

Course Outline – **Introducing Crystal Reports**

- Participants:** Anyone who is confident in the use of desktop computer systems in general and has some experience in the use of databases.
- Objective:** On completion delegates will have a basic understanding of the core elements and features of Crystal Reports and will be confident in the creation and formatting of basic reports.
- Duration:** 2 days

Overview of Crystal Reports

Creation a basic report

- Inserting fields
- Working with objects
- Formatting objects
- Saving the report

Grouping and Summarising

- Sorting records
- Inserting and working with

Groups

- Working with Totals
- Summary fields

Selecting Records

- Selection criteria
- Multiple selection criteria
- Editing formula

Working with Formulae

- Overview
- Formula Editor
- String functions
- Date functions
- Introducing If-Then-Else

Working with Links

- Overview
- Types of Joins
- Self Joins
- Other types of links

Section Formatting

Introducing Cross-Tabs

