



Introduction to Crystal Reports

Make report writing an easy task with Crystal

Learning with a difference...

Benefits

- Extract data from various types of databases
- Analyse large amounts of data
- Create relationships between tables
- Extract detailed data from large databases
- Create report templates that others can use

Course content

- Connect Crystal Reports to a database
- Tips for designing and planning your reports
- Create professional and clear reports
- Format your reports
- Group and sort records
- Summarise and analyse data
- Filter data and select specific records
- Create calculated fields
- Apply conditional formatting to pin point particular results
- Learn to create flexible reports using parameters
- Design and distribute report templates

Course overview

This course will introduce you to the report writing features of Crystal Reports and show you how best to generate meaningful and concise reports.

You will learn how to retrieve data from various sources and create dynamic reports. You can control how to group and sort the records in order to produce the summaries and analysis data you require.

Make full use of the formatting tools to create professional and well presented reports and highlight obscure or exceptional results.

You will also learn how to create templates, so other members of your organisation can build their own reports.

With full hands on experience you will quickly gain the skills you need to write the reports YOU need.

Duration

2 days

9:30 - 16:30

Refreshments are provided on arrival, mid morning and mid afternoon. A buffet style lunch is also provided.

Book Now

Call our Sales team on

01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

Other courses we offer

- Presenting Financial Information
- Presentation Skills
- Advanced Crystal Reports

What our customers say about our courses

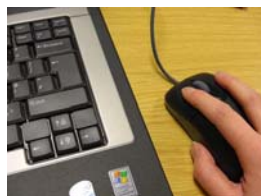
"I found this course really interesting and helpful"

"The trainer was flexible and knowledgeable"

"A friendly and comfortable environment for learning"



People Productivity &
Specialist IT Training



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