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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

Follow-up Individual consultancy and tuition as required.

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