

OPTIMIZING CRYSTAL REPORTS

Learn how to put this program to work for you! You'll learn how to:

- Use templates to add visual punch to your reports for great understanding and retention
- Connect to any data source to get the information you need – it does the HARD work for you
- Maintain control of your information when you create reports from scratch – in no time at all!
- Create a customized interface that meets YOUR unique needs with just a few mouse clicks
- Export your report into files such as Word, Excel, or even HTML so you have even more control over how your reports are viewed
- Sort your data in a way that makes it easy to read and make the best decisions for your organization
- Covers all versions of Crystal Reports

Enroll early – seats are limited and sell out fast! Enroll online at www.NationalSeminarsTraining.com or call 1-800-258-7246.



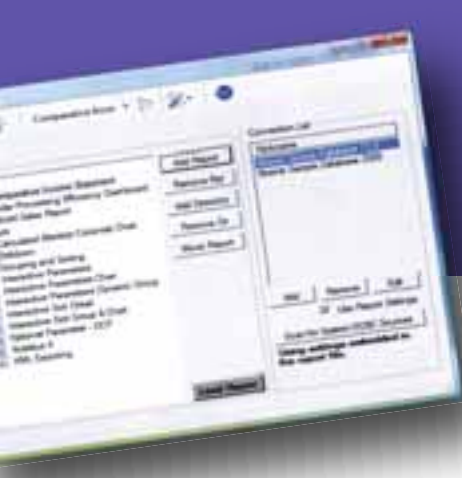
Crystal Reports Tips, Tricks, and Shortcuts – FREE!

When you enroll and attend *Optimizing Crystal Reports* you'll receive a comprehensive list of all the tips, tricks, and shortcuts you'll learn in this Web conference – plus 10 free advanced shortcuts that you must know. Keep this list as a quick reference – it's a timesaver you don't want to miss.

**THIS EXCLUSIVE OFFER IS AVAILABLE
TO WORKSHOP ATTENDEES ONLY,
SO REGISTER TODAY.**



See page 5.



Understanding complex data has never been easier – if you put Crystal Reports to work for you!

Crystal Reports has long been the powerhouse of data and reporting. As a Crystal Reports user yourself, you know that the features and functions of it are endless. And with good reason – what you do with your data is essential to your organization's success; how you compile it ... how you display it ... how you use it.

Whether you've never opened Crystal Reports or you've been using it for years, this workshop is what you need to get the most from your data. Chock-full of tips and techniques, you'll learn how to put this program to work for you!

Who Should Attend

- Accounting and finance professionals responsible for financial reports
- Warehouse managers who want better control of their inventory
- IT staff members who are in charge of company data
- Current Crystal Reports users who want to get more out of this software
- Managers who want to make better business decisions

Transform complex data into information that best suits your organization

No matter what your business does, chances are data is something you need to stay successful. From sales data to payroll data to inventory data to client data, every business uses data. In order to get the most out of your data, you have to have control of it. From a simple report summary to mining the fields of thousands of client names, Crystal Reports can help you get the information you need in a way that's easy to use and easy to understand ... if you know how.

Chances are you don't have the time or patience it takes to learn Crystal Reports by trial and error. And when it comes to your data and business decisions, there simply isn't room for error. That's why we've done the work for you. We've boiled down the most common ... most important ... most essential features of Crystal Reports and we're bringing them to you.

Learn shortcuts for designing reports that are easy to understand and use!

This training is packed with tips, tricks, and techniques the experts use, like how to create a report with one function. You'll discover how to import data from virtually any source ... how to use templates to create an easy-to-understand report ... how to export reports ... how to save time with formulas and formatting tips and much more!

It's must-attend training if you want Crystal Reports to do the hard work for you!

Crystal Reports advanced features and functions are right there at your fingertips, but they're useless when you lack the knowledge and skills to take advantage of them. That's why this course is must-attend training for you if you want to understand and use all the bells and whistles of Crystal Reports.

Simply put, **Optimizing Crystal Reports** is the easiest, fastest, and most cost-effective way to get there.

*Crystal Reports is a registered trademark of SAP BUSINESSOBJECTS.

Attend **Optimizing Crystal Reports – The Benefits Are Endless ...**

- **Save time**
 - ✓ Create reports with a single function
 - ✓ Use templates to make report design a cinch
- **Fewer mistakes and misunderstandings**
 - ✓ Works with almost any data source so you only have to go to one place to get your information
 - ✓ Use query-generation capabilities or write your own depending on what you need
- **Get more from your data and make the best business decisions**
 - ✓ Turn complex data into easy-to-understand reports
 - ✓ Formatting features put you in control of what your users see
- **Enhance user understanding and reduce confusion and questions**
 - ✓ Use interactive features that boost retention and maximize data
 - ✓ Put charts and graphs to work and make your data crystal clear for users to interpret
- **Easy and stress-free reporting and maintenance**
 - ✓ Use layout and design features for professional reporting in a snap
 - ✓ Formula language makes report formatting a breeze
 - ✓ Exporting features make publishing data easy

Get Ready for Dozens of Tips, Tricks, and Shortcuts!

