



INTRODUCTION CRYSTAL REPORTS 2016

Course Objectives:

On completion of this course delegates will be able to create reports that will allow the user to analyse and interpret important business and management.

Target Audience:

This course is designed for report designers, new to Crystal Reports, who are responsible for the creation and distribution of business and management reports.

Pre-requisites:

Delegates must be able to use a Microsoft Windows and a mouse.

Delivery and duration: 2 day On-site Instructor led course.

Course Outline:

Overview

Overview of Crystal Reports
Overview of database concepts
Setting the defaults settings for Crystal Reports

Creating Basic Reports

Creating a blank report
Connect the report to the data source
Adding tables to reports
Adding fields to reports
Previewing the reports
Positioning & resizing report objects
Formatting the reports
Adding images to reports
Adding lines & boxes to reports
Adding hyperlinks to reports
Saving Reports

Linking

Overview of Relationships
Overview of Joins
Creating Relationships in Crystal Reports

Selecting Records

Overview of Selection Criteria
Using the Select Expert
Creating select criteria
Using Saved Data vs. Refresh Data
Modifying Record Selection Criteria
Multiple Record Selection Criteria
Finding Nulls



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Organising Data on Reports

- Sorting records
- Adding Sort Controls to reports
- Grouping records
- Adding Summary Fields to reports
- Adding Percentage of Summary Fields to reports
- Creating TopN/BottomN Reports

Using Formula in Reports

- Overview of creating formulas
- Overview of the Formula Workshop
- Creating Basic Numerical Formula
- Renaming & Modifying Formulas
- Creating string formulas
- Creating Date/Time formulas
- Creating If-Then-Else formulas
- Creating Boolean formulas

Using Conditional Formatting

- Overview of Conditional Formatting
- Using the Highlighting Expert
- Using Conditional Formatting Formulas

Section Formatting

- Overview of Section Formatting
- Formatting Report Sections
- Creating Summary/Drilldown Reports
- Applying Conditional Formatting to Sections

Using Graphs in Reports

- Overview of Charts
- Creating Pie Charts
- Modifying & Formatting Charts
- Creating Bar Charts
- Top N/Bottom N Charts

Distributing Reports

- Overview of Report Distribution Methods
- Exporting Reports to different applications
- Creating a Report Definition

Maximum No. delegates: 6

Follow up course(s):

Advanced Crystal Reports 2016

Tailored courses are available, for more information contact:

Telephone: 0151 260 1385

Email: training@maximumimpactsolutions.co.uk

Web: www.maximumimpactsolutions.co.uk