

## Course Outline

### Crystal Reports Introductory Course 2 Days (Extended)

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.

### Course Description

This course is designed for users who are already familiar with database concepts and might already have some experience using Crystal Reports.

The topics include, in addition to the standard introductory ones, those from the advanced course that do not necessarily rely upon the advanced features associated with the Crystal Repository which is a feature of versions 9.0 and 10.0.

Delegates may not complete all these topics during the two days depending upon their prior knowledge and may wish to be selective in those they actually cover.

### Course Objectives

By the end of the course delegates will have been introduced to:

- Creating basic reports
  - Connecting to client and ODBC 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
- Parameters in Reports
- Cross-Tab Reports
- Report distribution - Introduction
  - Static Exporting to other data formats
  - Web Distribution Overview - Crystal Enterprise
- Special fields and fields in text objects.
- Graphs and Charts

**Train-IT.co.uk** can also offer the full content of the Introductory and Advanced courses as a 3-day course for advanced database users.

For more information contact us on 0845 300 3569