

## Crystal Reports 10.0 Quick Start Workshop

### Synopsis:

This two-day workshop is designed for beginning users with little or no exposure to Crystal Reports. This course presents specific information about the implementation and use of Crystal Reports Version 10.0. In addition, there is general information on the processes of receiving and translating user requests into effective report designs. Using Crystal Reports sample data, there are detailed presentations addressing the selection and incorporation of data tables, the identification of field-level data, and the features and tools that support the arrangement and formatting of information on your reports.

### By actively participating in these classes, you should learn:

Approaches to planning and designing reports that will establish a rational, structured method of creating the desired report from scratch

The rules, methods, and features that guide and facilitate the addition of new tables to reports.

Alignment, sizing, and the use of text objects as well as other formatting functions to enhance the content and appearance of your reports.

Developer-managed report features and the ways in which the end-user might also enjoy a certain level of control over the presentation of report information.

To create formula fields using the stored data as a basis for a new, calculated field value.

To efficiently distribute electronic reports, allowing them to be updated and viewed and printed by users who don't have Crystal Reports .

**Note:** This class covers the Crystal Product in a general format and is not specific to a particular product. For specific information on how Crystal Reports relates to either Great Plains or Solomon, please reference the tutorials in the Foundation Library or the appropriate appendix in the Crystal Report Writer I Kit. Solomon users should also plan to attend the Crystal Reports II Solomon course.

**Price: \$995/2 days**

Accepted Payment Methods: Check, Visa, MasterCard, American Express

## Agenda

Day 1:

8:30am-5:00pm

Planning a Report·  
Creating a New Report·  
Adding to a Report·  
Basic Formatting  
· Case Study

Day 2:

8:30am-5:00pm

Advanced Formatting  
Formula Fundamentals  
Case Study