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Crystal Reports Introduction/Intermediate

Duration: 2 Days

Overview:

With the power of this industry-leading report-writing tool, Crystal Reports users and developers can integrate their organisation's data, making sophisticated reports readily available to support critical business decisions. On Aspect Training's Crystal reports Introduction training course you gain extensive experience using Crystal Reports to connect to databases, retrieve raw data, format data, and create and present reports for widespread distribution. You return to your organisation with a detailed process to help you connect to data sources and create useful reports right away.

Prerequisites:

This course is for anyone involved in creating reports from stored data. Experience using Windows and working with a spreadsheet is assumed.

Continued over...



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Course Topics:

Writing a basic report

- Selecting a format
- Adding text and fields
- Connecting to remote data sources
- Configuring the reporting environment

Formatting and styling

- Tailoring sections within a report
- Annotating header and footer fields
- Designing fields for quality presentations
- Adding colour, borders and pictures
- Highlighting data with Highlight Expert

Connecting to popular data sources

- SQL Server
- Oracle
- Access
- Web logs
- XML
- Reporting from stored procedures and views

Establishing data connections

- Creating a connectivity checklist
- Configuring ODBC and OLE DB
- Integrating SQL commands in a report

Navigating complex data

- Deciphering data structures
- Identifying data relationships

Gathering the right data

- Merging data from multiple tables
- Building business queries
- Optimising data retrieval

Organising and summarising reports

- Sorting user sort control and grouping
- Grouping with formulas
- Summary and Rolling Total fields
- Using Report Alerts