



# Civil Enforcement

*course content*

## Crystal Reports v.XX (Introduction)

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### ➤ Who will the course benefit?

This training course is designed for the beginner to intermediate Business Objects Crystal Reports user who needs to become proficient quickly in creating and modifying reports.

### ➤ Pre-requisites

Attendees must have a working knowledge of Windows applications. Basic knowledge of database concepts such as tables, fields and records is also required.

Attendees should have basic keyboard skills.

### ➤ Course reference

7TCE020

### ➤ Duration

One day.

### ➤ Further information

For additional information on this course or any other training issue please e-mail [training@civica.co.uk](mailto:training@civica.co.uk)

### ➤ Course objectives

**By the end of the course attendees will have an understanding of:**

- Overview
- Creating basic reports
- Sorting, grouping and summarising
- Record selection
- Creating formulae
- Linking
- Using the Report Expert
- Section formatting
- Basic cross-tabs
- Report distribution
- Additional formatting and file options