



Business Objects Crystal Reports The Basics Course Outline



Course aims:

Crystal Reports is a market leading database reporting and analysis tool. This course is designed for new users, wishing to become proficient in create and modifying reports. It will enable delegates to create and manipulate a variety of database reports, using formulae and links.

Pre-Requisites:

Delegates must have a working knowledge of Windows applications and a basic knowledge of database concepts such as tables, fields and records

Who should attend:

Report designers, new to Crystal Reports, who are responsible for creating and distributing reports

Duration: 1 or 2 days

Creating a basic list report	Set default settings, building a report, previewing a report, working with fields
Displaying data in a report	Finding data, sorting data, filters and search criteria
Grouping and summarising	Inserting a group, adding summaries, group options, top n sort group
Building formula	Write a formula, edit a formula, group by formula, multiple criteria formula, parameter fields
Formatting reports	Removing white space, header and footer data, borders and lines, background colour
Enhancing reports	Watermarks, bulleted lists, conditional formatting, hyperlinks.
Creating and modifying pie charts	Creating a pie chart with drill down, formatting the chart
Distributing data	Export to excel and access, create a report definition, create mailing labels