

*Tools, techniques
and how-tos for
mastering
Crystal Reports in
just one day
of training —
guaranteed!*

ENROLL TODAY!



Call
1-800-556-2998



Fax
913-967-8842



Online
www.pryor.com



Mail
Fred Pryor Seminars
P.O. Box 219468
Kansas City, MO
64121-9468

Discover the Power of Crystal Reports®

*Learn to quickly and easily build, manipulate
and export professional reports to get the most
from your data*

In just one exciting day of training, you'll learn how to:

- Extract raw data from a variety of sources and transform it into an interactive, meaningful, easy-to-understand report
- Add visual punch to your reports with fonts, color, illustrations and more
- Add formulas, charts, graphs — even geographical maps — for added impact
- Use templates as a shortcut for creating impressive, professional-quality reports
- Sort, filter, group and reorder data to enhance dynamic reports
- Customize your reports to reflect the needs of specific recipients
- Link the power of Crystal Reports with other applications like Word, Access® and Excel®
- Publish your finished report — print it, export it, fax it or post it on the Internet
- And much, much more! (see pages 4 – 5 for details)

This course qualifies for
continuing education credits.
See details on page 7.

EXPRESS ENROLLMENT!

events.pryor.com

Discover the Power of Crystal Reports®

for more effective data management, presentation and distribution

Crystal Reports is today's most widely used report writing application, and for good reason. This powerful software program can extract data instantly from virtually any source, organize and present the data in a logical, meaningful report format and distribute the report via your local area network, the Internet, fax, email or as a printed hard copy.

Financial data, sales data, personnel data, accounting data, payroll data — any information you have stored in a database — can be transformed into an easy-to-understand, accessible, visually pleasing report with just a few clicks of your mouse!

Charts, maps, graphs and other graphic elements enhance your reports and provide visual impact, while Crystal Reports' dynamic, interactive functions allow you to link Crystal Reports with other applications like Word documents and Excel worksheets, or embed formulas and calculations directly into your reports.

Fast-Track Your Way to

Our Crystal Reports crash course gives you everything you need to start turning out sophisticated, interactive, professional-quality reports as soon as you return to the office! Not a database guru? Don't sweat it! A basic grasp of computer technology, general knowledge of today's business software programs (Microsoft® Excel, Access, Word), and the desire to learn are all you need to make the most of Crystal Reports.

This seminar was developed specifically for adult learners who want to get up to speed on Crystal Reports quickly — without wasting time on skills and concepts they won't use and don't need.

Crystal Reports saves you time, effort and, most of all, frustration!

Crystal Reports simplifies the entire report creation process, from data selection and integration to publishing your finished project. Through the power of Crystal Reports, you can create customized, dynamic reports when you want them — no more working around your IT department's schedule.

This incredible program makes creating professional reports simple, fast and virtually trouble-free, once you've mastered the basics and become familiar with its many exciting features, functions and capabilities.

Crystal Reports puts you in complete control of your report from beginning to end. Once you determine the audience for your report, what information you need to provide for them and how they need that information presented, you're good to go.

Just open up Crystal Reports' dialog box, connect to the proper databases and choose your report format. Use the Report Wizards for standard reports, or customize reports the way you'd like them by starting with a blank page. You won't believe how easy it is to create information-rich, dynamic reports that look great, make sense of your data and are simple for anyone to read and interpret.

Crystal Reports is an invaluable business tool that will help you collect, analyze and present data, which allows readers of your reports to interpret the data quickly, draw conclusions simply and make more educated business decisions.

Mastering Crystal Reports

You'll discover how to turn raw data from a variety of sources into reports that are simple to understand, easy for others to access and a breeze to modify, update or revise. You'll see how to enhance your reports with exciting graphics, including fonts, illustrations, charts, graphs and maps. You'll learn to use templates and the Report Wizard to shortcut your way to impressive formats and, when necessary, customize your reports with functions and formulas you can save to use again later. Publishing and distributing your completed report is just as easy — Crystal Reports supports a wide variety of distribution options, including posting to the Internet or your company's intranet, as well as exporting to an application, email, fax or hard copy.

One day of training puts the power of Crystal Reports® at your fingertips!

Course Content

Program hours: 9:00 a.m. to 4:00 p.m.

