

## Hands-On Crystal Reports® - 4 Days

*Course 126 Overview*

- You Will Learn How To**
- Develop reports using Crystal Reports to transform data into meaningful information
  - Create advanced graphical and crosstab reports
  - Add calculations and program logic with the Formula Workshop
  - Connect to data sources natively, via ODBC and OLE DB
  - Analyze database structures and extract the data you need to meet your reporting needs
  - Deploy reports via HTML to a web browser or desktop application via Visual Basic and .NET

**Course Benefits** With the power of this industry-leading report-writing tool, Crystal Reports users and developers can integrate their organization's data, making sophisticated reports readily available to support critical business decisions. In this hands-on course, you gain extensive experience using Crystal Reports to connect to databases, retrieve raw data, format data, and create and present reports for widespread distribution. You return to your organization with a detailed process to help you connect to data sources and create useful reports right away.

**Who Should Attend** Anyone involved in creating reports from stored data. Experience using Windows and working with a spreadsheet is assumed.

**Hands-On Training** You gain hands-on experience using Crystal Reports. Exercises include:

- Building reports from the ground up
- Connecting to data sources natively, via OLE DB and ODBC
- Designing a crosstab and drill-down report
- Developing a summary report with drill-down capabilities
- Simplifying information using charts and graphs
- Adding business logic to your report with the formula language
- Deploying your report to a web server for Internet/intranet distribution
- Integrating reports with Visual Basic

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### Course 126 Outline

#### Overview of Crystal Reports

- Formatting and summarizing data
- Filtering, sorting and grouping data
- Customizing reports with business logic
- Connecting to SQL Server, Oracle and Access databases
- Adding charts and subreports to a report

#### The Crystal Report Writer

##### Writing a basic report

- Selecting a format
- Adding text and fields
- Connecting to remote data sources
- Configuring the reporting environment

##### Formatting and styling

- Tailoring sections within a report
- Annotating header and footer fields
- Designing fields for quality presentations
- Adding color, borders and pictures
- Highlighting data with Highlight Expert

#### Linking Crystal Reports to Data

##### Connecting to popular data sources

- SQL Server
- Oracle
- Access
- Web logs
- XML
- Reporting from stored procedures and views

##### Establishing data connections

- Creating a connectivity checklist
- Configuring ODBC and OLE DB
- Integrating SQL commands in a report

#### Interpreting Structures and Retrieving Data

##### Navigating complex data

- Deciphering data structures
- Identifying data relationships

##### Gathering the right data

- Merging data from multiple tables
- Building business queries
- Optimizing data retrieval

#### Combining Powerful Report Techniques

##### Organizing and summarizing reports

- Sorting user sort control and grouping
- Grouping with formulas
- Summary and Rolling Total fields

- Using Report Alerts

##### Building advanced reports

- Embedding linked and unlinked subreports into reports
- Creating crosstab and drill-down reports
- Designing dynamic and cascading prompts
- Multipass reporting, Hyperlinking Reports and Multilingual Reports
- Achieving reusability with templates

##### Visualizing complex data

- Simplifying data with charts and graphs
- Organizing fields into sections
- Adding, merging, suppressing sections

#### Programming Data Functionality

##### Coding in formula language

- Working with variables and operators
- Deciphering formula syntax
- Adding and modifying formulas with the Formula Workshop
- Calling and working with functions
- Sharing formulas with the Repository

##### Writing effective formulas

- Building **if/then/else** statements
- Converting and comparing data
- Debugging the code
- Employing the Formula Workshop

##### Converting to Basic Syntax

- Writing formulas with Basic Syntax
- Laying a foundation for complex reporting logic

#### Deploying Reports to the Internet, Intranets, Visual Basic and .NET

##### Deploying Crystal Reports

- Deciding among Push, Pull, Static and Dynamic reports
- Migrating to production by switching databases
- Determining when to use the Crystal Reports Server

##### Publishing reports to a website

- Exporting reports to HTML
- Publishing to CrystalReports.com

##### Integrating into custom applications

- Adding Crystal Reports to Visual Basic and .NET

- Exploring application development options with Crystal Reports