

CRYSTAL REPORTS



Computer Smart TRAINING CENTRE

Version: 9 (Introduction)

Length of Course: 2 Days

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

- Explore the Crystal Reports window; and 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; and use functions and formulas. Add, use, modify, and delete an item from the Crystal Repository.
- Format a report by changing font style, size, and colour; adding lines, boxes and shapes; and formatting 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 email a report.

Pre-Requisites: Access 2002: Intermediate or equivalent experience.

Introduction To Crystal Reports:

- Getting Started
- Creating Reports
- Storing Reports
- Modifying Reports
- Using Help

Organising Records:

- Sorting
- Record Selection
- Grouping
- Summarising

Formulas And Functions:

- Formula Basics
- Modifying Formulas
- Functions
- Crystal Repository

Formatting:

- Absolute Formatting
- Conditional Formatting

Wizards:

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

Distributing Reports:

- Exporting Reports
- Delivering Reports

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