

Crystal Reports Foundation – 2 Days

About the course

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

- explore the Crystal Reports interface
- create a basic report and modify it
- use formulas for filtering data
- build a parameterised report
- group report data
- enhance a report
- create a report using data sourced from an Excel database
- distribute data.

In this course the following areas will be covered:

Lesson 1: Exploring the Crystal Reports 2008 interface

- Explore the Crystal Reports interface
- Use the Crystal Reports help
- Customise the report settings

Lesson 2: Working with reports

- Create a report
- Modify a report
- Display specific report data
- Work with report sections

Lesson 3: Using formulas in reports

- Create a formula
- Edit a formula
- Filter data using a formula
- Work with advanced formulas and functions
- Handle null values

Lesson 4: Building parameterised reports

- Create a parameter field
- Use a range parameter in a report
- Create a prompt

Lesson 5: Grouping report data

- Group report data
- Modify a group report
- Group using parameters
- Create a parameterised Top N Report

Lesson 6: Enhancing a report

- Format a report
- Insert objects in a report
- Suppress report sections
- Use report templates

Lesson 7: Creating a report from Excel data

- Create a report based on Excel data
- Modify a report generated from Excel data
- Update data in a report based on Excel data

Lesson 8: Distributing Data

- Export data
- Creating mailing labels



For information and support

Meridian House
Winsford Ind Est
Winsford
Cheshire
CW7 3QG

0845 600 6990

info@rareit.com
www.rareit.com