

Appendix
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WORKSHOP

*Get on the
Fast Track!*



TM

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1 Introduction**Objectives:**

- Understanding database structure.
- Understanding table structure.
- Defining and using data types.
- Using an index.
- Relating tables.

Description:

- Open the sample Microsoft Access database.
- Open the tables to view the data.
- Examine the structures of the tables in design view.
- Identify the primary keys of the tables.
- Examine how the tables are related.

2 Getting Started**Objectives:**

- Use the Standard Report Wizard.
- Saving a Report.
- Report Designer fundamentals.
- Report Design environment.
- Setting preferences and options.

Description:

- A database and tables will be provided by the instructor.
- Create a new report by invoking the wizard to create a standard report.
- Change the title of the report.
- Save the report in a new directory.
- Display various parts of the IDE including Field Explorer, Data Base Explorer, etc.
- Change various options and summary information.

3 Report Design**Objectives:**

- Understanding field objects.
- Inserting field objects.
- Working with field objects.
- Working with sections.
- Formatting sections.
- Inserting groups into reports.
- Group formatting options.
- Changing groups.
- Specified grouping.
- Record-level sorting.

Description:

- Create a report from a blank report.
- Insert fields and constants.
- Set the title in the report.
- Change line spacing.
- Change the location of the page number.
- Create a two line report.
- Create a mailing label report.
- Create a new report that skips lines between groups of data.
- Create a new report that ejects to a new page between groups of data.

4 Formatting

Objectives:

- Using templates.
- Creating templates.
- Formatting reports.
- Formatting sections.
- Absolute formatting of report elements.
- Conditional formatting of report object.

Description:

- Use a template while creating a new report with Report Wizard.
- Apply a template to an existing report.
- Create a template.
- Add a watermark to a report.
- Add title text to the report header and format the text object.
- Apply conditional formatting to a report object.

5 Analyzing Report Data**Objectives:**

- Summarizing report data.
- Adding summary fields to a report.
- Using record selection to filter a report.
- Using parameter fields in a report.
- Parameter fields and record selection.

Description:

- Display a report with group breaks.
- Calculate and display group totals, counts, and average.
- Calculate and display grand totals, counts, and average, select only certain records.
- Create a parameter for determining which rows will be selected.

6 Expressions, Formulas, and Functions**Objectives:**

- Working with formulas.
- Creating arithmetic formulas.
- Using Crystal Reports functions.
- Adding logic to formulas.
- Understanding formula evaluation times.

Description:

- Using one or more fields from the database, perform simple mathematical functions and display the results in the report.
- Perform basic character manipulation on some database fields.
- Add a script that uses a loop to perform a calculation.

7 Complex Reports**Objectives:**

- Working with subreports.
- Formatting subreports.
- Working with cross-tabs.
- Formatting cross-tabs.

Description:

- Create a detail report and in the detail report display a subreport with summary information.

8 Visual Elements - Adding

Objectives:

- Adding charts to reports.
- Advanced formatting.

Description:

- Create a bar chart and pie chart.
- Create a subreport with a bar chart.

9 Integration

Objectives:

- Selecting a data source.

Description:

- Use a different database; select one from that is being used at the client location.
- Connect to that database and print a basic report.