

# Crystal Reports v10 Enterprise



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## Course Duration: 3 days

### Prerequisites:

This course is designed for users who have previously attended the introductory course and have been regular users of Crystal Reports. Attendees should be Information Professionals or “power users” who want to investigate the full power and functionality of Crystal Reports. This course is not appropriate for occasional Crystal Reports Users with little Database Administration or Database Development experience.

### Course Objectives:

Students will learn further enhancements of the concepts of report creation. They will also develop understanding and knowledge in the creation of advanced Formulas, Sub-Reports, Cross-tabs, Parameters, Charting, Repository, Custom-Functions, Templates, and Publishing to Crystal Enterprise.

## Course Contents

### Reviewing Report Creation

Reviewing Report Creation

Reviewing Linking

Reviewing Record Selection

Reviewing Grouping Options

Reviewing Formula and summary Reporting

### Strategies for Creating Reports

Conceptualisation of creating a report

Considerations when creating a series of reports

Documenting and Error checking reports

### Sections

Adding, Deleting and Merging Sections

Changing Sections Order

Formatting Sections including Underlay

### Conditional formatting

Creating and using on/off conditions

Conditional formatting

Converting text field to a hyperlink

Highlighting Expert

### Advanced Formulas

Creating and using variables

Ranged variables

Understanding multi-pass reporting

Running totals with Conditions

Using control structures for next, do while Integrating Crystal key words

**Course content continues on next page:**

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## Advanced Formulas 2

Arrays

Create a use nested formulas

Using complex formulas in data selections

## Parameters

Defining Parameter Fields

Using Parameters in grouping

Using parameters in sorting

Placing parameters in formulas

Creating Parameter Fields

Wild card parameters

Multiple parameters

Placing parameters results on the Report

## Sub-reports

Defining sub-reports

Creating an On Demand sub-report

Passing information from a sub-report to the main report

Creating an unlinked sub-report

Linking sub-reports on formulas

## Cross-Tabs

Defining Cross-Tab objects

Formatting Cross-Tabs

Creating Cross-Tabs

Charting on a Cross-Tab summary field

## Graphs Maps and Analyses

Basic Graphs

Cross tab graphs

Editing Graphs

Resolving mismatch

Graphs at group level

Top N with Graphs

Basic Maps

## Create Report Templates

Applying a Crystal defined templates

Building a Template without a data source

## Share reports on the web

Define how Crystal Reports fits into the Crystal solution

View Parameterized Report in Crystal Enterprise

Use Crystal Enterprise Publishing Wizard