

# *Crystal Reports for Law Enforcement—Level 1*

## Curiosity Quest

This course is designed to focus on introducing Crystal Reports for Law Enforcement use. Students will learn a variety of ways to tap CAD, RMS and other law enforcement Databases to create meaningful reports.

## 7 Sections

Introduction to Crystal Reports  
Creating a Basic Report  
Working with Report Data  
Creating Groups  
Formatting Reports  
Creating Charts  
Distributing Data

## 23 Topics

The Interface  
Opening & Saving  
Types of Reports  
Types of Data  
Default Settings  
Building a Report  
Report Wizard  
Find, Sorting & Filtering  
Insert Group  
Group Expert  
Summarizing Grouped Data  
Changing Group Options  
Additional Groups  
Group Headers  
Filter by Group  
Top N Sort Group  
Removing White Space  
Page Header & Footer Fields  
Borders & Lines  
Bar Charts  
Pie Chart with Drill Down  
Filtering a Chart  
Exporting and File Placement

**in 16 hours...**

This is a beginning level course. No prior experience with Crystal Reports is expected.

## Curiosity Quest

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*Quality Custom Professional Training*

# Course Outline

Curiosity Quest

## 25 Exercises

### Hours 1-2

The Interface  
Opening & Saving  
Types of Reports

### Hours 3-4

Types of Data  
Default Settings  
Building a Report

### Hours 5-6

Report Wizard  
Find, Sorting  
Filtering

### Hours 7-8

Insert Group  
Group Expert

### Hours 9-10

Summarizing Groups  
Changing Groups  
Additional Groups

### Hours 11-12

Group Headers  
Filter by Group  
Top N Sort Group

### Hours 13-14

White Space Problems  
Page Head/Foot Fields  
Borders & Lines

### Hours 15-16

Bar Charts  
Pie Chart Drill-Down  
Filtering a Chart  
Exporting

The actual length of our classes vary with the experience of our students and the number of questions we receive. We can and do deviate from this schedule adding additional techniques to the instruction where they apply to the situation and experiences of the participants.

