

This two-day workshop is designed to enhance your basic report writing skills and move you into creating more complex reports. Time will be spent walking you through the tips and tricks of advanced report writing along with a good amount of hands on practice. In addition, you will cover professional design, techniques, sub-reporting and advanced formulas. This course incorporates a number of hands on exercises that reinforce the learning process.

Audience: Administrators, developers and end-users who need to create dynamic reports from varying data sources.

Prerequisites: Working knowledge of Windows 2000/XP/Vista environment is required. Familiarity with relational database concepts (tables, fields, and records) is strongly recommended.

Number of Days: 2 days

- 1. Refresher Exercise**
 - Review of Planning a Report
 - Creating the Report
 - Placing Fields on the Report
 - Creating the Formulas
 - Advanced Grouping
 - Selecting Certain Records
 - Helpful Hints for Formatting
 - Adding and Working with Text Objects
 - Hiding and Suppressing Sections
 - Guidelines
 - 2. Power Formatting with Multiple Sections**
 - Using Multiple Sections in Reports
 - Using the Section Expert to Work with Sections
 - Conditionally Formatting Multiple Sections
 - 3. Using the Running Totals Feature**
 - Understanding Running Totals
 - Creating Running Totals for a List of Numbers
 - Conditional Running Totals
 - 4. Prompting with Parameters**
 - Parameter Fields Overview
 - Parameter Field Considerations
 - Creating a Parameter Field
 - Using a Parameter to Select Records
 - Using a Parameter Field
 - 5. Using Advanced Formula Features**
 - Understanding How Crystal Reports Processes the Data
 - What is a Pass?
 - Pre-Pass #1 and #2
 - Pass #1, #2, #3
 - Using Evaluation Time Functions
 - Working with Variables
 - Declaring a Variable
 - Assigning a Value to a Variable
- Creating a Dynamic Value List for Parameter Values
Importing a Pick List
Adding Parameter Values to Text Objects
Allowing Multiple Values in Parameters
Using Multiple Parameter Fields in Reports
Specifying and Limiting a Range for a Parameter
Using Parameters in Conditional Formatting
Using an Edit Mask to Limit String Parameters
Sorting with a Parameter
Group Sorting with a Parameter
Using a Parameter to set N in a Top N or Bottom N Report
Displaying Parameter Fields
Cascading Parameter Fields

- Using a Variable in a Formula
- Variable Scope
- Separating Statements in Complex Formulas
- Working with Arrays
- Understanding the Formula Evaluation Time Debugger
- 6. Using Subreporting as a Workaround Solution**
 - Understanding Subreports
 - Unlinked versus Linked Subreports
 - Creating an Unlinked Subreport
 - Linking a Subreport
 - Database Links versus Subreports in One-to-Many Situations
 - Formatting the Subreport
 - Passing Data from the Main Report into a Subreport
 - Creating On-Demand Subreports
 - Creating Hyperlinks
 - Using Subreports to Link "Unlinkable" Data
- 7. Creating Powerful Groups**
 - Creating Custom Groups
 - Customizing Group Sort Order
 - Using Group Selection to Filter the Records in the Report
 - Grouping on a Formula Field
 - Grouping Hierarchically
- 8. Working with Cross-Tab Reports**
 - Understanding How Cross-Tabs Affect Your Data
 - Creating a Cross-Tab Report
 - Creating a Cross-Tab with Multiple Rows or Columns
 - Applying a Formatting Style to the Cross-Tab
 - Customizing the Cross-Tab Format
 - Changing Background Colors
 - Formatting Individual Cells
 - Changing the Summary Operation
 - Suppressing Rows, Columns or Totals
 - Repeating Row Heading for Multi-Page Cross-Tabs
 - Using Alias Names for Column and Row Headings
 - Charting Cross-Tabs
- Customizing Cross-Tab Group Names
- CurrentFieldValue
- 9. Report Alerts**
 - What are Report Alerts
 - Creating Report Alerts
 - Basing Report Formulas or Conditional Formatting on Report Alerts
 - Creative Usage for Report Alerts
- 10. Appendix A: Report Templates**
 - What is a Report Template?
 - Standard Report Creation Wizard and Templates
 - The Template Expert
 - Applying a Template and The Consequences
 - Template Considerations
 - Creating Your Own Templates
- 11. Appendix B: The Northwind 2008 Database**
- 12. Appendix C: Installation and System Requirements**
 - Installing the Application
 - Minimum Installation Requirements
- 13. Appendix D: Setup for CR 2008**
 - CR 2008 Application Installation Instructions
 - Installed Required Class Files
- 14. Appendix E: Function and Operator Locations**