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Crystal Reports 10 User Guide

Michigan. Dept. of Public Instruction



Crystal Reports 10 User Guide:

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Crystal Reports 10 Quick Source Guide Quick Source,2004-11-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Crystal Reports 10 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software as well as pointing out the NEW features of this version Topics include Using the Field Explorer Opening Creating and Saving a Report Positioning Resizing Cutting Copying Pasting and Adding Fields Finding Sorting and Formatting Data Filtering a Database Field Adding a Summary Using the Format Painter Tool and the Formula Workshop Creating and Editing a Formula Working with a Parameter Field Inserting a Line a Box a Picture and a Border Creating a Hyperlink Creating Changing Formatting and Saving a Chart Printing E mailing and Exporting a Report Creating Mailing Labels and much more An excellent instructional tool for the user new to Crystal Reports 10 it also serves as a handy reference for the more experienced user

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and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User s Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment **Crystal**

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