



# Crystal Reports 2013 - Basics

## 2 Days



# Topics Covered:

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## **Exploring the Crystal Reports Interface**

- Explore Crystal Reports
- Use Crystal Reports Help
- Customize Report Settings

## **Working with Reports**

- Create a Report
- Modify a Report
- Display Specific Report Data
- Work with Report Sections

## **Using Formulas in Reports**

- Create a Formula
- Edit a Formula
- Filter Data by Using a Formula
- Work with Advanced Formulas and Functions
- Handle Null Values

## **Building Parameterized Reports**

- Create a Parameter Field
- Use a Range Parameter in a Report
- Create a Prompt

## **Grouping Report Data**

- Group Report Data
- Modify a Group Report
- Group by Using Parameters
- Create a Parameterized Top N Report

## **Enhancing a Report**

- Format a Report
- Insert Objects in a Report
- Suppress Report Sections
- Use Report Templates

## **Creating a Report from Excel Data**

- Create a Report Based on Excel Data
- Modify a Report Generated from Excel Data
- Update Data in a Report Based on Excel Data

## **Distributing Data**

- Export Data
- Create Mailing Labels



# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

## Delivery Modes:

- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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## Duration:

2 Full Days

## After completing this workshop participants will know how to:

- Identify the elements of the Crystal Reports interface.
- Create and modify a basic report.
- Use formulas to calculate and filter data.
- Build a parameterized report.
- Group report data.
- Enhance a report.
- Create a report using data from an Excel workbook.
- Distribute data

## Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a general computer working knowledge.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Adobe & Microsoft products. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.