

Crystal Reports 2008: Basic

2 days

Description

This course will teach students the fundamental features and functions of Crystal Reports 2008. Students will explore the program environment, and learn how to open, navigate, create, modify, and save reports. They'll learn the basics of formatting report objects, of sorting and ing records, and creating groups and summaries. They'll also learn how to create simple formulas and functions. Finally, students will work with Crystal Reports' experts and wizards, and learn how to export reports to various file formats.

Prerequisites

- Windows XP: Basic, or equivalent experience

Course Outline

Unit 1: Getting started

- Topic A: The Crystal Reports environment
- Topic B: Creating, viewing, and saving reports
- Topic C: Modifying report layout
- Topic D: The Help feature

Unit 2: Formatting

- Topic A: Absolute formatting
- Topic B: Introducing conditional formatting

Unit 3: Sorting and ing records

- Topic A: Sorting records
- Topic B: ing records

Unit 4: Grouping and summarizing

- Topic A: Groups
- Topic B: Summaries

Unit 5: Formulas and functions

- Topic A: Formulas
- Topic B: Modifying formulas
- Topic C: Functions

Unit 6: Experts and wizards

- Topic A: The Database Expert
- Topic B: Report wizards and templates
- Topic C: Cross-tab reports

Unit 7: Distributing reports

- Topic A: Exporting reports
- Topic B: Delivering reports