

CRYSTAL REPORTS: LEVEL 1

Available Dates: **Jan 4, Feb 4, Mar 12, Apr 10, May 2, Jun 14**

Class Length: **1 day**

Cost: **\$399**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This course will teach students the fundamental features and functions of Crystal Reports. 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 selecting 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.

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 selecting records

Topic A: Sorting records

Topic B: Selecting 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