Crystal Reports Fundamentals

Available in Versions 2016, 2013, 2011, 2008 & XI

ITS SmartStyle Training

Introducing Crystal Reports
- What is Crystal Reports?
- The Crystal Reports Interface
- Working with the Field Explorer

Getting Assistance
- Getting Help in Crystal Reports
- Getting Started
- Planning & Creating Reports
- Exploring the Report Design Environment
- Previewing & Navigating Report Pages

Modifying Reports & The Reporting Environment
- File & Report Options
- Page & Printer Setup
- Placing & Positioning Controls
- Moving, Sizing & Deleting Controls
- Aligning Controls
- Working with Text Objects
- Combining Text Objects & Fields
- Inserting Special Fields, Headers & Footers

Absolute Formatting
- Formatting Text Objects
- Working with Lines, Boxes & Pictures
- Formatting Report Sections
- Applying Themes with the Template Expert

Organising Records
- Sorting by One/Multiple Fields
- Finding Records
- Filtering Records & Selection Criteria
- Filtering Data with Parameters
- Grouping & Summarising Data
- Creating Running Totals

Formulae & Functions
- Working with the Formula Workshop
- Creating Calculations using Fields & Mathematical Operators
- Using Crystal Functions
- Writing an If...Then…Else… Statement
- Combining Functions & Formulae

Conditional Formatting
- Using the Highlighting Expert
- Formatting Text with Conditional Statements

More on Experts
- Adding & Deleting Report Tables
- Multi-Table Reports & Relationships
- Creating Cross Tab Reports
- Mailing Labels

Distributing Data
- Printing & Emailing Reports
- Exporting Report Data to Other Applications

Course Duration: 2 Days

Price Per Delegate: £495
(Public Scheduled Course)

Price Per Course: £1,395
(On-Site at Customer Premises)

Suitable For:
Those who need to design, create and analyse reports by connecting to external data sources.

Learning Outcomes:
By the end of the course delegates will be familiar with the Crystal Reports interface and be able to produce reports based on both 'flat' and 'relational' data sources. They will be able to extract accurate data and summarise data using formulae and functions.

Prerequisite Skills:
Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close. Familiarity of either Microsoft Excel or Microsoft Access is useful, but not essential.