

### **Module 1 – Crystal Reports Basics**

- Using the Standard Report Expert
- Creating a Report from Scratch
- Sorting and Grouping
- Formatting Objects
- Summarizing
  - Adding Subtotal
  - Adding Grand Totals
- Adding Tables to the Report
- Understanding and Creating Links
- Adding Linked Fields to the Report

### **Module 2 – Beyond Basic Reports**

- Cross-Tab Reports
  - Creating
  - Editing
- Sub Reports
  - Definition
  - Creating the Primary Report
  - Creating the Sub report
  - Joining the Reports
  - Creating and “On Demand” Report
- Form Letters
  - Working with Text Objects
  - Creating the Form Letter
  - Adding Fields
  - Prepare to Print
- Mailing Labels
  - Using the Wizard
  - Creating Formulas to Combine Text Fields
- Drill-Down Reports
  - Hiding Report Detail
  - Displaying Drill-Down Detail
  - Displaying Headers on Drill-Down
- Handling Null Values

### **Module 3 – Reports with Custom Grouping**

- Custom Groups
  - Creating a Custom Group
  - Using Group Sorts
- Customizing Group Names
- Group Drill Downs

### **Module 4 – Conditions, Parameters, & Alerts**

- Conditional Formatting with the Formula Editor
- Conditional Formatting Cross-Tab Reports
- Conditions & Sections
  - Creating a New Section
  - Conditionally Suppressing Sections
- Parameter Fields
  - What is it?
  - Creating the Parameter Field
  - Static vs Dynamic Parameters
  - Incorporating the Field into the Report
  - Responding to Parameter Prompts
  - Deleting a Parameter Field
  - Using the Parameter Panel
- Report Alerts
  - Understanding Report Alerts
  - Creating a Report Alert
  - Creating the Alert Message
  - Setting Conditions

### **Module 5 – Presentation Quality Reports**

- Inserting Graphs
  - Types of Graphs
  - Graph Placement
  - Creating the Graph
- Creating Running Total Fields
- Alternating Background Colors
- Underlay a Section