

Course Agenda

1. Understanding the Report Designer Window
 - a. Menu bar review
 - b. Toolbar review
 - c. Design/Preview Tab review and navigation
 - d. Guidelines and Gridlines
 - e. Review and define Design Tab elements
 - i. Report Header and Report Footer
 - ii. Page Header and Page Footer
 - iii. Details
 2. Create a basic columnar report using the Report Wizard
 - a. “Alphabetic Employee Name List”
 - b. Selecting the Abra Data Source
 - c. Selecting fields for the report
 - d. Adding a title to the report
 - e. Modifying the report for style
 3. Create a grouped columnar report using the Report Wizard
 - a. “Supervisor Report”
 - b. Create grouping and subtotals
 - c. Use selection expert to specify the records on the report
 - d. Review new elements – Group Header and Group Footer
 - e. Review summary vs. detail reporting with grouping
 4. Practice Exercises
 - a. Create a “Home Address & Phone List” report
 - b. Create “Departmental Employee List” report
 5. Create a Multiple Database report using the Report Wizard
 - a. “Employee Skills Report”
 - b. Selecting and Linking multiple database tables
 - c. Review report options
 - d. Adding graphics to a report
 6. Special Fields, Formulas, Functions, and Parameters
 - a. Review special fields
 - b. Formula overview and syntax
 - c. Using the Formula Workshop
 - d. Using Functions
 - e. Using if-then-else
 - f. Creating a parameter field
 7. Create an “Employee Benefits Report”
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8. Create an “Employee Overtime Report”
9. Printing and Exporting Options in Crystal
 - a. File format and destination
 - b. Emailing reports
10. Practice Exercise – “Dependent List & Benefit Coverage”
11. Data Dictionary Review
12. Tips and Tricks to Abra files and fields