



BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

**Days:** 2  
**Format:** Instructor-Led  
**Certification Exams:** None  
**Certification Track:** None

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

## Crystal Reports 2008: Level 1

**Course Description:**

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports 2008 enhances report building and report processing techniques with a slew of features that add value to your presentation. In this course, you will create a basic report by connecting to a database and modifying its presentation.

**Target Student:**

This course is designed for persons who need output from a database. In some cases, database programs have limited reporting tools, and/or such tools may not be accessible. Students may or may not have programming and/or SQL experience.

**Prerequisites:**

Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, students should have taken the Office Access 2007: Level 1 course or have equivalent experience with basic database concepts.

**Delivery Method:**

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

**At Course Completion:**

After completing this course, students will be able to:

- Explore the Crystal Reports interface.
- Create a basic report and modify it.
- Use formulas for filtering data.
- Build a parameterized report.
- Group report data.
- Enhance a report.
- Create a report using data sourced from an Excel database.
- Distribute data.

# Crystal Reports 2008: Level 1

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## Course Outline

<b>Lesson 1: Exploring the Crystal Reports 2008 Interface</b>
<ul style="list-style-type: none"><li>■ Topic 1A: Explore the Crystal Reports Interface</li><li>■ Topic 1B: Use the Crystal Reports Help</li><li>■ Topic 1C: Customize the Report Settings</li></ul>
<b>Lesson 2: Working with Reports</b>
<ul style="list-style-type: none"><li>■ Topic 2A: Create a Report</li><li>■ Topic 2B: Modify a Report</li><li>■ Topic 2C: Display Specific Report Data</li><li>■ Topic 2D: Work with Report Sections</li></ul>
<b>Lesson 3: Using Formulas in Reports</b>
<ul style="list-style-type: none"><li>■ Topic 3A: Create a Formula</li><li>■ Topic 3B: Edit a Formula</li><li>■ Topic 3C: Filter Data Using a Formula</li><li>■ Topic 3D: Work with Advanced Formulas and Functions</li><li>■ Topic 3E: Handle Null Values</li></ul>
<b>Lesson 4: Building Parameterized Reports</b>
<ul style="list-style-type: none"><li>■ Topic 4A: Create a Parameter Field</li><li>■ Topic 4B: Use a Range Parameter in a Report</li><li>■ Topic 4C: Create a Prompt</li></ul>
<b>Lesson 5: Grouping Report Data</b>
<ul style="list-style-type: none"><li>■ Topic 5A: Group Report Data</li><li>■ Topic 5B: Modify a Group Report</li><li>■ Topic 5C: Group Using Parameters</li><li>■ Topic 5D: Create a Parameterized Top N Report</li></ul>
<b>Lesson 6: Enhancing a Report</b>
<ul style="list-style-type: none"><li>■ Topic 6A: Format a Report</li><li>■ Topic 6B: Insert Objects in a Report</li><li>■ Topic 6C: Suppress Report Sections</li><li>■ Topic 6D: Use Report Templates</li></ul>
<b>Lesson 7: Creating a Report from Excel Data</b>
<ul style="list-style-type: none"><li>■ Topic 7A: Create a Report Based on Excel Data</li><li>■ Topic 7B: Modify a Report Generated from Excel Data</li><li>■ Topic 7C: Update Data in a Report Based on Excel Data</li></ul>
<b>Lesson 8: Distributing Data</b>
<ul style="list-style-type: none"><li>■ Topic 8A: Export Data</li><li>■ Topic 8B: Creating Mailing Labels</li></ul>