



# Reporting Courses

## Crystal Reports Complete (up to 18 Hours)

Cost per student:

1 student: \$1295

2-3 students: \$1095 each

4 or more students: \$980 each

This course covers both Basic and Advanced Crystal Reports concepts. It is designed to first introduce you to the power of Crystal Reports, and give you a solid grounding in the basics of report creation. Then we build upon that foundation and expand your understanding of Crystal Reports to include its more powerful features. This class will help both students that are new to Crystal Reports and those that have report writing experience. The lessons are illustrated by exercises that use Xtreme.MDB, the sample database that comes with Crystal Reports. The material covered in this class is good for versions 3 through 12 (CR 2008). Students who attend this class will learn how to: use the Standard Report Expert; work in Preview mode; understand the 7 sections; use guidelines and snap to grid; manage objects and sections; sort; group; create a TopN report; create a basic Group Chart; add a grand total, subtotal and summary; create a cross-tab object; use the Select Expert, the Group Select Expert, and recognize some of the problems with Group Selection; create links and learn about the different types of joins; add, edit and delete a formula; use a function in a formula including math, string and date functions; use operators in function as well as other areas of the report including if-then-else logic, concatenation and more; format the report for printing; manage large text objects and fields inside text objects; use parameter fields to affect record selection, sorting, formatting, and detail level of a report; add, view and modify an alert; know when to use a subreport, and how to create one; create a running total; use variables; perform conditional formatting; group by specific order; perform advanced Boolean operations and advanced formula functions; manage Null values; split sections into subsections and make sections conditional; underlay a section; create advanced cross-tabs, charts and maps; export to Excel, Lotus 123, Word, csv file, or HTML; and use SQL within Crystal reports.

## On Site Crystal Reports Training

Price: dependent on class size, see chart below

We can also travel to your location to provide Crystal Reports training. This option is more cost effective if you have four or more people you want to enroll in the class and have your own training room. With on-site training, students will have the chance to perform exercises in their own data, allowing them to immediately apply the skills they learn in the class.

<b>Small class (up to 4 students):</b>	25% Discount	<b>\$3,870</b>
<b>Medium class (up to 8 students):</b>	40% Discount	<b>\$6,192</b>
<b>Large class (up to 12 students):</b>	57.4% Discount	<b>\$6,600</b>

These prices are for the Fairbanks area. For training elsewhere, travel costs may be added. Call or email us for a quote. Please see our policies on page 34 for information about scheduling, payment and cancellations.

*Just need to learn the basics? Call for information about scheduling and group pricing for Basic Crystal Reports.*

## Training • Consulting • Rentals • Testing Center

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