

## Crystal Reports XI – An Introduction

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This course is hands-on and designed to provide participants with a understanding of the basics of Crystal Reports. The class runs two days in length from 9:00 until 4:00 each day. Included will the course are course notes, a pad for note taking and telephone support following the class.

<b>Introduction</b>	
<b>Getting Started</b>	<b>Creating a basic report</b>
Planning a report Review of reports and databases A look at the screen Navigating around the screen	Identify the sections of your report Types of reports available Viewing & printing your report Formatting & enhancing your report
<b>Working with Links</b>	Adding document information to your report
Relational database concepts Using the Linking Expert Understanding link options	Suppressing report information Taking a look at the section expert Conditional formatting
<b>Sorting, selecting and grouping</b>	Creating a summary report
Sorting the information Using the Select Expert Adding additional selection criterion Modifying composite formulas Defining a single level group Defining multi level groups Modifying group options Inserting subtotals and grand totals Inserting summary fields	Drill down reports Creating sub reports Inserting parameter, formula, running totals & special fields
<b>Distributing Data</b>	<b>Creating Formulas</b>
Identify export options Exporting a report	Using and understanding the formula editor Types of calculations Using calculations in reports including: Manipulating dates with formulas Testing for zero Adding fields and working with numbers