

## 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 Suppressing report information Taking a look at the section expert Conditional formatting
Relational database concepts Using the Linking Expert Understanding link options	Creating a summary report Drill down reports Creating sub reports Inserting parameter, formula, running totals & special fields
<b>Sorting, selecting and grouping</b>	<b>Creating Formulas</b>
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	Using and understanding the formula editor Types of calculations Using calculations in reports including: Manipulating dates with formulas Testing for zero
<b>Distributing Data</b>	Adding fields and working with numbers
Identify export options Exporting a report	