



Intro to Crystal Reports

Course Outline



Course Synopsis:

Starting Crystal Reports; Creating a New Report; Report Types; Listing; Zooming; Saving the Report; Standard Reports; Cross Tab Reports; Mail Label Reports; Graph Reports; Top N; Drill Down Report; Preview and Design Tabs; Report Bands; Insert Fields; Insert Groups; Insert Graphic Object; Formatting

Who Should Attend:

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.

Prerequisites:

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.

What You Will Learn:

- Plan the needs for your report including data, as well as appearance.
- Become familiar with components of the Crystal Reports application window.
- Create reports based directly on database information; use a report expert or create a copy of an existing report.
- Add, modify, and remove report objects such as data fields, text objects, file information, graphics or decorative lines, and boxes.
- Format the appearance of your report using font, color, border, and number choices.
- Create, edit, and delete formulas.
- Identify and control Crystal's report sections

Time:

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.

Location:

401 Lewis Hargett Cir.
Suite #120
Lexington, KY 40503

Related Courses:

Access Intermediate Part 2

Goals:

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.

Registration:

You can register over the phone or online by emailing Rebecca Williams at
rebeccawilliams@cts-ky.com
or
859-277-1771



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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.

Crystal Reports Basics

- What is Crystal Reports?
- Starting Crystal Reports
- Report Experts
- Selecting Report Data
- The Standard Report
- Working with the Report
- Saving the Report

The Report Experts

- The Cross-Tab Report
- The Mail Label Report
- The Drill Down Report
- Top N and Drill Down Portion
- The Form Report
- The Form Letter Report
- The Custom Report

Formatting the Report

- Preview and Design Tabs
- Report Sections
- Working in Design View
- Customizing Options
- Sizing Sections
- Working with Objects
- Formatting Objects
- Inserting Fields
- Inserting Groups
- Group Tree
- Creating Summaries, Subtotals, and Grand Totals
- Working with Sections

Additional Formatting Options

- Inserting Graphic Objects
- Conditional Formatting
- Sorting Records
- Selecting Records