

# Crystal Reports 9

## *Report Design II Prerequisite Exercise*

*For learners who have not completed Report Design I  
and want to attend Report Design II*

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### **Overview**

This exercise is designed to ensure that you are at the level of experience required for the Report Design II Course. Please complete the following exercise and check that you are familiar with the Pre Course Topics listed below. If you find the exercise difficult or are not familiar with the concepts listed, we recommend that you attend our Report Design I course before attempting the Report Design II course. If you are not familiar with version 9, but have experienced with a previous version of Crystal Reports, please review the version 9 Pre Course Topics listed below.

Please take a moment to carefully read the entire activity and get organized before creating your report

### **Report Overview**

#### **Report objective**

Create a basic Sales report.

#### **Database**

Use an ODBC connection to the Xtreme Sample Database which is shipped with Crystal Reports.

#### **Exercise**

Create a new report showing Customers and their Sales by Region.

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### **Innovative Information Resources**

**For information or to register call: 212-244-1222 or 877-637-2370**

## To create a basic Sales Report

- Select the Customer table.
- Insert Customer Name, City, Last Year's Sales.
- Insert the contact for each Customer on a second line in the Details section (for example, N. Davolio) using a formula.
- Group on Country and then group on Region.
- Select only records from FL, BC, and MI.
- Subtotal on Last Year's Sales using a formula and label it on the report "Total Sales for Region".
- Insert a Grand Total of Last Year's Sales.
- Sort on City (ascending) and then on Last Year's Sales (descending).
- Insert a formula in the Details section forecasting 2003 sales, which will be 20% higher than Last Years' Sales.
- Insert a formula in the Details showing the Subtotal of Last Year's Sales as a percentage of the Grand Total.
- Insert a title on the report.
- Format the title to have a border and drop shadow.
- Put the Print Date and Time in a text object; format the fields to have the full month name and am/pm time.

## Pre-Course Topics

Please review the following topics prior to attending the course:

- Creating a basic report
- Record Selection
- Sorting, Grouping, and Totaling
- Formula Basics
- Report alerts

If your experience is not version 9, but with a version 8.5 or earlier of Crystal Reports, please review the following Crystal Reports material prior to attending the Report Design course:

- User Guide, Chapter 5 – Introduction to Reporting
- User Guide, Chapter 12 – Formatting
- User Guide, Chapter 18 – Distributing and Viewing Reports

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## Innovative Information Resources

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