



swanston IT



Crystal Reports  
Introductory Course

Duration: 1 day

#### **TARGET AUDIENCE**

*Any new or potential user of Crystal Reports will benefit from attending this course.*

#### **PRE-REQUISITES**

*No previous experience of is required. However, participants with no previous experience of computers are advised to attend our "Windows Introduction" course before attending this course.*

#### **COURSE CONTENT**

- Overview of the features, concepts and terms used within Crystal Reports
- Starting a report
- Standard Report Expert
- Creating a custom report
- Selecting and sorting records
- Inserting Fields
  - Text field
  - Formula field
  - Parameter field
  - Special fields
- Formatting a report
- Grouping records
- Creating summary fields
- Drill down
- Including graphs
- Cross tab reports

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