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Crystal Reports XI Introduction Course

2 Day

Crystal Reports XI Introduction

Crystal Reports helps you analyse and interpret data, as well as present it in an easy to read format. The program can be used to create both simple and complex reports using almost any data source.

COURSE OUTCOMES

Upon completing this course, attendees will be able to:

- Explore the Crystal Reports window; open, create, save, and modify simple reports; and use Help.
- Format a report by changing font style, size, and color; 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, and format cross-tab reports.
- Export reports to different formats such as Excel, Access, HTML, and XML; create a report definition; and print and e-mail reports.

PREREQUISITES

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

EVALUATION COMMENTS

"Thank you very much, your patience with me was much appreciated."

CONTENT

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 Summarizing

Groups
Summaries Formulas and functions

Formulas

Formulas
Modifying formulas
Functions

Experts and Wizards

The Database Expert
Report wizards
Cross-tab reports

Distributing Reports

Exporting reports
Delivering reports

Level 5, 38 Gawler Place
Adelaide SA 5000

Phone (08) 8232 4502
(08) 7225 1120
www.etc-australia.com
Email: sue@etc-australia.com

ABN: 34 119 696 507

