

ON LINE SERVICES

Computer Training & Support

Crystal Reports 8.0

Course Description

Overview: This class is intended for users who are new to database reporting and who wish to extract data and compile easy-to-use reports.

Objectives: Upon successful completion of this course, students will be able to:

- Use a database to begin creating a report using Crystal Reports
- Effectively navigate in Crystal Reports
- Enhance reports by formatting text and sections
- Effectively organize reports by sorting, inserting groups, and using the Select Expert
- Quickly create reports using the Report Expert
- Utilize formulas to calculate fields
- Create charts that display data in a clear, concise manner
- Effective ways to distribute reports, either on paper or electronically

Course Outline

Lesson 1: Creating Reports

Database Basics
Reporting Tools
Introducing Crystal Reports
Starting a New Report

Lesson 2: Navigating Reports

Using Crystal Reports
Controlling Layout

Lesson 3: Formatting Reports

Formatting Text
Formatting Sections
Changing Spacing and Alignment
Using Special Fields

Lesson 4: Organizing Reports

Converting Data to Usable Information
Sorting
Inserting Groups
Using the Select Expert

Lesson 5: The Report Expert

Using the Report Expert
Modifying a Report with Report Expert

Lesson 6: Introduction to Formulas

Understanding Formulas
Using the Formula Editor
Using Advanced Functions

Lesson 7: Charting

Creating and Using Charts
Changing Existing Charts
Using Drill Down

Lesson 8: Distributing Reports

Printing Reports
Exporting a Report