



## Crystal Reports Introduction - 2 Days

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### **Define Data**

Create a list report by using data from an existing database

Locate and present data in a specified order

Create groups to summarize report data

Build formulas to add non-database data to a report and display data differently

Format reports

Enhance reports by adding and modifying elements in a report

Create single data series charts.

Distribute report data to other users.

### **Creating a List Report**

Set Default Report Settings

Build the Report

Preview the Report

Add a Report Title

Align Fields

### **Displaying Data in a Report**

Find Data. Sort Data

Filter Data by Single Criteria

### **Grouping Report Data**

Insert a Group

Add Summaries

Change Group Options

Add an Additional Group

Format a Group Header

Filter by Group

Create a Top N Sort Group Hide

Report Objects

### **Creating and Modifying Pie Charts**

Create a Pie Chart with a Drill-down

Change the Chart Title

Format a Chart

Present a Chart by Group

### **Building Formulas**

Write a Formula

Edit a Formula

### **Group by Formula**

Delete a Formula

Build a Filter by Multiple Criteria. Modify a Filter with Multiple Criteria to Create an OR Condition.

Create a Parameter Field

### **Formatting Reports**

Remove White Space

Insert Page Header/Footer Data

Add Borders and Lines

Change the Background Colour. Change the Margins

### **Enhancing Reports**

Create a Watermark

Add Bulleted Lists

Modify Format Based on Data Value

Conditionally Suppress Data

Insert Hyperlinks

### **Distributing Data**

Export to Excel

Export to an Access Database

Create a Report Definition

Create Mailing Labels