

Microsoft Office Crystal Reports XI Level 2 Course Outline



COURSE DESCRIPTION & OBJECTIVE:

Tuition & Hours: \$540, 15 Hours

Now that you have completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal Reports' tools. In this course, you'll not only learn how to create more sophisticated reports including subreports and cross-tabs, but you'll also learn how to increase the speed and efficiency of your reports by using SQL queries. You will create complex reports using Crystal Reports' tools.

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

- Topic 1A: Create a Running Total Field
- Topic 1B: Modify a Running Total Field
- Topic 1C: Create a Manual Running Total on Detail Data
- Topic 1D: Create a Manual Running Total on Summary Data

Lesson 2: Building Cross-tabs in Your Report

- Topic 2A: Create a Cross-tab
- Topic 2B: Create a Specified Group Order
- Topic 2C: Filter a Cross-tab by Group
- Topic 2D: Change the Cross-tab Format
- Topic 2E: Conditionally Format Rows and Columns
- Topic 2F: Keep Groups Together

Lesson 3: Adding Subreports

- Topic 3A: Insert a Subreport
- Topic 3B: Link a Subreport to a Primary Report
- Topic 3C: Edit a Subreport's Structure
- Topic 3D: Format a Subreport Using the Format Editor
- Topic 3E: Share Variables Between Subreports and Primary Reports
- Topic 3F: Create an On-demand Subreport

Lesson 4: Creating Drill-downs

- Topic 4A: Create a Drill-down
- Topic 4B: Create Separate Headings for Drill-down Data

Lesson 5: Enhancing Report Processing by Writing SQL Statements

- Topic 5A: Create a Report Using SQL Queries

- Topic 5B: Summarize Report Data Using SQL Aggregate Functions
- Topic 5C: Create Joins Using SQL
- Topic 5D: Create Subqueries
- Topic 5E: Create a SQL Expression Field

Lesson 6: Charting Data

- Topic 6A: Create a Bar Chart
- Topic 6B: Modify a Chart
- Topic 6C: Format a Chart
- Topic 6D: Create a Chart Template
- Topic 6E: Create a Top N Chart
- Topic 6F: Create a Cross-tab Chart

Lesson 7: Reporting on Excel Data with Crystal Reports

- Topic 7A: Create a Report Based on Excel Data
- Topic 7B: Modify a Report Generated from Excel Data
- Topic 7C: Update Data in a Report Based on Excel Data

Lesson 8: Working with Prompts

- Topic 8A: Create a Static Prompt
- Topic 8B: Create a Dynamic Prompt

Lesson 9: Enhancing Report Functionality

- Topic 9A: Group Data Hierarchically
- Topic 9B: Create a Dynamic Image
- Topic 9C: Create a Report Alert
- Topic 9D: Create a Geographic Map

