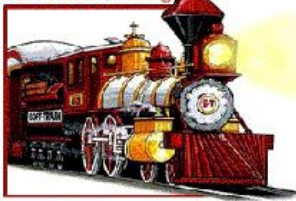


Soft-Train



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Technology Works*

Crystal Reports XI (Day 1) ST33003

COURSE GOAL: The goal of this class is to introduce Crystal Reports XI to users who will be using this as part of their normal working tasks. This is Day 1 out of 4 days of intensive hands-on training on this intricate software.

PREREQUISITES: Good working experience with Windows, basic understanding of database concepts and reporting functions.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Start and Exit Crystal Reports
- Create a Report by using the Expert
- Create a simple Custom Report
- Sort and Group Records
- Add Text and Picture Objects
- Add Calculated Data Fields

KEY TOPICS:

I. Getting Started with Crystal Reports

- A. Starting Crystal Reports
- B. Crystal Reports Screen Elements
- C. On-Line Help

II. Creating your First Report

- A. Using the Report Wizard
- B. Changing Report Options
- C. Understanding Fields
- D. Saving and Printing your Report

III. Creating a Custom Report

- A. Inserting Fields
- B. The Experts Toolbar
- C. Combining Database Fields
- D. Adding Titles with Text Objects
- E. Adding a Picture Object

IV. Managing your Data

- A. Adding Database Information
- B. Sorting Records
- C. Grouping Records
- D. Summarizing Grouped Data
- E. Selecting Records
- F. Refreshing Data

V. Special Fields and Formatting

- A. Adding Special Fields
- B. Calculated Data Fields
- C. Highlighting Expert

VI. Additional Report Functions

- A.** Cross-Tab Reports
- B.** Chart Objects
- C.** The Section Expert
- D.** Exporting Reports