INTRODUCTION CRYSTAL REPORTS XI

MAXIMUM IMPACT SOLUTIONS LIMITED

Course Objectives:

On completion of this course delegates will be able to create reports that will allow the user to analyse and interpret important business and management.

Target Audience:

This course is designed for report designers, new to Crystal Reports, who are responsible for the creation and distribution of business and management reports.

Pre-requisites:

Delegates must be able to use a Microsoft Windows and a mouse.

Delivery and duration: 2 day On-site Instructor led course.

Course Outline:

Overview

Overview of Crystal Reports

Overview of Database concepts

Overview of report planning

Setting the defaults of Crystal Reports

Creating Reports

Connecting to the data source

Adding a table to the report

Overview of the design environment

Adding fields to the report

Previewing & saving reports

Positioning & resizing

Formatting the reports

Finding information on reports

Organising Data on Reports

Sorting records

Grouping records

Summarising data

Selecting Records

Using the Select Expert

Creating select criteria

Definition of refreshed and saved data

Applying record selection

Modifying record selection

Applying time-based record selection

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Section Formatting

Overview of Sections

Formatting Sections

Creating Summary Reports

Linking

Overview of Linking in Crystal Reports

Overview of Relationships

Overview of Joins

Using Formula in Reports

Overview of formulas

Defining and creating formulas

Creating string formulas

Creating Date/Time formulas

Creating Boolean formulas

Creating If-Then-Else formulas

Using Conditional Formatting

Overview of Conditional Formatting

Apply Conditional Formatting

Using the Highlighting Expert

Using Graphs in Reports

Creating Geographic Maps

Creating Bar Charts

Creating Pie Charts

Formatting Charts

Distributing Reports

Overview of Report Distribution Methods

Exporting Reports to different applications

Creating Report Definition

Crystal Enterprise

Maximum No. delegates: 6

Follow up course(s):

Advanced Crystal Reports XI

Crystal Reports Server XI

Tailored courses are available, for more information contact:

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