

Duration: 2 days

This course provides everything needed to be able to create meaningful Crystal Reports. The course is designed to teach the delegate the life cycle of a report from understanding its initial plan through to putting it into use.

Topics

- Creating a simple report
- How to connect to a data source
- Understanding the Crystal Reports Environment
- Saving Reports
- Adding objects and special fields to a report
- Formatting a report and formatting report sections
- Adjusting the records selected for a report
- How to sort and group information in a report
- How to create a summary report
- Creating formulas
- Creating calculations involving dates or numbers
- Manipulating strings
- Creating and Using Variables
- Creating charts
- Creating a running total in a report
- Creating Top N reports
- Distributing reports