Course Title: Introduction to Crystal Reports

Course Description:
This course is designed for the novice Crystal Reports user who needs to quickly become proficient in creating and modifying reports. Some of the topics include planning a report, creating a basic report, working in Crystal Design interface, record selection, sorting, grouping and summarizing, basic formulas, and exporting.

Course Prerequisite(s):
Learner must complete the tutorial in the Crystal Reports User’s Guide and have a proficient knowledge of Windows.

Course Objectives:
Create basic reports from sorted data files, enhance reports with basic formulas and import and export reports.

Textbook(s):  
Crystal Reports XI Designer 1 Workshop  
IT Courseware; VH-CRXID 1-04-01-06

Next Class Possibilities: Advanced Crystal Reports

Lesson Plan – by week or session
Session 1: Introduction; Basic Reporting  
Before You Begin  
Creating a Simple Report
Session 2: Formatting Features  
Selecting Specific Records from the Database
Session 3: Grouping and Sorting Data  
Combining Multiple Tables
Session 4: Creating and Using Formulas  
Conditional Formatting
Session 5: Creating Summary Reports and Charts  
Exporting Your Reports within your Organization
Session 6: Setting Default and Report Options  
Using the Report Wizards