

**Overview:** Crystal Reports XI: Level 1 is the recommended course you should take if your job responsibilities require you to obtain output from databases. In this course, you will build basic list and group reports that work with almost any database.

**Prerequisites:** Before taking this course, students should be familiar with the basic functions of Windows and database concepts.

**Course Length:** 2-day

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a report by using data from an existing database.
- use a report to present specific data in the desired order.
- create groups to summarize report data.
- build formulas to calculate and display data.
- format reports.
- add and modify elements in a report.
- create single data series charts.
- distribute report data.

### Course Content

#### Lesson 1: Creating a Report

Set Default Report Settings  
Specify Fields for a New Report  
Preview a Report  
Modify Field Display  
Add a Report Title  
Position Fields  
Add Fields from Other Tables

#### Lesson 2: Displaying Specific Report Data

Find Data  
Sort Data  
Filter Data by a Single Criterion

#### Lesson 3: Grouping Report Data

Insert a Group  
Add Summaries  
Format Summary Information  
Change Group Options  
Add a Second-Level Grouping  
Filter Records by Group  
Create a Top N Sort Group

#### Lesson 4: Building Formulas

Create a Formula  
Edit a Formula  
Combine Fields by Formula  
Delete a Formula

Filter Data by Multiple Criteria  
Modify a Filter Using an OR Operator  
Create a Parameter Field  
Account for Null Fields in a Formula

#### Lesson 5: Formatting Reports

Remove White Space  
Insert Page Header/Footer Data  
Add Borders, Boxes, and Lines  
Change Field Background Color  
Change the Margins

#### Lesson 6: Enhancing Reports

Add a Watermark  
Insert Objects Using Object Linking and Embedding  
Modify Formatting Based on Data Value  
Suppress Report Sections  
Insert Hyperlinks  
Hide Blank Report Sections

#### Lesson 7: Creating Pie Charts

Create a Pie Chart with a Drill-Down  
Modify Chart Text  
Format a Chart  
Present a Chart by Group

#### Lesson 8: Distributing Data

Export to a PDF File  
Export to a Microsoft Excel File  
Export to an Access Database File  
Export a Report Definition  
Create Mailing Label