



Crystal Reports 9.0 Introduction Dates: September 29th and 30th

Logistics

Date: Wednesday, September 29th and Thursday, September 30th, 2004

Times: 8 a.m. Wednesday to 3 p.m. Thursday

Location: Canadian Ecology Centre – Mattawa, Ontario

Instructors: Ron Heatherington (*Forestry/G.I.S. content: John Pineau/Chris Kmiec*)

Course Fee: \$535 (includes GST, on-site meals, refreshments and accommodations). Cheque or P.O. payable directly to the Canadian Ecology Centre; Visa or MasterCard payable at the Canadian Ecology Centre. *Note that this price is based on 15 participants and may vary slightly depending on final numbers.*

Travel:

The Canadian Ecology Centre is located in Samuel de Champlain Provincial Park near Mattawa Ontario. It is approximately 60 kilometers east of North Bay on Hwy. 17. A Canadian Ecology Centre location map follows the detailed agenda (see below).

Accommodations:

A block of 15 cabins has been set aside at the Canadian Ecology Centre for Tuesday September 28th and Wednesday September 29th. A cabin will be automatically reserved for you for these two nights if you confirm attendance for the course (Cabin costs are included in the course fee).

Meals:

Meals and refreshments will be provided for the duration of the course, including breakfast on September 29th, 2003. Please identify any special dietary requirements.

Other:

The Canadian Ecology Centre provides year-round recreation. Please bring appropriate outdoor attire. Convenience items, liquor, beer etc. are available in Mattawa or Rutherglen, both a 10 minute drive from the Centre.

To Register:

Hospitality Services
Canadian Ecology Centre
705-744-1715 ext. 0
joyce@canadianecology.ca

Course Information and Background

Who should attend

This course is designed for administration and technical staff who need output from a database, including those who work with Forestry and G.I.S. data. In some cases, database programs have limited reporting tools, and /or they may not have access to those tools. They may or may not have programming and/or SQL experience. Note that the course will be customized to Tembec needs and various Tembec related databases and datasets will be used, including WISE.

Prerequisites

Exposure to a Windows operating system would be helpful and a basic understanding of database concepts is necessary.

What course provides

This instructor-led course provides you with how to build basic list and group reports that work with almost any database.

What students learn

Upon completing this hands-on course, the student be able to:

- Create a list report by using data from an existing database.
 - Locate and present data in a specified order.
 - Create groups to summarize report data.
 - Build formulas to add non-database data to a report and display data differently.
 - Format reports.
 - Enhance reports by adding and modifying elements in a report.
 - Create single data series charts.
 - Distribute report data to other users.
 - Report on G.I.S. attribute data or data resulting from a basic G.I.S. analysis
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What students receive

Each student receives a copy of our student manual for post-class reference and review.

Course Outline

Creating a List Report

- Set Default Report Settings
- Build and Preview the Report
- Add a Report Title
- Align Fields

Displaying Data in a Report

- Find Data and Sort Data
- Filter Data by Single Criteria

Grouping Report Data

- Insert and Filter by Group
- Add Summaries
- Change Group Options
- Add an Additional Group
- Format a Group Header
- Create a Top N Sort Group

Building Formulas

- Write and Edit a Formula
- Group and Delete by Formula
- Build a Filter by Multiple Criteria
- Modify a Filter with Multiple Criteria to Create an OR Condition
- Create a Parameter Field
- Write a Formula that Incorporates Null Fields

Formatting Reports

- Remove White Space
- Insert Page Header/Footer Data
- Add Borders and Lines
- Change the Background Color
- Change the Margins

Enhancing Reports

- Create a Watermark
- Add Bulleted Lists
- Modify Format Based on Data Value
- Conditionally Suppress Data
- Insert Hyperlinks
- Hide Report Objects

Creating and Modifying Pie Charts

- Create a Pie Chart with a Drill-down
- Change the Chart Title
- Format a Chart
- Present a Chart by Group

Distributing Data

- Export to Excel
- Export to an Access Database
- Create a Report Definition
- Create Mailing Labels

Forestry and G.I.S.

- Forestry - G.I.S. Basics
- Arcview and Access
- Reporting on a G.I.S. Attribute Table
- Reporting on a G.I.S. Analysis

