



UQUBE SDN BHD (826662-K)

No. 9-1, Jalan PJU 5/21, The Strand-Kota Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Tel: +603- 6142 6899 Fax: +603- 6142 6299

CRYSTAL REPORT FUNDAMENTAL

Course Duration: 2 days Instructor-led Course

Course Code: Reporting- Fundamental Level

Course Content:

Introduction to Crystal Report

- Crystal Report Functionality
- Plan a Report

Format and Section Control

- Section Formatting
- Applying Condition to Control Objects
- Applying Condition to Control Sections
- Alerting in Reports

Understand Fundamentals of Report Creation

- Database Expert
- Report Design Environment
- Field Explorer
- Formatting Objects in Report

Manage Cross-tab Report

- What is Cross-tab Report
- Using Cross-tab expert
- Applying Summarized Information Using Cross-tab

Manage Data Filtering

- Select Expert
- Applying More Filtering Criteria
- Saved data vs Refresh Data
- Manipulate Your Filtering Criteria

Perform Own Grouping and Running Totals

- Using Specified Grouping
- Using Running Total

Organizing Your Information

- Sort Data
- Perform Grouping
- Create Summarize Information
- View Top/Bottom N Result

Manage Charts in Report Design

- Inserting Chart in Crystal Report
- Changing Chart in Crystal Report
- Using Chart Analysis



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Make Your Report Impressive

- Inserting Graphical Elements into the Report
- Using Special Field
- Control Your Text Objects
- Using Hyperlink

Manage Report Wizard

- Report Creation Using Report Wizard
- Pro and Cons Using Report Wizard

Perform Linking

- Linking Multiple Tables
- Different Linkage
- Option in Linkage

Distribution of Reports

- Exporting Reports Into Different Formats
- Distributing Reports via Web
- Accessing Reports from Web

Perform Basic Formulas

- Formula workshop
- Number calculation
- String Manipulation
- Date Manipulation
- Applying Boolean Control
- Applying If- Then-Else