

# Course overview:

## Crystal Reports XI: Advanced

(S649eng)



[www.courseware.co.uk](http://www.courseware.co.uk)  
[sales@courseware.co.uk](mailto:sales@courseware.co.uk)

### Overview and objectives

This 2-day course will benefit individuals who want to use Crystal Reports to create and customize reports by using tables from a Microsoft Access database. This course can also benefit students who would like to take their understanding of Crystal Reports beyond the basic level. After completing this one-day course, students will know how to:

- Create and use parameter fields; use an Edit Mask; and select data by using a pick list, a date range, and cascading parameters.

- Create and modify running totals; use variables, arrays, and ranges in a formula; use multiple functions, and Evaluation Time functions in a formula; and use For and While constructs in a formula.

- Create and customize charts and maps.

- Modify, add, merge, and delete report sections in a report; apply advanced conditional formatting techniques to report objects; and add hyperlinks and OLE objects to a report.

- Create, modify, and delete report alerts; and create and use unlinked, linked, and on-demand subreports.

- Add items to the Business Objects Enterprise Repository; modify and delete items from the repository; and manage report projects by using the Workbench.

- Use ODBC to access data from different types of data sources; create SQL commands (queries) while creating reports, modify commands using the Database Expert; and create reports based on existing queries

### Who should attend?

Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that students have completed the Crystal Reports XI Basic course or have equivalent experience.

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### Selecting data

- Parameter fields • Defining report elements

### Advanced formulas and functions

- Running totals • Variables • Advanced functions • Constructs

### Charts and maps

- Working with charts • Creating maps

### Formatting complex reports

- The Section Expert • Advanced conditional formatting • Objects

### Alerts and subreports

- Report alerts • Subreports

### Data management features

- The Business Objects Enterprise Repository • The Workbench

### Advanced data access techniques

- ODBC data sources • SQL and the Database Expert

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