

Crystal Reports

A Two-Day Introduction Course Overview

Course Objectives:

On this practical introduction to using Crystal Reports v.5.0 up to v.11, delegates will learn to design presentation-quality reports including sorting, grouping, and the use of formulae.

Who Should Attend?

This course is for those people new to the product who wish to develop the basic skills to produce quality reports using data from other applications.

Course Objectives

On completion of this course, delegates should be able to:

- Create simple reports
- Format sections
- Use the Record Select Expert
- Insert special fields
- Sort and group records
- Insert and format text objects
- Summarise groups and grand totals
- Use basic formulae
- Use the Linking Expert
- Conditionally format fields and objects
- Format report styles
- Add and remove data sources

Method The course uses a combination of explanation, demonstration, and extensive hands-on training. Delegates will receive a course manual covering all the techniques.

Pre-requisites Some prior experience with using Windows will be beneficial, as well as keyboard skills. Experience of a database and/or of other data sources such as spreadsheets is most useful.

Course Details This is a two-day introductory course running from 9:30 am - 4:30 pm. Courses run at Swansea, Cardiff and on-site locations.