

Hands-On Crystal Reports® - 4 Days

Course 126 Overview

- You Will Learn How To**
- Develop reports using Crystal Reports to transform data into meaningful information
 - Create advanced graphical and crosstab reports
 - Add calculations and program logic with the Formula Workshop
 - Connect to data sources natively, via ODBC and OLE DB
 - Analyse database structures and extract the data you need to meet your reporting needs
 - Deploy reports via HTML to a Web browser or desktop application via Visual Basic and .NET

Course Benefits With the power of this industry-leading report-writing tool, Crystal Reports users and developers can integrate their organisation's data, making sophisticated reports readily available to support critical business decisions. In this hands-on course, you gain extensive experience using Crystal Reports to connect to databases, retrieve raw data, format data, and create and present reports for widespread distribution. You return to your organisation with a detailed process to help you connect to data sources and create useful reports right away.

Who Should Attend Anyone involved in creating reports from stored data. Experience using Windows and working with a spreadsheet is assumed.

Hands-On Training You gain hands-on experience using Crystal Reports. Exercises include:

- Building reports from the ground up
- Connecting to data sources natively, via OLE DB and ODBC
- Designing a crosstab and drill-down report
- Developing a summary report with drill-down capabilities
- Simplifying information using charts and graphs
- Adding business logic to your report with the formula language
- Deploying your report to a Web server for Internet/intranet distribution
- Integrating reports with Visual Basic

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Course 126 Outline

Overview of Crystal Reports

- Formatting and summarising data
- Filtering, sorting and grouping data
- Customising reports with business logic
- Connecting to SQL Server, Oracle and Access databases
- Adding charts and sub reports to a report

The Crystal Report Writer

Writing a basic report

- Selecting a format
- Adding text and fields
- Connecting to remote data sources
- Configuring the reporting environment

Formatting and styling

- Tailoring sections within a report
- Annotating header and footer fields
- Designing fields for quality presentations
- Adding colour, borders and pictures
- Highlighting data with Highlight Expert

Linking Crystal Reports to Data

Connecting to popular data sources

- SQL Server
- Oracle
- Access
- Web logs
- XML
- Reporting from stored procedures and views

Establishing data connections

- Creating a connectivity checklist
- Configuring ODBC and OLE DB
- Integrating SQL commands in a report

Interpreting Structures and Retrieving Data

Navigating complex data

- Deciphering data structures
- Identifying data relationships

Gathering the right data

- Merging data from multiple tables
- Building business queries
- Optimising data retrieval

Combining Powerful Report Techniques

Organising and summarising reports

- Sorting user sort control and grouping
- Grouping with formulas

- Summary and Rolling Total fields
- Using Report Alerts

Building advanced reports

- Embedding linked and unlinked subreports into reports
- Creating crosstab and drill-down reports
- Designing dynamic and cascading prompts
- Multipass reporting, Hyperlinking Reports and Multilingual Reports
- Achieving reusability with templates

Visualising complex data

- Simplifying data with charts and graphs
- Organising fields into sections
- Adding, merging, suppressing sections

Programming Data Functionality

Coding in formula language

- Working with variables and operators
- Deciphering formula syntax
- Adding and modifying formulas with the Formula Workshop
- Calling and working with functions
- Sharing formulas with the Repository

Writing effective formulas

- Building **if/then/else** statements
- Converting and comparing data
- Debugging the code
- Employing the Formula Workshop

Converting to Basic Syntax

- Writing formulas with Basic Syntax
- Laying a foundation for complex reporting logic

Deploying Reports to the Internet, Intranets, Visual Basic and .NET

Deploying Crystal Reports

- Deciding among Push, Pull, Static and Dynamic reports
- Migrating to production by switching databases
- Determining when to use the Crystal Reports Server

Publishing reports to a Web site

- Exporting reports to HTML
- Publishing to CrystalReports.com

Integrating into custom applications

- Adding Crystal Reports to Visual Basic and .NET

- Exploring application development options with Crystal Reports