

Prime Solutions Training & Consulting Pty Ltd ABN 32083504429 P O Box 100, Lower Plenty Vic 3093 Ph: + 61 3 9457 4745 Fax: +61 3 9457 4785 www.primesolutions.net.au

Crystal Reports - Introduction

1 Day hands On Training Course

Designed for new and **current users** of Crystal Reports this session introduces Crystal Reports and how to utilize the software to generate a variety of reports.

Requirements

This session is best run hands on with participants utilising a computer.

What You Will Cover:

- Overview of Crystal Reports
- Creating Basic Reports
- Sorting, Grouping & Summarising
- Record Selection
- Section Formatting
- Report Distribution to other formats
- Basic Cross Tabs
- Linking