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## **Course Title: Crystal Reports 7.0 – Essentials I**

**Results:** Participants will learn how to create reports using templates and how to edit existing reports using Crystal Report Writer 7.0.

**Course Description:** The following major topics are covered in this course:

- Introduction to Relational Databases
- File Options
- Getting Started
- Report Basics
- Record Selection
- Sorting, Grouping, & Summarizing
- Creating Presentation Quality Reports
- Working with Text Objects

**Duration:** 1 day

**Prerequisites:** Working knowledge of the Windows 95 operating system and experience using Windows-based applications is required.

**Primary Participants:** Windows-capable end users that need to create, edit and run professional reports using Crystal Report Writer 7.0.