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Department of Continuing Education

[www.ed2go.com/edisonchar](http://www.ed2go.com/edisonchar)

#### Semester Start Dates:

- September 21
- October 19
- November 9
- December 14

#### Online Course Format:

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

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Continuing Education

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## Introduction to Crystal Reports 10 **\$99**

Discover the secret techniques pros use to produce handsome reports that clearly convey almost any type of information to any type of audience. This class will help you unleash the hidden power of Crystal Reports to present database or accounting information in a way that unmistakably communicates the points you want to make.

If you have information you need to intelligently communicate to others, but cannot do so because it lies buried in your database, accounting program, or other data source, you need Crystal Reports—and this course.

It doesn't matter whether you need to develop a quick-turnaround report that your boss needed yesterday or an elaborate financial report for your company's annual report. Crystal Reports can handle it all, and your instructor will show you how.

You'll discover how to extract the data you want your report to include, how to sort it into the order you want, how to group related information together, and how to include totals for groups of figures or for the entire report. All the while, you'll gain valuable firsthand experience with the process of creating, running, and publishing polished, professional quality reports.

#### Requirements:

- **Crystal Reports 8.5, 9, 10, XI, or 2008**
- **Internet access**
- **e-mail**
- **Microsoft Internet Explorer or Mozilla Firefox Web browser**
- **Adobe Flash (free download at [adobe.com](http://adobe.com))**
- **Adobe Acrobat (free download at [adobe.com](http://adobe.com))**

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