

Crystal Reports Introduction

SSO008: 2 Days; Instructor-led

Introduction

Crystal Reports 9.0 Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports 9.0 series. In this course, you will build basic list and group reports that work with almost any database.

Audience

This course is designed for a person who needs output from a database. In some cases, database programs have limited reporting tools, and/or they may not have access to those tools. They may or may not have programming and/or SQL experience.

Prerequisites

Exposure to a Windows operating system would be helpful and a basic understanding of database concepts is necessary.

On Course Completion

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

- create a report by using data from an existing database.
- locate and present data in a specified order.
- create groups to summarize report data.
- build formulas to add non-database data to a report and display data differently.
- format reports.
- enhance reports by adding and modifying elements in a report.
- create single data series charts.
- distribute report data to other users

Course Outline

Lesson 1: Creating a List Report

Lesson 2: Displaying Data in a Report

Lesson 3: Grouping Report Data

Lesson 4: Building Formulas

Lesson 5: Formatting Reports

Lesson 6: Enhancing Reports

Lesson 7: Creating and Modifying Pie Charts

Lesson 8: Distributing Data