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## Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Introducing Crystal Reports	90 min
3	Creating a New Report	45 min
4	Grouping & Inserting Totals	45 min
5	Sorting Records	30 min
6	Lab Exercise 1	45 min
7	Selecting & Formatting	110 min
8	Lab Exercise 2	45 min
9	Linking	60 min
10	Formulas & Graphs	100 min
11	Alerts, Options & Printing	60 min
12	Custom Reports & Forms	45 min
13	Review	30 min
14	Lab Exercise 3 & Challenge	60 min
	<b>Total Time</b>	<b>13 hours or 2 days</b>

## Crystal Reports Objectives:

- Demonstrate the capabilities of the Crystal Reports Report Designer.
- Provide experience logging onto a server and moving around the software.
- Demonstrate the various options available for creating new reports.
- Learn how to create groups and define how information is sorted on the report.
- Learn the various options available for formatting fields and report sections.
- Learn the purpose of linking tables and how to add multiple tables to a report.
- Learn how to define formulas and the various ways they can be used including formatting with formulas.
- Learn how to print and export reports as well as how to compile reports.
- Learn the options available in the Report Manager.
- Learn how to add reports defined in Crystal Reports to the Custom Reports menu in each module.
- Learn how to modify graphical forms through MAS 90 and MAS 200.