

## Course Outline

### Crystal Reports Introductory Course 2 Days



Crystal Reports enables the user to connect to most major database applications and to read the data. The data can then be organised and analysed, before producing reports in a user-friendly and flexible manner.

#### Versions Covered

This course outline is specifically designed around versions 9.0 and 10.0. Most of the content will also apply to earlier versions and courses can be run for these versions and include the appropriate documentation.

#### Course Description

The course is designed for those users of database applications who need to create and modify reports within their organisation. The course will provide an introduction to the major functions of the software and allow users to provide reports in a range of formats, combining information from their databases.

#### Course Objectives

By the end of the course delegates will have covered:

- Introducing databases
- Creating basic reports
  - Connecting to client and ODBC/SQL databases
- Inserting database fields
- Previewing a report
- Formatting objects and reports
  - Text field objects
  - Numeric field objects
  - Date field objects
- Record selection
  - Use of Boolean 'AND' and 'OR' operators
- Record Sorting, Grouping and Summarising
  - 'Simple' grouping
  - 'Specified' grouping
  - Sub and running totals
- Linking tables/databases
  - Visual Linking Expert
  - Smart Linking
- Introduction to and creating Formulae
  - Calculations
  - String Manipulation
  - Conditional 'IF' and other functions
- Creating 'Top-N' reports
- Summary/Drill Down reports
- Report distribution - Introduction
  - Static Exporting to other data formats
  - Web Distribution Overview - Crystal Enterprise
- Special fields and fields in text objects.

**Train-IT.co.uk** can also offer courses designed for more experienced database users.

Crystal Reports Extended Introduction includes topics from the advanced course.

Alternatively, the full outlines for the Introduction and Advanced courses can be combined in three days.

Contact our training staff for advice on 0845 300 3569