



Crystal Reports (2 Days)

Introduction



Topics Covered:

Introduction to Crystal Reports

- Getting started
- Exploring the report design environment
- Creating and saving reports
- Placing objects on your report
- Modifying reports
- Formatting objects
- Positioning and sizing objects
- The Help feature

Organising Records

- Sorting
- Record selection
- Using Select Record options
- Understanding saved -v- refreshed data
- Setting selection criteria

Groups and Summaries

- Grouping records
- Modifying groups
- Grouping on date fields
- Summaries
- Grand Totals

Formulas and Functions

- Formulas
- Working with the formula editor
- Performing basic calculations
- Modifying formulas
- Using Functions
- The Crystal Repository

Experts and wizards

- Database Expert
- Report wizards
- Cross-tab reports

Formatting for Presentation Quality Reports

- Applying Absolute formatting
- Formatting text objects
- Inserting lines, boxes and pictures
- Conditional formatting
- Section formatting

Distributing Reports

- Exporting reports
- Delivering reports



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Duration:

2 Full Days

After completing this course, students will know how to:

- Explore the Crystal Reports window; open, create, save, and modify simple reports; and use Help.
- Sort and filter records; create and modify groups; and insert subtotals, grand totals, and summary fields.
- Create, modify, and delete formulas; use functions in formulas.
- Format a report by changing font style, size, and color; add lines, boxes, and shapes; and format fields conditionally.
- Add and link tables by using the Database Expert, create reports by using various wizards, and create and format a cross-tab report.
- Export a report to the Microsoft Excel, HTML 4.0, XML, and Access file formats; create a report definition; print a report; and e-mail a report.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a general computer working knowledge.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Adobe & Microsoft products. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.