



# Crystal Reports

## Level 3



### COURSE CONTENT

#### Review

- Creating reports
- Formatting
- Grouping
- Summarizing
- Selecting records
- Summary Drill Down
- Linking
- Formulas
- CrossTabs

#### Advanced Formulas

- Creating multiple statement formulas
- Using variables
- Understanding two-pass reporting
- Using evaluation time functions
- Creating running totals
- Adding User Functions Libraries (UFLs)

#### Conditional Formatting

- Types of formatting
- Absolute formatting
- Conditional on/off formatting
- Conditional attribute formatting
- Using the highlighting feature

#### Multiple Sections

- Inserting sections
- Splitting Sections
- Moving sections
- Deleting sections
- Multiple section formats (underlay following sections)
- Example uses (watermark, shading every other record, creating different header/footers, different form letters, suppress blank lines)

#### Parameter Fields

- Creating parameter fields
- Using parameter fields in record selection formula

#### Advanced CrossTabs

- Multiple rows, columns and summarised fields
- Formatting CrossTabs
- Using formulas, parameter fields in crosstabs
- Simulated CrossTabs

#### Subreports

- What are subreports?
- Linked subreports
- Unlinked subreports
- On-demand subreports

#### Creating Data Sources

- Using Access files

#### Graphing

- Creating a graph on summary fields
- Graphing on multiple summary values
- Graphing on CrossTabs
- Editing and formatting graphs

