

CRYSTAL REPORTS - USER TRAINING WORKSHOP

Intended Audience

Individuals who need to utilize a powerful reporting tool to gather information in an ad hoc manner from PC and SQL databases.

Duration

3 Days



Course Abstract

Students begin immediately building an introductory, but instructive report. As this hands-on course progresses, the report is enhanced, yielding a final report that utilizes all the power and functionality of Crystal Reports. Throughout, other smaller reports are built to introduce and underscore concepts and to reinforce the use of the Crystal Reports user interface. On the second day, students are encouraged to log onto their own databases (when applicable) to produce useful reports.

Course Objective

Upon completion of this course students will be able to:

- 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
- Change the selection criteria and sort order of your data
- Create subtotals, grand totals, and summaries for your report data
- Create, edit, and delete formulas

- Understand Crystal's formula language
- Understand linking concepts, and then create and modify your own links.
- Identify and control Crystal's report sections
- Distribute your reports to those who need the information through a variety of methods
- Publish your reports to a Web site

Course Topics

Overview
Creating Basic Reports
Sorting and Selecting Data
Grouping and Summarizing
Using the Report Expert
Cross-tab Reports
Linking
Creating Formulas
Formatting Sections
Distributing Data

Class Format

Lecture/Lab, Exercise intensive

Prerequisites

Basic knowledge of using Windows and Windows applications is helpful but not necessary. Basic understanding of SQL is helpful but not necessary.