



4D Group

## Crystal Reports Introduction

### Who would benefit?

This course is for those individuals who want to be able to interrogate and utilize data constructively with Crystal Reports and make available to other users.

### Objective

At the end of the course the delegate will understand data sources, dictionaries, linked tables and use basic formulae & functions

Including grouping, filtering and sorting. To be able to format the results and work in design.

### Content

- Discuss individual's needs.
- Establish data sources available.
- Understand dictionary concepts.
- Create dictionaries where applicable
- Select and link tables.
- Change column widths and headings.
- Adjust numeric formats.
- Save and name files and reports.
- Create and edit formulae fields.
- Calculate with AutoSum and other formulae.
- Create variables.
- Use filters and filter parameters.
- Group data with breaks and sections.
- Totals and sub totals.
- Use conditions.
- Alphanumeric and multi-level sorts.
- Work with reports.
- Work with charts.
- Define and format Crosstabs.

### Duration

One day