



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

Swanston IT Ltd

111 Swanston Road
Edinburgh EH10 7DS

Tel: 0131 445 2552

Fax: 0131 445 5720

www.swanstonit.co.uk