

## Crystal Reports XI: Level 2

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**Duration:** 2 days

**Prerequisites:** *Crystal Reports XI: Level 1*

### Description:

This ILT Series course, rated 4.7/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Crystal Reports XI: Basic. Students will learn how to create and use parameter fields, including cascading parameters. They will learn how to build advanced formulas using variables, advanced functions, and constructs. They will also learn how to create and customize charts and maps, apply advanced formatting options to report elements, and create alerts and subreports. Finally, students will work with the Business Objects Enterprise Repository and the Workbench, and they will learn advanced data access techniques including ODBC data sources and SQL query-building.

\* Axzo Press is an official provider of Crystal Reports courseware.

### Topic-Level Outline

#### Unit 1 : Selecting data

*Topic A: \* Parameter fields*

- A-1: Creating a parameter field
- A-2: Using wildcards to select data
- A-3: Applying an edit mask to a parameter

*Topic B: \* Defining report elements*

- B-1: Using a pick list in a parameter field
- B-2: Modifying a pick list to allow multiple values
- B-3: Using a date range
- B-4: Creating a cascading parameter

#### Unit 2 : Advanced formulas and functions

*Topic A: \* Running totals*

- A-1: Creating a running total
- A-2: Modifying a running total
- A-3: Resetting a running total based on a group

*Topic B: \* Variables*

- B-1: Declaring and using a variable in a formula
- B-2: Using an array variable in a formula
- B-3: Using a range variable in a formula

*Topic C: \* Advanced functions*

- C-1: Creating a formula by using multiple functions
- C-2: Using the EvaluateAfter function

*Topic D: \* Constructs*

- D-1: Using a For construct
- D-2: Using a While construct

#### Unit 3 : Charts and maps

*Topic A: \* Working with charts*

- A-1: Creating a chart
- A-2: Modifying a chart
- A-3: Creating a funnel chart

*Topic B: \* Creating maps*

- B-1: Creating a map by using the Map Expert
- B-2: Customizing a map

#### Unit 4 : Formatting complex reports

*Topic A: \* The Section Expert*

- A-1: Modifying section properties
- A-2: Adding new sections
- A-3: Underlaying a section containing a chart
- A-4: Displaying groups on separate pages
- A-5: Merging report sections
- A-6: Deleting a section

*Topic B: \* Advanced conditional formatting*

- B-1: Using a formula to change a font conditionally
- B-2: Suppressing page numbering on first page only
- B-3: Conditionally formatting a section background color
- B-4: Using parameters to conditionally format background color
- B-5: Creating a conditional format for grouped data

*Topic C: \* Objects*

- C-1: Adding a hyperlink
- C-2: Adding a linked OLE object

#### Unit 5 : Alerts and subreports

*Topic A: \* Report alerts*

- A-1: Creating a report alert
- A-2: Modifying a report alert
- A-3: Deleting a report alert

*Topic B: \* Subreports*

- B-1: Creating an unlinked subreport
- B-2: Creating a linked subreport
- B-3: Creating an on-demand subreport

B-4: Creating a caption for an on-demand subreport

#### Unit 6 : Data management features

*Topic A: \* The Business Objects Enterprise Repository*

- A-1: Adding an item
- A-2: Using a repository item in a report
- A-3: Modifying an item
- A-4: Deleting an item

*Topic B: \* The Workbench*

- B-1: Creating a new project in the Workbench

#### Unit 7 : Advanced data access techniques

*Topic A: \* ODBC data sources*

- A-1: Discussing ODBC data sources
- A-2: Making ODBC source settings
- A-3: Creating a report using an ODBC data source and an Access database

*Topic B: \* SQL and the Database Expert*

- B-1: Understanding SQL syntax
- B-2: Creating a command while creating a report
- B-3: Editing a command
- B-4: Adding a command to the repository
- B-5: Creating a report based on an existing query