

## Geomatics Course Outline

<b>Course Title</b>	<b>Course Description</b>	<b>Duration (Days)</b>
<b>Working with Crystal Reports</b>	<p>This course will provide the participants with basic knowledge in using the application to create reports. They will be able to use the functionalities within to present a professional looking report.</p> <p><i>Objective: After completion of the course, participants will be able to:</i></p> <ol style="list-style-type: none"> <li>1. <i>Understand the concept of generating report.</i></li> <li>2. <i>Customized the report to their needs.</i></li> <li>3. <i>Create ad-hoc report whenever is needed.</i></li> <li>4. <i>Apply the functionality to produce an informative report, which is easily analyzed.</i></li> <li>5. <i>Create graphical report such as charts, cross-tabs, grouping and sorting that can easily give the report a professional, pixel-perfect appearance without the need for tedious coding.</i></li> <li>6. <i>Print the report to the printer and export it to other format.</i></li> </ol> <p><i>Pre-requisite: Basic knowledge in Windows Environment.</i></p> <p>Course Outline:</p> <ul style="list-style-type: none"> <li>• Chapter 1: Introduction to Crystal Reports <ul style="list-style-type: none"> <li>▪ What is Crystal Reports</li> <li>▪ Report Design Environment</li> </ul> </li> <li>• Chapter 2: Learning How to Create a Report <ul style="list-style-type: none"> <li>▪ Basic Steps to Create a Report</li> <li>▪ Completing the Report</li> </ul> </li> <li>• Chapter 3: Record Selection <ul style="list-style-type: none"> <li>▪ Select Records Using the Select Expert</li> <li>▪ Select Records Using Formulas</li> </ul> </li> <li>• Chapter 4: Sorting, Grouping and Totaling <ul style="list-style-type: none"> <li>▪ Sorting Data</li> <li>▪ Grouping Data</li> <li>▪ Subtotaling Data</li> <li>▪ Calculate a Percentage</li> <li>▪ Running Totals</li> </ul> </li> <li>▪ Chapter 5: Multiple Section Reports <ul style="list-style-type: none"> <li>▪ About Sections</li> <li>▪ Using Multiple Sections in Report</li> </ul> </li> <li>▪ Chapter 6: Formatting <ul style="list-style-type: none"> <li>▪ Formatting a Report Section</li> <li>▪ Formatting a Field</li> <li>▪ Formatting for Date and Time</li> <li>▪ Formatting for a Number Field</li> <li>▪ Adding and Editing Lines</li> <li>▪ Adding and Editing Boxes</li> </ul> </li> <li>▪ Chapter 7: Parameters Fields <ul style="list-style-type: none"> <li>▪ Overview</li> </ul> </li> </ul>	2

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	<ul style="list-style-type: none"><li>▪ Creating a Parameter Field</li><li>▪ Incorporating Parameter into the Record Selection</li><li>▪ Responding to Parameter Field Prompts</li> <li>▪ Chapter 8: Cross-tab Objects<ul style="list-style-type: none"><li>▪ What is a Cross-Tab Object</li><li>▪ Creating a New Cross-Tab Report</li></ul></li><li>▪ Chapter 9: Charting<ul style="list-style-type: none"><li>▪ Overview</li><li>▪ Chart Types</li><li>▪ Creating a Chart</li></ul></li></ul>	