

# Crystal Reports XI: Basic

1 day

## Description

This ILT Series course teaches the basic features and functions of Crystal Reports XI. Students will explore the program environment and learn how to open, navigate, create, modify, and save reports. They will learn the fundamentals of formatting report objects, of sorting and selecting records, and creating groups and summaries. They will also learn how to create simple formulas and functions. Finally, students will work with experts and wizards, and learn how to export reports to various file formats.

## Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Previous experience with a relational database (e.g., Access) is recommended*

## Course Outline

### **Unit 1: Getting started**

Topic A: The Crystal Reports environment  
Topic B: Creating, viewing, and saving reports  
Topic C: Modifying report layout  
Topic D: The Help feature

### **Unit 2: Formatting**

Topic A: Absolute formatting  
Topic B: Introducing conditional formatting

### **Unit 3: Sorting and selecting records**

Topic A: Sorting records  
Topic B: Selecting records

### **Unit 4: Grouping and summarizing**

Topic A: Groups  
Topic B: Summaries

### **Unit 5: Formulas and functions**

Topic A: Formulas  
Topic B: Modifying formulas  
Topic C: Functions

### **Unit 6: Experts and wizards**

Topic A: The Database Expert  
Topic B: Report wizards  
Topic C: Cross-tab reports

### **Unit 7: Distributing reports**

Topic A: Exporting reports  
Topic B: Delivering reports