

## Course Information

**Duration:** The course will normally last for 1 day, however, depending upon your requirements, it may sometime be more prudent to run over two days with more time spent on exercises to ensure knowledge is more embedded. Registration is at 9.30am and the course will run until 4.00pm. An hour has been set aside for lunch with further time allowed for refreshment breaks.

**Target Audience:** This course has been designed to introduce new users to GoldMine and Crystal. It is presumed that delegates will be familiar with Windows to a user level and have some familiarity with databases. For Goldmine installations, users will normally have progressed through the previous levels to Administrator level and understand the basic Goldmine database structure.

**Course Objectives:** To provide a degree of hands-on, intensive training on Crystal with a special emphasis on GoldMine. When delegates return to the workplace they will be able to efficiently utilise the basic features of Crystal.

## Course Details

- Overview
- Reporting Basics
- Database Basics
- Crystal Reports Designer
- Record Selection
- Sorting & Grouping
- Totals, Summary Info & Top N
- Presentation Quality Reports
- Text Objects
- Formula Basics
- Formula Samples
- Conditional Formatting
- Formatting Sections
- Graphing/Charts
- Cross- Tab Objects
- Advanced/Additional Features

This is the standard content covered on a Scheduled Course at our Worcester Offices. You can also have bespoke training delivered on your premises. This means you can choose your own bespoke agenda and decide the schedule for the day.

MAS offer a variety of flexible training options. To discuss your company's training requirements and get advice on the most cost effective training for you, please call the MAS Team who will do their best to help 0844 7454588.