Crystal Reports Introduction

Who would benefit?

This course is for those individuals who want to be able to interrogate and utilize data constructively with Crystal Reports and make available to other users.

Objective

At the end of the course the delegate will understand data sources, dictionaries, linked tables and use basic formulae and functions including grouping, filtering and sorting. To be able to format the results and work in design.

Content

- Discuss individual's needs
- Establish data sources available
- Understand dictionary concepts
- Create dictionaries where applicable
- Select and link tables
- Change column widths and headings
- Adjust numeric formats
- Save and name files and reports
- Create and edit formulae fields
- Calculate with AutoSum and other formulae
- Create variables
- Use filters and filter parameters
- Group data with breaks and sections
- Totals and sub totals
- Use conditions
- Alphanumeric and multi-level sorts
- Work with reports
- Work with charts
- Define and format Crosstabs

Duration

One day