First things first — an introduction to Crystal Reports

- What you can accomplish with Crystal Reports and what you can't
- Navigation — Find your way around the Crystal Reports user interface
- The main components of Crystal Reports' design window and how to use them
- The four editions of Crystal Reports: Standard, Professional, Developer, Advanced — what each is capable of and how Version 2008 brings them all together
- A quick history of Crystal Reports

Selecting, accessing and integrating your data

- Using the Database Expert dialog box to find your data sources
- Using formulas for data selection
- Creating and using parameter fields for runtime data selection
- Sorting and grouping data
- Creating layers of totals and subtotals
- Using the drill-down capability in Crystal Reports and enabling readers to view underlying areas for more detail
- Implementing calculations and formulas in your reports

Basic report creation: A step-by-step guide to formatting, design and layout

- Using charts, formulas and functions to enhance your reports
- Modifying report sections: how to master and manipulate them
- Grouping layers of report information
- Hiding and revealing data using Summary and Drill Down
- Revealing the differences between Absolute formatting and Conditional formatting
- Using the Highlighting Expert to quickly add emphasis to parts of your reports
- Adding pictures, text and other graphic elements to reports
- Using and creating templates to format multiple reports and save their criteria

Advanced features, special tools and enhancements for taking your reports to the next level

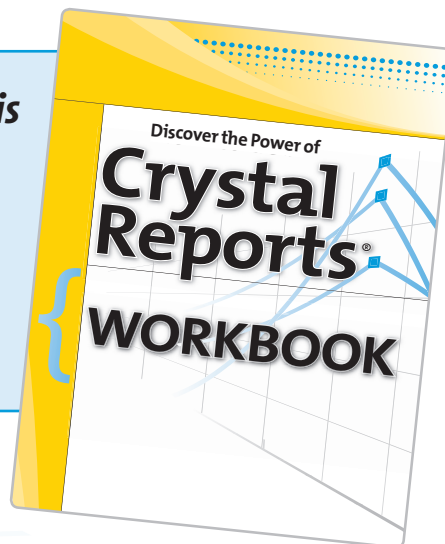
- Using Crystal Repository to store formulas, customized functions, SQL commands or images
- Understanding how Crystal Enterprise can help you distribute your reports across an entire enterprise
- Troubleshooting your reports — how to fix the most common errors and problems
- Using the Mailing Label Wizard to print mailing labels in multiple columns
- Sorting and grouping for special emphasis
- Using Cross-Tab Reports for summarizing
- Inserting OLE objects into Crystal Reports
- Creating and updating OLAP data reports
- Using the Chart Expert tool to present your data through pie charts, bar charts, funnel charts, doughnut charts, line charts, 3-dimensional charts and more
- Utilizing maps with Crystal Reports' 4 map layouts and 5 map types
- Employing Report Navigation with Report Parts

Publishing, distribution and security — how to get your reports into the hands of your end users

- Publishing a Crystal Report: printing, faxing, posting to your organization's intranet or distributing via Internet
- Exporting your report to a variety of file formats including HTML, Adobe® Acrobat®, Excel, Word, Rich Text Format, Text and more
- Adding Hyperlinks to create links within your reports to websites, email addresses and other URLs

A valuable take-home workbook is yours to keep

To ensure what you learn stays with you, this comprehensive workbook is packed with easy-to-understand examples, illustrations, screen captures and much more. It simplifies note taking and acts as a resource you'll return to again and again once you're back at the office.



Crystal Reports is a registered trademark of SAP France in the United States and/or other countries. Microsoft, Access and Excel are registered trademarks of Microsoft Corporation in the United States and/or other countries. Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Attn: Managers, Supervisors and Team Leaders

- **Wish your staff** could design, develop and distribute professional-quality, interactive reports that are a breeze to understand and utilize?
- **Need to bring** all those isolated groups of information together into an integrated, strategic decision-making support system?
- **Tired of having** to rely on your IT department for data access, integration and distribution?
- **Looking for easier ways** to transform complex, raw data into the reports your department requires you to produce?

Send your employees to *Discover the Power of Crystal Reports*®, and you'll be amazed at the information, knowledge and expertise they'll gain in just one day of focused, in-depth training!

They'll swiftly learn to use Crystal Reports to organize, interpret and manage complex data ... develop sophisticated reports that link to other desktop applications ... enhance those reports with visually appealing graphics ... use a variety of templates to create and save critical formats ... and distribute reports via internal and external media.

