

**Intermediate Crystal Reports**

**Course Number:** CR-131  
**Duration:** 2 days

**Overview**

Accelebrate's Intermediate Crystal Reports course enriches your basic report writing skills and moves you into developing more intricate reports. Attendees learn how to build parameterized reports, sub-reports, charts, and cross-tabulation reports, as well as use conditions to control the formatting of your reports.

**Prerequisites**

All attendees must be familiar with the basics of Crystal Reports, as taught in Accelebrate's [Introduction to Crystal Reports class](file:////training/crystal-reports).

**Materials**

All students receive comprehensive courseware covering all topics in the course.

**Software Needed on Each Student PC**

* A recent version of Windows (Windows 10 recommended), with the latest service pack updates and at least 8 GB of RAM
* Crystal Reports with the latest updates installed
* Web browser
* Adobe Acrobat Reader for viewing PDF documents
* Optional: Microsoft Excel and Access, version 2007 or later

**Objectives**

* Use Sections to improve formatting
* Keep running totals
* Work with parameters
* Features of advanced formulas
* Create Sub reports
* Create and work with custom Groups
* Work with Cross Tab Reports
* Create Report Alerts

**Outline**

* Introduction
* Crystal Reports Review
  + Creating a Report
* Using Parameters
  + Creating Parameters
  + Optional Parameters
  + Using a List of Parameter Values
  + Dynamic List of Values
  + Cascading List of Values
  + Multivalue Parameters
  + Range Parameter
* Using Subreports
  + Unlinked Subreports
  + Linked Subreports
* Charts
  + Adding a Chart to a Report
* Cross-Tabulation Reports
  + Creating a Cross-Tab Subreport
* Advanced Techniques
  + Special Fields
  + Using the If Statement
  + Using the Select Case Statement
  + Conditional Formatting
  + Alternating Row Formatting
* Report Alerts
  + Using Report Alerts
* Conclusion