

Crystal Reports for SynergySoft Level 1 (Introduction)



IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Certified instructor, comprehensive course manual, individual computer access and refreshments.

Prerequisites: In this course you will be working intensively with Crystal Reports. To successfully understand the content and complete the activities, learners must have a proficient knowledge of Windows conventions and basic database concepts.

Additional Training:
Crystal Reports for SynergySoft Level 2 (Advanced)

Course Overview

This one-day, instructor-led course is an introduction to report building with Crystal Reports for SynergySoft users. Using customised exercises, learners will quickly become proficient in creating, modifying and working with reports.

Audience

This course is designed for people using SynergySoft who would like to learn about creating reports and have little or no previous experience with Crystal Reports.

Topics Covered

Concepts covered include:

- Report Planning
- Creating a Basic Report
 - Choosing a data source
 - The design environment
 - Saving a report
- Formatting Report Objects/Sections
- The Select Expert
- Grouping and Sorting
- Introduction to Formulas