Last but not least, your employees will enjoy a day away from the office to connect with peers and coworkers, refresh themselves mentally and learn new skills in an invigorating, challenging environment.

Don't wait to enroll! This course will fill fast, and we won't be in your area for long! Call today or visit us on the Web at www.pryor.com.

Targeted training for a variety of professionals including:

- New Crystal Reports users wishing to rapidly develop their foundation knowledge
- Current users who want to drill down and utilize more of Crystal Reports' vast capabilities
- IT Support and Help Desk members responsible for data management/reporting
- Financial and accounting personnel responsible for creating financial reports
- Managers, supervisors and others in leadership roles who wish to create their own reports
- Business professionals wanting decision independence using the power of Crystal Reports

“Computerless” training makes every moment count!

You can learn more in less time with our dynamic computerless hands-off teaching approach. You'll be able to concentrate and learn without being slowed down by keyboarding or having to wait for the entire group to catch up. (And doesn't a day away from the computer screen sound great?) Every key point and significant operation will be displayed on a large, viewer-friendly screen. Once you've returned to the office, you can try everything you've learned at your own speed and convenience with the techniques summarized in your complementary workbook.

Registration Information

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Units (CEUs)

Fred Pryor Seminars offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

Continuing Professional Education (CPE)

Fred Pryor Seminars and CareerTrack are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit www.pryor.com/certificate. Certificates will be available 10 days after your event has ended.

100% SATISFACTION GUARANTEED!

We are confident you will master Crystal Reports in just one day of focused, powerful training. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free!*

© 2010-2022 Pryor Learning, Inc.

On-Site Training Solutions

Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

*For a free consultation,
visit us online at
[pryor.com/onsite](http://www.pryor.com/onsite)
or call us at
1-800-944-8503!*

Discover the Power of
Crystal Reports®

Learn to quickly and easily build, manipulate and export professional reports to get the most from your data

- Use Wizards and templates to instantly create professional reports
- Integrate data from multiple sources
- Add illustrations, formulas, charts, graphs, maps and more
- Sort, filter, group and reorder data
- Embed formulas and calculations
- Create and update ODBC data reports
- Drill down, customize, troubleshoot and publish reports with ease

ENROLL TODAY!



Call
1-800-556-2998



Fax
913-967-8842



Online
www.pryor.com



Mail
Fred Pryor Seminars
P.O. Box 219468
Kansas City, MO
64121-9468



FRED PRYOR SEMINARS

P.O. Box 219468
 Kansas City, MO 64121-9468

a division of Pryor Learning Solutions, Inc.

To update your contact information, see page 7.

NONPROFIT ORG.
 U.S. POSTAGE
PAID
 Pryor Learning
 Solutions, Inc.

Time-Sensitive Material



YOUR VIP# IS WINQ

Call 1-800-556-2998 • Fax to 913-967-8842 • Mail your registration form!

YES!

Please register me for the one-day, Discover the Power of Crystal Reports seminar. Group discounts available; see page 7 for details.



SEMINAR

Seminar City: _____

1

Seminar Date: _____ Event #: _____

YOUR ORGANIZATION

Organization: _____

2

Address: _____

City: _____ St: _____ ZIP: _____

Tele: _____ Fax: _____

Approving Mgr's Name: Mr. Ms.

Job Title: _____

Email Address: _____ Business Home

Quick Confirmation Please email or fax my confirmation to me within 48 hours.

WHO WILL BE ATTENDING

Mr. Ms. _____

3

Job Title: _____

Email Address: _____ Business Home

Mr. Ms. _____

Job Title: _____

Email Address: _____ Business Home

Please list additional names on a separate sheet.

METHOD OF PAYMENT

Important: Send your payment now. Tuition is due before the seminar.

Please make checks payable to Fred Pryor Seminars and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).

4

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6.5%) and West Virginia (6%).

Please check one of the following:

Registration fee enclosed. Check # _____ Amount \$ _____

Our Purchase Order is attached. P.O. # _____

Bill my organization. Attention: _____

Charge to: AmEx Discover MC Visa Exp. Date: _____ MO. YR.

Acct. # _____

Card Holder's Name: _____

Tax-Exempt #: _____

Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax or online, please do not return this form.

REGISTRATION FORM — Discover the Power of Crystal Reports®