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 2008/2011 Designer 1 Workshop
You may order the text online here

Next Class Possibilities: Advanced Crystal Reports

Lesson Plan – by week or session
Session 1: Creating a Report
  Formatting Features
Session 2: Database Filters
  Report Grouping
Session 3: Multiple Table Joins
  Creating Formulas
Session 4: Conditional Formatting
  Creating a Summary Report
Session 5: Exporting Reports
  Report Wizards
Session 6: Challenge Exercises