

CRYSTAL REPORTS TRAINING

Versions 8, 8.5, 9, 10 and XI

Standard/Introduction

- Introduction to the layout of the screen
- Creating a new report
- Record selection
- Formatting reports
- Sorting reports
- Creating Groups of data
- Summarising data
- Database tables and links

Intermediate

- Planning your reports
- Creating formulae and how to use them
- Creating and using parameters
- Printing and exporting reports
- Introduction to publishing and distributing reports

Advanced

- Conditional formatting
- Creating letters and including/hiding sections
- Including sub-reports
- Maps and charts
- Cross-tab reporting
- Advance formulae
- Arrays and Variables
- Using other data sources
- Creating templates
- Defining reporting options

Costs:

All the above courses are priced at £200 per day, per person.

If you would like to book us to provide a training course for a number of people within your establishment, please contact us to discuss a reduced price.

Other information:

All attendees will be provided with course notes and an array of handouts. These documents can be used as manuals when working in 'the real world'.

All training will include two trainers. One will deliver the training while the other will 'walk the floor' and give one-to-one support to individuals.

Please contact us if you would like more information with regard to this service...