

**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.

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### 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**