



CLEAR CANYON  
TECHNOLOGIES

*It's smart to learn from the best!*

## **Crystal Reports XI: Level 2**

### **Course Specifications**

Software: Crystal Reports

Course length: 2.0 day(s)

### **Course Description**

Now that you have completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal Reports' tools. In this course, you'll not only learn how to create more sophisticated reports including subreports and cross-tabs, but you'll also learn how to increase the speed and efficiency of your reports by using SQL queries.

**Course Objective:** You will create complex reports using Crystal Reports' tools.

**Target Student:** This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools to make it easier for other people to create reports. They may or may not have programming and/or SQL experience.

**Prerequisites:** Crystal Reports XI: Level 1, and knowledge of programming and/or SQL would be helpful.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- create running totals in a report.
- build cross-tabs in your report.
- add subreports to a report.
- design a report that uses a drill-down.
- improve processing speed in your reports.
- chart single and multiple data series.
- report from Excel data.
- implement report prompts.
- enhance report functionality.



## Course Content

### Lesson 1: Creating Running Totals

Topic 1A: Create a Running Total Field  
Topic 1B: Modify a Running Total Field  
Topic 1C: Create a Manual Running Total on Detail Data  
Topic 1D: Create a Manual Running Total on Summary Data

### Lesson 2: Building Cross-tabs in Your Report

Topic 2A: Create a Cross-tab  
Topic 2B: Create a Specified Group Order  
Topic 2C: Filter a Cross-tab by Group  
Topic 2D: Change the Cross-tab Format  
Topic 2E: Conditionally Format Rows and Columns  
Topic 2F: Keep Groups Together

### Lesson 3: Adding Subreports

Topic 3A: Insert a Subreport  
Topic 3B: Link a Subreport to a Primary Report  
Topic 3C: Edit a Subreport's Structure  
Topic 3D: Format a Subreport Using the Format Editor  
Topic 3E: Share Variables Between Subreports and Primary Reports  
Topic 3F: Create an On-demand Subreport

### Lesson 4: Creating Drill-downs

Topic 4A: Create a Drill-down  
Topic 4B: Create Separate Headings for Drill-down Data

### Lesson 5: Enhancing Report Processing by Writing SQL Statements

Topic 5A: Create a Report Using SQL Queries

Topic 5B: Summarize Report Data Using SQL Aggregate Functions  
Topic 5C: Create Joins Using SQL  
Topic 5D: Create Subqueries  
Topic 5E: Create a SQL Expression Field

### Lesson 6: Charting Data

Topic 6A: Create a Bar Chart  
Topic 6B: Modify a Chart  
Topic 6C: Format a Chart  
Topic 6D: Create a Chart Template  
Topic 6E: Create a Top N Chart  
Topic 6F: Create a Cross-tab Chart

### Lesson 7: Reporting on Excel Data with Crystal Reports

Topic 7A: Create a Report Based on Excel Data  
Topic 7B: Modify a Report Generated from Excel Data  
Topic 7C: Update Data in a Report Based on Excel Data

### Lesson 8: Working with Prompts

Topic 8A: Create a Static Prompt  
Topic 8B: Create a Dynamic Prompt

### Lesson 9: Enhancing Report Functionality

Topic 9A: Group Data Hierarchically  
Topic 9B: Create a Dynamic Image  
Topic 9C: Create a Report Alert  
Topic 9D: Create a Geographic Map

### Appendix A: Understanding BusinessObjects Enterprise

### Appendix B: Understanding Report Templates and the Section Expert

### Appendix C: Report Data Manipulation Techniques