



# Beginner's Guide to Crystal Reports 2013: A Step-by-Step Procedure

By Eric M. Gatmaitan



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A useful guide to learn and start using Crystal Reports versions XI, 2008, 2011 and 2013. The Beginner's Guide to Crystal Reports 2013 is a simple-to-follow, quick-start procedure for first-time users. Once you learn the basic skills in this book, download the free 730-page user guide provided by SAP to reference all the functions of Crystal Reports 2013. Use web search key words "SAP Crystal Reports 2013 User Guide".

Crystal Reports elevates MS Excel users to the next skill level in data analytics and reporting. It enables users to independently access live data from various data sources.

With an established data source connection, learning and using Crystal Reports 2013 is as easy as using Microsoft Excel. Includes color screen shots and examples to guide users every step of the way. Learn how to setup a data connection, examine a data structure, create a new report, add data fields, format a report, add pictures, charts and create formulas. See how to filter data, setup user parameters and create a summary report with drill-down features. The third edition includes lessons for beginners to gain intermediate skills.

This book demystifies the complexity of using Crystal Reports and presents it as a user-friendly application. This book is currently used in corporate training to teach non-programmers how to extract system data and create basic reports. This book is intended to provide the reader the basic skills at creating simple reports and the confidence to learn advanced skills independently.

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### **Editorial Review**

From the Author

A must-have data management skill for managers and supervisors in addition to MS Excel. Use Crystal Reports to merge multiple data sources such as old legacy systems, ERP, accounting systems and spreadsheets in a single report. IT support for a one-time data connection setup to data sources may be required.

Concise and direct-to-the-point at learning how to use Crystal Reports. The step-by-step guide supplemented with screen shots enable users to follow every keystroke simulating a hands-on corporate training session. You will need a PC with SAP Crystal Reports installed and the database Xtreme.mdb downloaded. Instructions are provided in the Introduction section of the book.

A very simple and basic book to get started in using Crystal Reports. Users with programming experience can learn the fundamentals of Crystal Reports within a 4-hour timeframe. Non-technical users will take at least 7 hours to follow the process outlined in the book. Like all technical skills, an active project and frequent use of Crystal Reports will help improve the learning process. Once a user learns the fundamentals, use the free Reference Manual provided by SAP to expand knowledge and expertise.

About the Author

Eric M. Gatmaitan earned his Master in Business Administration with emphasis on Business Information Systems from Western Michigan University and a BS Industrial Management Engineering with a minor in Mechanical Engineering from De La Salle University. Mr. Gatmaitan was a faculty member at Western Michigan University teaching computer technology application and programming. In the construction and manufacturing industries, he served as an Industrial Engineer, Production Supervisor, Plant Manager and Chief Operating Officer. Mr. Gatmaitan currently leads projects and conducts training-seminars in Crystal Reports and in the areas of Strategic Planning, Business Process Optimization, Quality Systems and Performance Management Systems.

### **Users Review**

**From reader reviews:**

**James Nadler:**

This Beginner's Guide to Crystal Reports 2013: A Step-by-Step Procedure book is not ordinary book, you have it then the world is in your hands. The benefit you will get by reading this book is actually information inside this e-book incredible fresh, you will get information which is getting deeper a person read a lot of information you will get. This kind of Beginner's Guide to Crystal Reports 2013: A Step-by-Step Procedure without we realize teach the one who reading it become critical in imagining and analyzing. Don't always be worry Beginner's Guide to Crystal Reports 2013: A Step-by-Step Procedure can bring once you are and not make your carrier space or bookshelves' grow to be full because you can have it inside your lovely laptop even cellphone. This Beginner's Guide to Crystal Reports 2013: A Step-by-Step Procedure having very good arrangement in word along with layout, so you will not sense uninterested in reading.

**Clarence Nelson:**

Information is provisions for anyone to get better life, information these days can get by anyone with everywhere. The information can be a understanding or any news even an issue. What people must be consider any time those information which is inside former life are difficult to be find than now's taking seriously which one works to believe or which one the actual resource are convinced. If you get the unstable resource then you obtain it as your main information you will see huge disadvantage for you. All of those possibilities will not happen with you if you take Beginner's Guide to Crystal Reports 2013: A Step-by-Step Procedure as the daily resource information.

**Martin Hobson:**

The reason? Because this Beginner's Guide to Crystal Reports 2013: A Step-by-Step Procedure is an unordinary book that the inside of the e-book waiting for you to snap that but latter it will jolt you with the secret this inside. Reading this book next to it was fantastic author who else write the book in such incredible way makes the content on the inside easier to understand, entertaining means but still convey the meaning totally. So , it is good for you because of not hesitating having this nowadays or you going to regret it. This amazing book will give you a lot of positive aspects than the other book get such as help improving your proficiency and your critical thinking way. So , still want to hesitate having that book? If I ended up you I will go to the publication store hurriedly.

**Bruce Davis:**

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