

Crystal Reports for Law Enforcement: Quick Start

Curiosity Quest

This course is designed to introduce law enforcement professionals to Crystal Reports as a tool for accessing information. The purpose is to get you using the software and understanding the general flow of activity in Crystal Reports. The material is presented in a case example format.

3 Sections

Introduction to Crystal Reports
Case Example Report
Case Example Report—Linked

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 8 hours..

This is a beginning level course and does not require any prior experience with Crystal Reports.

Curiosity Quest

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Quality Custom Professional Training

Course Outline

Curiosity Quest

Activities

Hour One

The Interface
Types of Reports
Types of Data
Default Settings

Hour Two

Purpose & Planning
Database Expert
Field Explorer
Adding Fields
Adjusting Fields

Hour Three

Previewing
Finding
Sorting
Filtering
Grouping

Hour Four

Summarizing
Labeling
Headers & Footers
Borders, Lines, Colors

Hour Five

Purpose & Planning
DB Expert linking
Adding & Adj. Fields

Hour Six

Creating a Group
Filter by Group
Multiple Groups
Group Options

Hour Seven

Top N Sort Group
Remove White Space
Bar Charts

Hour Eight

Drill Down Pie Chart
Filtering a Chart
Exporting & Sharing

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.

