

## Crystal Reports 11 Introduction

### Duration

2 Days

### Description

This course is designed for users involved in creating reports from database applications. In this 'hands-on' course, delegates will learn how they can create a variety of reports and edit the report structure.

### Pre-requisites

Delegates should have a good understanding of relational databases and be familiar with the Windows environment in order to fully benefit from the course.

### Objectives

By the end of the course delegates will be able to, create reports linking to a database file, edit reports, preview and print reports and create mailing labels.

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Creating Standard Reports	Cross-Tab Reports
Crystal Report Experts and Wizards	Introduction to Conditional Formatting
Formatting Reports	Parameter Fields for multi-purpose reports
Record Selection in Reports	Inserting Charts
Sorting and Grouping Records	Introduction to multiple Sections
Linking Tables/Databases	Report distribution
Introduction to the Crystal Reports Formula Workshop	More on Formulae, including Crystal & Basic syntax and introduction to Custom Functions.
The Formula Expert	Introduction to the Crystal Reports Repository
Subtotal & Summary fields	
Smart Navigation in Reports	
Creating 'Top N' reports	