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SOFTWARE SOLUTIONS TEAM
TRAINING - CONSULTING

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Course Outline

Crystal Reports: Introduction

Days: 2

Prerequisites: Access Intermediate or equivalent experience with databases.

Description: This two-day, hands-on class, teaches the basic features and functions of Crystal Reports XI. Students will explore the program environment and learn how to open, navigate, create, modify, and save reports. They will learn the fundamentals of formatting report objects, of sorting and selecting records, and creating groups and summaries. They will also learn how to create simple formulas and functions. Finally, students will work with experts and wizards, and learn how to export reports to various file formats. * The courseware publisher, Axzo Press, is an Approved Crystal Reports Content Provider for North America.

Unit 1: Introduction to Crystal Reports

- The Crystal Reports environment
- Creating, viewing, and saving reports
- Modifying report layouts
- The Help feature

Unit 2: Formatting

- Absolute Formatting
- Introducing conditional formatting

Unit 3: Sorting and selecting records

- Sorting records
- Selecting records

Unit 4: Grouping and summarizing

- Groups
- Summaries

Unit 5: Formulas and Functions

- Formulas
- Modifying formulas
- Functions

Unit 6: Experts and wizards

- The Database Expert
- Report wizards
- Cross-tab reports

Unit 7: Distributing Reports

- Exporting reports
- Delivering reports