One of the many highlights of this exciting workshop is all the tips, tricks, and shortcuts you'll learn to help you work more quickly and easily in Crystal Reports than ever before. We'll show you report wizards ... style templates and formula editor. And that's just the beginning of what's in store for you when you attend!

“Best training I’ve had in a long time.”

– T. Caruso, Supervisor

“A super, dynamic trainer, combined with solid facts ... makes this a fabulous learning experience.”

– N. Adams, Executive Assistant

“It exceeded my expectations.”

– L. Navarre, Director of Administration, Pasco Housing Authority

“This seminar was a great investment of my time and money. I would definitely recommend this training to others.”

– D. Richardson, Vice President

“I loved how interactive this training was – everyone got answers to their questions.”

– J. Levegaore, Health Care Manager

Your Money-Back Guarantee Ensures Complete Satisfaction

At CompEd Solutions, we believe our software training is the best you'll find anywhere. That's why we stand behind this program with our 100% money-back guarantee of satisfaction. If you believe **Optimizing Crystal Reports** doesn't deliver everything we've promised in this brochure, we will refund your entire enrollment fee. **Guaranteed!**

Your Workshop Agenda

Workshop hours are 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.



**Unlimited Training.
Endless Opportunity.
STAR12.**

It's no wonder that STAR12 is taking the business world by storm!

After all, for one low annual fee, STAR12 members get unlimited access to every seminar we offer. That's pretty amazing.

On top of that, though, STAR12 members also get unlimited access to the exclusive STAR12 collection of online learning resources. That means you get unlimited access to incredible resources 24/7.

Unlimited answers to your business questions: Endless opportunity for amazing career growth!

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www.natsem.com/STAR12

Become a STAR12 member today for only \$599*, which allows you to attend **Optimizing Crystal Reports** – or any other seminar in the STAR12 learning collection – for FREE! Call 1-800-258-7246.

*\$599 entitles you to a Gold-level individual STAR12 membership.



FAQs about this course ...

Q. What version of Crystal Reports will we cover?

A. This workshop covers all versions of Crystal Reports.

Q. How will the instructional material be presented?

A. *Optimizing Crystal Reports* will feature CompEd Solutions' exclusive "hands-off approach" to learning. With our accelerated approach, you don't have to wait for the slowest participants to catch up ... to correct keyboard mistakes ... to endure PC malfunctions. Instead, we bring Crystal Reports to life through projection equipment, providing you with the best training you'll find anywhere.

Q. Will there be time available for individual questions on a problem I'm having with Crystal Reports?

A. Absolutely. Your trainer is a Crystal Reports expert, so bring along your toughest technical challenges and get the solutions you've been searching for.

Get Going with Crystal Reports

- Understanding everything Crystal Reports can do for you
- Know the tools you need before installing and using Crystal Reports
- A look at the standard user interface
- Customizing the Crystal Reports user interface
- Examples of the different report designs and why they are all important
- Defining the purpose of your report

Data Connectivity

- Relational databases vs. flat databases: what you need to know
- From Excel to Access: different data sources Crystal Reports can utilize
- Step-by-step tips for connection to the most common data sources (including Excel, Access, SQL Server, and more)
- Tips for linking tables when you must do it manually
- Adding multiple tables to a report

Creating and Designing Reports

- Take a look at Report Wizards and what they can do for you
- Steps for creating a report from scratch: dos and don'ts
- Using Record Sort Expert to customize the order of your records
- How to work with text objects in your report
- Using Group Expert quickly and efficiently
- Keys for using summaries in your detailed reports

Formatting Reports 101

- Key considerations for an effective report
- Tips for inserting special fields
- Using grids and guidelines for a professional look
- How to use the Template Expert for quick formatting
- Inserting graphics, lines, and boxes with ease
- How to change page orientation and adjust margins to adapt to your needs
- Guidelines for working with Page Commands

Putting Crystal Reports to Work for You

- Using hyperlinks to connect to Web sites, e-mail address, and files on your desktop
- How to insert and use charts to effectively summarize data
- Easy tips for integrating Flash files into your report
- Summary reports: dos and don'ts

Using the Power of Formulas in Crystal Reports

- Keys to understanding Crystal Formula Syntax
- Cutting time in half with the Formula Editor
- Developing conditional formulas using "If ... Then ... Else" statements
- Performing number calculations with formulas
- Using bookmarks to navigate through formulas
- Using the Formula Workshop: what you need to know

Exporting and Publishing Reports

- Previewing and saving reports
- Export formats and where it is going: key considerations before sending out your report
- Understanding the difference between page-based and record-based formatting
- How to publish reports to your organization's Web server for Internet and Intranet access
- Exporting to HTML format: what you must know

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This exclusive offer is available to workshop attendees only, so register today.

