by Group
 Change the Cross-tab Format
 Conditionally Format Rows and Columns
 Keep Groups Together

Lesson 3: Adding Subreports

Insert a Subreport
 Link a Subreport to a Primary Report
 Edit a Subreport's Structure
 Format a Subreport Using the Format Editor
 Share Variables Between Subreports and Primary Reports
 Create an On-demand Subreport

Lesson 4: Creating Drill-downs

Create a Drill-down
 Create Separate Headings for Drill-down Data

Lesson 5: Enhancing Report Processing by Writing SQL Statements

Create a Report Using SQL Queries
 Summarize Report Data Using SQL Aggregate Functions

Create Joins Using SQL
 Create Subqueries
 Create a SQL Expression Field

Lesson 6: Charting Data

Create a Bar Chart
 Modify a Chart
 Format a Chart
 Create a Chart Template
 Create a Top N Chart
 Create a Cross-tab Chart

Lesson 7: Reporting on Excel Data with Crystal Reports

Create a Report Based on Excel Data
 Modify a Report Generated from Excel Data
 Update Data in a Report Based on Excel Data

Lesson 8: Working with Prompts

Create a Static Prompt
 Create a Dynamic Prompt

Lesson 9: Enhancing Report Functionality

Group Data Hierarchically
 Create a Dynamic Image
 Create a Report Alert
 Create a Geographic Map

Appendix A: Understanding Business Objects Enterprise

Appendix B: Understanding Report Templates and the Section Expert

Appendix C: Report Data Manipulation Technique