Course Title: Weekend Warrior Series – Crystal Reports

Course Description:
This course is designed for the novice Crystal Reports user who would like to get a quick overview in creating and modifying reports. Some of the topics include planning a report, creating a basic report, formatting, record selection, sorting, grouping and summarizing, basic formulas, and exporting.

Course Prerequisite(s):
Learner must have a proficient knowledge of Windows.

Course Objectives:
To familiarize student with creating, formatting and modifying basic reports, enhance reports with basic formulas, create summary reports and charts.

Textbook(s):
Crystal Reports 2008/2011 Designer 1 Workshop
You may click order the text online here

Next Class Possibilities: Advanced Crystal Reports

DAY 1:
Creating a Report
Formatting Features
Database Filters
Report Grouping
Multiple Table Joins
Creating Formulas

DAY 2:
Creating a Summary Report
Exporting Reports
Report Wizards