

# Peachtree Crystal Reports Training Class Peachtree®

## Course Outline

### Introduction to Crystal Reports

- Integration with Peachtree
- Peachtree Help Files
- Field Definitions
- Starting Crystal Reports
- Menu Overview

### Creating List Reports

- Selecting Data Source
- Linking Tables
- Adding Fields to Reports
- Sorting Report Data
- Selecting Records for Reports
- Selecting Using Parameter Fields

### Working with Standard Reports

- Standard Peachtree Reports
- Previewing Reports
- Printing Reports
- Modifying Standard Reports
- Design Tab
- Modifying Objects

### Formatting Reports

- Formatting Objects
- Formatting Sections

### Creating Grouped Reports

- Grouping Data on Reports
- Sorting Groups by Summarized Values
- Group Subtotaling

### Creating Maps & Charts

- Adding a Chart to a Report
- Adding a Map to a Report

## Overview

Welcome to the Peachtree Crystal Reports Training Class. This specialized one day course is designed as a basic guide to integrating Peachtree and Crystal Reports. Students are required to have a basic working knowledge of Windows 98 or higher and a good general understanding of Peachtree, or have completed the Introduction and Intermediate Course in Peachtree. This course will cover the standard menus, grouping and sorting data. How to modify standard reports and formatting reports. This course also reviews selecting data, linking tables and using parameter fields.

Fee: 1 day session \$399.00

This class is taught by an experienced certified trainer. There will be a maximum of 4 students per class and is hands on 1 person per PC. All classes are CPE accredited. Student will receive a certificate of completion. The Peachtree Complete Hands-On Crystal Guide may be purchased for \$45. Cancellation policy: Course cancellation must be received in writing 5 days prior to course date to be eligible for refund and are subject to \$50 administrative fee. The class may be rescheduled with no administrative fee. When you sign up for class ask for your internet 10% discount on support contracts.

View calendar for dates [www.jcscomputer.com](http://www.jcscomputer.com)

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