

„Crystal Reports – the basics of reporting”

Course description:

Crystal Reports training – the basics of reporting is addressed to new Crystal Reports users. The training is from scratch. It is advisable for participants of the training to have basic knowledge of databases. The course is led by an expert in the field of data processing and reporting who has years of experience.

During Crystal Reports training – the basics of reporting you will learn how to connect a database to Crystal Reports, how to display data, how to format a report in a graphic way and how to display data in a clear way. The participants will also learn how to group, filter, sort and count data.

Skills acquired during the training:

- o Getting to know the Crystal Reports environment and its using
- o Connecting and using databases
- o Working with different types of data
- o Creating simple and clear reports
- o Working on different data sources (data export and import)
- o Creating pivot report
- o Basic reporting functions such as sorting, filtering, counting, summing up, working on sections.

Training program:

1. **Introduction to reporting in Crystal Reports**
 - Report usage,
 - Introduction to the interface,
 - Overview of toolbars and application windows,
 - Opening and saving reports,
 - Exporting created reports,

- Introduction to databases - basic issues
 - Connections to the database and other data sources,
 - Linking data sources.
2. **Creating reports**
 - Creating reports from the wizard,
 - Standard - cross-tab - mail labels - OLAP,
 - Planning and creating the report - placing the fields on the report,
 - Using multiple data formats,
 - Creating formulas - basics.
 3. **Sections and grouping**
 - Section overview in the report,
 - Creating groups,
 - Advanced grouping,
 - Using grouping to summarize sections
 - Advanced formatting using multiple sections,
 - Using "Section Expert" when working with sections - conditional formatting.
 4. **Sorting and filtering**
 - Sorting methods,
 - Different types of filters,
 - Filtering with parameter.
 5. **Working with Pivot Reports - Cross-TAB**
 - A description of how pivot tables work,
 - Creating a PivotTable.
 6. **Using the running total function**
 - Creating the running totals for the list of values,
 - Conditional running totals.
 7. **Using Report Parameters**
 - Using parameters to select data,
 - Using fields with parameter,
 - Using parameters in conditional formatting,
 - Sort by parameters.
 8. **Using subreports**
 - Description of the subreport mechanism,
 - Linking subreport with the main report.
 9. **Different ways of presenting data**
 - Printing a document,
 - Graphs and their types.

Methodology:

- PowerPoint mini lectures
- working on computers (each participant works on a separate computer)

Organizational information:

Number of training hours: 14 hours / 2 days

Time of training 9:15-16:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings