

**Duration**    2 days

### **Overview**

This course introduces delegates to the essential features of Crystal Reports which are needed to create and modify list and grouped reports from a variety of data sources.

### **Recommended for**

Both IT staff and business users who wish to be able to create reports from databases.

### **Prerequisites**

- A knowledge of personal computer fundamentals.
- Experience of working within the Windows environment.
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

A knowledge of relational database structure is useful but not essential.

### **Objectives**

At the end of the training the delegate will be able to successfully:

- Create and modify both content and formats of reports
- Sort and group data, adding group information if required
- Create and modify totals and formulas
- Use the formula “language”
- Create a top-n analysis
- Use drill-down features
- Select a sub-set of the data available based on defined criteria
- Add a chart to a report
- Use the Standard Report expert
- Understand and use links between data tables
- Create and modify cross-tab reports
- Export reports to other applications

using the documentation and support provided.

**Modules covered in this course**

- Creating & Modifying a basic report using Design Mode.
- Sorting and grouping
- Totals
- Top-n analysis
- Drill down
- Selecting records to report on
- Charts
- The Style Expert - presentation of your report
- Creating a report using the Standard Report Expert
- Linking
- Cross-tab reports
- Formulae
- Exporting reports