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- Tutor-led training
- e-Learning
- Blended learning
- IT skills
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- Training consultancy

# Crystal Reports

## Introduction

**Introduction** Crystal Reports is a powerful reporting tool for presenting information from data held in relational databases. Its functions enable you to produce professional quality reports beyond the capability of database programs such as Access.

**Objectives** A comprehensive introduction to Crystal Reports. The knowledge gained will enable students to produce presentation quality structured basic reports.

**Designed for** Users new to Crystal Reports who need to produce reports from external data sources i.e. Access, SQL, Oracle etc. No prior knowledge of the product is required, but a good understanding of a Relational Database is required.

**Duration** Two days

**Topics**

- Introduction
- Crystal Overview
- Simple Reports
- Design View
- Report Preview
- Adding Fields
- Adding Objects
- Formatting
- Fields & Objects
- Sizing & Positioning
- Record Selection
- Select Expert
- Record Options
- Selecting Multiple Fields
- Saving vs Refreshed Data
- Sorting & Grouping
- Sorting Records
- Grouping Records
- Changing Groups
- Nested Groups
- Totals & Summaries
- Subtotals
- Grand Totals
- Totals in Groups
- Summarising
- Top N Expert
- Using Help
- On Line Help
- Facts on Demand
- Return Email/Fax Help
- Report Experts
- Experts Explained



Using and Expert  
Benefits and Features  
Tips and Tricks  
Report Design  
Setting margins, page size and orientation  
Header & Footer Fields  
Report Titles  
Special Fields  
Lines, Boxes and Graphics  
Linking  
Linking Overview  
Adding/Removing Tables and Databases  
Smart Linking  
Working with Links  
Formula Basics  
Inserting Formulas  
Basic Calculations  
String Manipulation  
Data Calculations  
If then Else Formulas  
Boolean Formulas  
Conditional Formatting  
Fields & Objects  
Sections  
Section Expert  
Graphing  
Creating & Editing  
Using Drill Down  
Positioning  
Cross Tabs  
Defining a Cross Tab  
Creating and Formatting  
Changing Field Widths  
Pivoting a Cross Tab  
File Options  
Basic Settings  
Field Formats  
Defaults

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**Follow-up** Individual consultancy and tuition as required.

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**For more information call**

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