



Crystal Reports Adv.

Course Outline



Course Synopsis:	<p>Reviewing Crystal Reports Basics; Custom Sort Order; Creating Parameter Selection; Inserting Parameters Fields; Running Totals and Other Calculations; Creating Subreports; Linking and Unlinking Subreports; Charting and Maps; Crystal Query Designer; Crystal Dictionaries</p>
Who Should Attend:	<p>Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Crystal Reports in action.</p>
Prerequisites:	<p>Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.</p>
What You Will Learn:	<ul style="list-style-type: none"> • Create formulas with multiple statements and use variables. • Understand and control the calculation process used to compile your data. • Control the appearance of your report using conditional format statements and multiple sections. • Create parameter formulas that allow your users to determine what information they want to see on a report. • Extend your reporting capacity by utilizing subreports.
Time:	<p>Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.</p>
Location:	<p>401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503</p>
Related Courses:	<p>Crystal Reports Beginning 8.5</p>
Goals:	<p>Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.</p>
Registration:	<p>You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771</p>



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COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

Review

- What is Crystal Reports?
- Working in Design View
- Guidelines
- Inserting Fields
- Formula Field Examples
- Inserting Groups
- Inserting Summary Fields
- Formatting Sections

Custom Sort Order

- Custom Sort Order

Selecting Records

- Parameter Selection
- Group Selection

Formulas

- Running Totals
- Calculating Percentages
- Using Formulas to Format

Subreports

Charting and Maps

- Creating a Chart
- Creating a Map

Additional Topics

- Multi-Table Reports
- Crystal Query Designer
- Crystal Dictionaries