# CRYSTAL REPORTS

**OBJECTIVES**
At the end of the course, the participant will have discovered and started using the Crystal reports tool. Creating, formatting, and publishing reports to analyze and interpret company data.

This course is designed to familiarize participants with the concepts and basics of the Crystal Reports software.

**TARGET CLIENTELE**
Anyone working in accounting

**PREREQUISITES**
Microsoft Windows

**COURSE SYLLABUS**

1. **Defining a Report**
   - Database concepts
   - Developing a prototype

2. **Creating a Report**
   - Connecting to the data source
   - Table selection
   - Presenting the development interface
   - Inserting objects
   - Object positioning and dimensioning
   - Formatting objects
   - Preview and backup

### 3. Selecting Records
- Using the selection expert
- Adding and modifying selection criteria
- Data backup and refresh options

### 4. Data Evaluation
- Sorting records
- Grouping data
- Calculations

### 5. Formatting
- Adding graphical elements (lines, frames, images)
- Use and format special fields

### 6. Sections
- Creating and formatting sections
- Creating a summary report

### 7. Simple Formulae
- Defining and creating formulae
- Boolean formulae
- Formulae of If, Then, Else type
- Date and number calculations
- Manipulating character strings

### 8. Conditional Formatting
- Trends
- Conditional formatting of data

### 9. Creating Diagrams & Distribution of Reports
- Export in other formats (Pdf, Html, Xls...)
- Backing up and viewing a report in business objects Enterprise XI