

Course Code CRINTRO
Duration 2 days

Overview

This two-day course will cover the basics of creating simple reports and adding functionality to them, such as record selection, grouping, formulae and parameters.

Audience

The course is designed for anyone new to Crystal Reports and will introduce the delegates to the features and functions it can perform.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ Learn how to work with existing reports and create new ones.
 - ▶ Record selection techniques.
 - ▶ Formatting your reports to enhance the look of them.
 - ▶ Be able to sort and group your reports.
 - ▶ Using formulae, exporting, printing and distributing reports.
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Pre-Requisites

To ensure your success in this course you should be comfortable in the Windows environment and be able to use Windows to manage information on your computer.

Course Contents

- ▶ Introduction to Crystal Reports
 - Opening a report and creating new reports
 - Connecting to a data source
 - Field explorer and refreshing the report
 - Report design environment
 - Moving, sizing and aligning objects.
- ▶ Record Selection
 - Adding record selections with the select expert
 - Saved versus refreshed data
 - Modifying record selections
 - Record selection with date fields
- ▶ Formatting Reports
 - Formatting Objects
 - Adding lines, boxes, graphics and hyperlinks
 - Creating and formatting text objects
- ▶ Using special fields and Report explorer
- ▶ Sorting, Grouping & Summarising
 - Sorting and grouping records
 - Specified order grouping / adding summary totals
 - Group sort expert (Top N grouping)
- ▶ Linking
 - The database expert.
 - Adding tables / amending links / linking options
- ▶ Creating Formulae
 - Creating formulae with the formula editor
 - Formula syntax
 - Simple formula functions and 'if-then-else' formula



- ▶ Conditional Reporting
 - Highlighting expert and conditional formatting
 - Report alerts
 - ▶ Parameter Fields
 - Defining parameter fields and using parameters
 - ▶ Printing and Distributing Reports
 - Printing reports
 - Exporting reports and configuration
 - ▶ Standard Report Wizard
 - ▶ Setting Up and Designing Reports
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Further Information

For more information or to book this course, please contact our Course Enquiries Team on **01752 227330** (Option 2) or email us at enquiries@skilltec.co.uk.