

CRYSTAL REPORTS



Computer Smart TRAINING CENTRE

Version: 11

Length of Course: 2 Days

Objectives: After completing this course you will know how to:

- Explore the Crystal Reports window; open, create, save, and modify simple reports; and use Help.
- Format a report by changing font style, size, colour; add lines, boxes and shapes; and format fields conditionally.
- Sort Records in ascending and descending order; select records based on single or multiple criteria, and delete criteria from a selection formula.
- Learn to create groups and subgroups, delete groups, group data by a date field, display groups in a specified order, create a subgroup, set group options, insert subtotals and grand totals, and display the top number of groups of records.
- Create, modify and delete formulas; insert date functions; concatenate fields; and use string and mathematical functions.
- Use the Database Expert and Report wizards, and create, modify, format cross-tab reports.
- Export reports to different formats such as Excel, Access, HTML, and XML; create a report definition; and print and email reports.

Pre-Requisites: Windows XP: Basic and Access 2003: Intermediate, or equivalent experience.

Getting Started:

- The Crystal Reports Environment
- Creating, Viewing And Saving Reports
- Modifying Report Layout
- The Help Feature

Formatting:

- Absolute Formatting
- Introducing Conditional Formatting

Sorting And Selecting Records:

- Sorting Records
- Selecting Records

Grouping And Summarising:

- Groups
- Summaries

Formulas And Functions

- Formulas
- Modifying Formulas
- Functions

Experts And Wizards:

- The Database Expert
- Report Wizards
- Cross-tab Reports

Distributing Reports:

- Exporting Reports
- Delivering Reports

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