

# Crystal Reports 10.0 Introduction

Windows 2000/XP  
(2 day course)



## Who should attend

Individuals attending this course are involved in one or more of the areas listed below:

- Creating and formatting various report types
- Preparing custom reports using multiple tables
- Creating filtered reports
- Using formulas

## Prerequisites

A working knowledge of the skills outlined within *Windows 2000 Professional Introduction*, or *Windows XP Introduction* is required, as well as a working knowledge of relational database concepts and database report design.

## What course provides

This instructor-led course explores planning, creating, editing, enhancing, and customizing various reports. Numerous data sources and custom reports will be explored.

## What students learn

Upon completing this hands-on course, the student will have:

- Opened Crystal Reports 10.0 and examined the screen
- Created reports using the experts
- Created and saved custom reports
- Explored and adjusted sections in a report
- Used the Section Expert
- Grouped and sorted and grouped records in a report
- Enhanced a report using number and date fields
- Applied text and object formatting techniques
- Created reports on multiple tables
- Filtered a report to display a subset of records
- Added formulas to a report design
- Added subtotals, grand totals, and running totals to a report
- Used the Top N and Drill Down features
- Created summary reports
- Generated form letters and mailing labels

## What students receive

Each student receives a copy of our Productivity Point Student Manual for post-class reference and review.

## Continuing Professional Education (CPE) Credits

All courses are measured in fifty-minute contact hours. Therefore, this course is worth 14 CPE credits.

## Getting Started

- Exploring Databases and Planning Reports
- Starting Crystal Reports
- Examining Types of Reports

## Using Report Experts

- Creating Reports Using an Expert
- Saving Reports and Setting Locations

## Creating Reports in Design View

- Exploring Report Sections and Objects
- Placing and Sizing Objects and Text

## Working with Sections

- Grouping and Sorting Records
- Using the Section Expert

## Printing Reports

- Printing Sections, Groups and Margins

## Formatting Reports

- Formatting Special Fields and Graphics
- Using the Highlighting Expert

## Creating Reports using Multiple Database

- Using the Visual Linking Expert
- Adding Databases to a Report

## Filtering Reports

- Using the Select Expert and Refresh Data

## Creating Formulas

- Adding Subtotals and Grand Totals
- Adding a Concatenation to a Report

## Summarizing Data in Reports

- Using the Top N feature
- Using the Drill-Down Feature

## Creating Basic Form Letters and Labels

- Customizing Letters and Labels