



## Aspect Training

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YOUR COURSE, YOUR WAY - MORE EFFECTIVE IT TRAINING

# 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.

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## Topics:

### 1 - Writing a basic report

Selecting a format

Adding text and fields

Connecting to remote data sources

Configuring the reporting environment

### 2 - 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

### 3 - 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

## 4 - Navigating complex data

Deciphering data structures

Identifying data relationships

## 5 - Gathering the right data

Merging data from multiple tables

Building business queries

Optimising data retrieval

## 6 - Organising and summarising reports

Sorting user sort control and grouping

Grouping with formulas

Summary and Rolling Total fields

Using Report Alerts