



First Select

Crystal Reports Essential Skills

Date	Venues	(\$)Fees	Book your seat
28 Dec -01 Jan 2026	Kuala Lumpur	3300	Register Now

OBJECTIVES:

- Basic Concepts and Getting Started
- Designing a New Report
- Record Selection
- Summarized Reports
- Sorting and Grouping
- Totals and Summaries
- Printing and Exporting
- Reports
- Special Fields
- Introduction to Formulas and Functions
- Linking Tables
- Mailing Labels

Who should attend?

All the staff of the maintenance department and administrators and technicians.

Course Outline:

GENERAL COMMISSIONING PROCEDURE:

- Mechanical Equipment
- Electrical Equipments
- Safety in commissioning

Basic Concepts and Getting Started

- Key Concepts, Terminology, Crystal Fields and Objects, Loading Crystal, Report Experts, Report Sections, Fields, Text Objects, Field Attributes, Selecting Objects

Designing a New Report:

- Creating a Custom Report, Guidelines, Resizing Objects, Report Title, Text, Numeric and Date Properties, Mapping Fields, Summary Info.

Record Selection:

- Select Expert, Complex Selections, Date Selection

Summarized Reports:

- Saving Reports, Grand Totals, Highlight Expert, Merging Text and Data Objects

Sorting and Grouping:

- Sorting and Grouping of Data, Group Tree, Subtotals, Page Breaks, Sort Order

Totals and Summaries:

- Summaries and Subtotals, Percentage Summaries, Summary Reports, Hide and Suppress Sections

Printing and Exporting Reports:

- Printing, Saving, and Exporting Reports, Create a Crystal Report with the Excel Spreadsheet add-in.

Special Fields:

- Pages Numbers and Counts, Print Date & Time, File Path & Name, File Author.

Introduction to Formulas and Functions:

- Formulas in Reports, Conditional Formatting and Selection Formulas, Truncate & Round Functions, Using IF...Then...Else

Linking Tables:

- Linking Tables

Mailing Labels:

- Mailing Label Expert

WORKSHOP STYLE:

This will be a participative workshop with a mix of interactive learning sessions, exercises and discussions aimed to provide maximum impact and learning retention for all delegates.



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