

Crystal Reports XI Introduction

Course length

2 days

Who is it for?

This course is designed for new users of Crystal Reports. The recommended maximum is 8 delegates.

What will I learn?

By the end of this course delegates will be able to:

- Create a report by selecting a data source and adding fields
- Format a report
- Sort records within a report
- Select records within a report by applying criteria
- Group records within a report
- Insert summary fields
- Create basic formulae and functions
- Use the Database Wizard
- Use wizards for creating mailing labels and cross-tab reports
- Export reports

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

Course contents

First steps in Crystal Reports

- Exploring the Crystal Reports window
- Opening reports
- Setting file options
- Creating new reports
- Saving reports
- Adding fields to a report
- Resizing and aligning report fields
- Use the Help facility

Formatting a report

- Formatting fields
- Adding lines and boxes
- Conditional formatting

Sorting records

Selecting records

- Select Expert
- Selecting records based on one criterion
- Selecting records based on multiple criteria

Grouping records

- Creating groups
- Modifying groups
- Displaying groups in a specified order
- Setting group options

Summary fields

- Subtotals
- Grand totals
- Group Sort Expert

Formulas and functions

- The Formula Workshop
- Creating a formula
- Modifying a formula
- Date and time functions
- String functions
- Mathematical functions

The Database Expert

- Linking tables

Wizards

- Standard Report Creation Wizard
- Mailing Labels Report Creation Wizard
- Cross-Tab Report Creation Wizard

Exporting reports

- Exporting to Excel
- Exporting to HTML
- Sending reports by e-mail

How do I book?



Call us now on 020 8658 6994



Email us at admin@alphatraining.com



Download our public course schedule



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