Enroll online at www.NationalSeminarTraining.com or call 1-800-258-7246.

BRING THIS SEMINAR TO YOUR ORGANIZATION



ON-SITE TRAINING SERVICES: WORLD-CLASS TRAINING. GUARANTEED RESULTS.

Just imagine how much more productive your workplace would be if every individual possessed the powerful **Crystal Reports** skills taught in this workshop.

Sounds like a dream, doesn't it? But it's not! Thanks to the convenient and affordable option of on-site group training, we can bring this extraordinary workshop to your organization.

We'll present this skill-building training at a time and place most convenient for you – and we'll customize it to meet your unique organizational needs! Find out how our guaranteed on-site learning solutions can benefit your organization.

To find out more, call 1-800-344-4613, e-mail us at onsite@ruceci.com, or visit us on the Web at www.NationalSeminarsTraining.com.

Recommended Resource From Our Training Expert ...



A MUST-HAVE RESOURCE TO BECOME A POWER USER

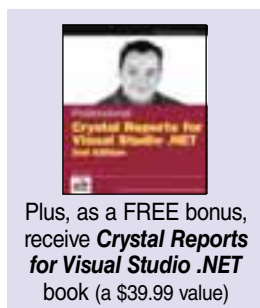
LearnKey's Crystal Reports course, taught using **Crystal Reports XI**, provides comprehensive instruction for anyone who wants to use one application to create elegant and complex reports from a variety of data sources. Expert instructor Erin Olsen walks you through the application, exploring the interface and showing you how to design your report and connect to various data sources. You'll learn how to work with text objects, formulas, parameters, and much more in order to start creating publication-quality reports right away!

Benefits include:

- Use Crystal Reports to create professional reports
- Every report can be produced by one single function
- Comprehensive reporting for nearly every industry

5 sessions on CD-ROM – 14 hours of training
(Also available online)

Item No. CRYST0310
Your Price: \$300



Plus, as a FREE bonus, receive **Crystal Reports for Visual Studio .NET** book (a \$39.99 value)

To order, call 1-800-258-7246 or see order form on page 7.

To Enroll ...



Register online at
www.NationalSeminarsTraining.com



Call toll-free
1-800-258-7246



FAX the completed
registration form to
1-913-432-0824



or Mail the registration form to:
CompEd Solutions
P.O. Box 419107
Kansas City, MO 64141-6107

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation: If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$10 enrollment charge.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions.

CNE: Rockhurst University Continuing Education Center, Inc. is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Tax Deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

REGISTRATION FORM

1. Enrollment Fees

Group Discount: When 3 enroll from your organization, a 4th attends FREE. Group discounts apply to seminar registrations only, and cannot be used for STAR12 memberships.

- Join STAR12 – Gold Membership*: \$599**
STAR12 Members Attend This Event for FREE!

*\$599 qualifies you for a Gold-level STAR12 membership and entitles you to a full year of unlimited FREE access to every seminar in the STAR12 learning collection. Your membership will be activated upon receipt of your membership dues. For more information, visit www.natsem.com/STAR12.

2. Names of Attendees (Please Print)

(Please list additional registrations on a separate sheet and attach.)

1. Mr./Ms. _____ Title _____
E-mail Address _____
City/Event #: _____
2. Mr./Ms. _____ Title _____
E-mail Address _____
City/Event #: _____

- Please send me _____ copies of **Crystal Reports for Visual Studio .NET** (Item No. CRYST0310) at \$300 each. Add 7% or applicable sales tax to your product payment. Shipping fees are \$6 for first item; \$1.50 for each additional item; express extra. Method of payment is indicated in step 4.

3. Company Information (Please Print)

*Phone required in case of last-minute changes.

- Organization _____
Address _____ Mail Stop _____
City _____ State _____ ZIP _____
- Approving Supervisor: Mr./Ms. _____
E-mail Address _____
*Phone _____
**Fax _____
- Sign here _____

**This fax number will be used to send confirmation of your registration as well as to notify you and your organization of upcoming events in your area and provide you and your organization with special discount offers. By signing, you and your organization are giving permission for RUCCEC to use your fax number for these purposes.

4. Method of Payment

- If you have registered by phone, please record your confirmation number here:

- Check payable to CompEd Solutions is enclosed
- Charge to: MasterCard VISA American Express Discover Diners Club
Card No. _____ Exp. Date _____
Signature _____
- Bill my organization; Attn: _____
(Note: Full registration fee due and payable prior to start of workshop)
- Our purchase order is attached (government, educational, and health-care organizations only)

5. Important: Your VIP Customer Number

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Fill in your VIP Customer Number as it appears above the name on the mailing label.
(Record the number even if the label is addressed to another individual.)

SD, CT and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: _____ and attach a copy of your tax-exempt certificate.

Program hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.

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