
Crystal Reports Courses

AS Aruba N.V. has two different types of training sessions for Crystal Reports.

The first one, the beginner's course is a one day workshop, designed for first-time users or users with little experience. The content of the workshop is fixed and is described hereafter.

The second one, the advanced course is also a 1 day workshop, but this course has no predefined topics. We expect the students to have a good working knowledge of Crystal Reports and, to maximize the benefits of this training for them, supply us with the topics that they want to be part of the training. This way we can go together with the students into specific problem areas that they might encounter in their work with Crystal Reports.

On request, both courses can be expanded to 2 days to cover more ground. However, experience has learned us that a one day session is preferred by the majority of our relations.

Crystal Reports beginner's course:

Windows experience is a must; general understanding of databases, files, indexes etc. is preferred.

Content:

1. How to prepare for a report, common obstacles in finding your way around in a database.
2. Create a simple report from only 1 file.
3. Working with selections.
4. Working with sorting.
5. Understanding report sections.
6. Modifying the layout of the report and it's field in several ways.
7. Create a more complex report from two or more files.
8. Learning to work with "linking".
9. Learn to work with "grouping", including subtotals, group-tree
10. Creating a summary report by learning to hide/suppress sections
11. Using "drill-down"
12. Using Top-Bottom-N
13. Creating and using formulas
14. Creating and using running-totals
15. Using "Conditional Formatting"
16. Creating sub-reports 'on-demand'
17. Creating Cross-tab reports
18. Creating Labels
19. Creating Form-letters
20. Exporting information to f.i. Excel

21. Creating and using "parameter-fields"
22. Distribution of reports, compiling
23. More about Grouping, 'specified order'
24. "Playing" with graphs.