

Crystal Reports Introduction

OBJECTIVES

Learn the fundamentals of formatting report objects; sorting and selecting records; creating groups and summaries; create simple formulas and functions; work with experts and wizards; export reports to various file formats.

Duration: 1 Day

1. GETTING STARTED

- The Crystal Reports environment
- Creating, viewing, and saving reports
- Modifying report layout
- Help feature

2. FORMATTING

- Absolute formatting
- Conditional formatting

3. SORTING AND SELECTING RECORDS

- Sorting records
- Selecting records

4. GROUPING AND SUMMARIZING

- Groups
- Summaries

5. FORMULAS AND FUNCTIONS

- Formulas
- Modifying formulas
- Functions

6. EXPERTS AND WIZARDS

- The Database Expert
- Report wizards
- Cross-tab reports

7. DISTRIBUTE REPORTS

- Export reports
- Deliver reports