BOC310 – SAP Crystal Reports: Fundamentals of Report Design

Duration: 2 Days

Cost: $1,734

Delivery Type: Instructor Led – Virtual Classroom

Goals: This course will prepare you to:
Gain skills in designing various Crystal Reports
Have hands-on practice in developing Crystal Reports from scratch

Audience: Business User, Power User, Business Analyst, Applications Consultant

Prerequisites: None

Content:

- Report Concepts
- Describing Reporting Concepts
- Report Creation
- Choosing a Report Creation Method
- Connecting to Data Sources
- Navigating in the Design Environment
- Inserting Objects in a Report
- Previewing a Report
- Saving a Report
- Setting the Position and Size of Objects
- Formatting Objects
- Record Selection
- Setting Records Using Select Expert
- Saving and Refreshing Data in Reports
- Setting Additional Criteria
- Applying Time-Based Record Selection
- Report Data Sorting, Grouping, and Summarizing
- Sorting Records
- Creating a Grand Total
- Grouping Records
- Managing Multiple Groups
- Grouping on Time-Based Data
- Summarizing Data
- Sorting and Filtering Groups
- Sorting Groups using Specified Order

- Graphics and Special Fields
- Adding Graphical Elements
- Adding Special Fields
- Section Formatting
- Formatting Sections
- Controlling Page Breaks
- Creating Summary Reports
- Basic Formulas
- Defining a Formula
- Creating If-Then-Else Formulas
- Creating Boolean Formulas
- Creating Formulas with Dates
- Creating Summary Functions in Formulas
- Applying String Manipulation
- Conditional Reporting
- Highlighting Data in a Report
- Formatting Data Conditionally
- Charts
- Creating Charts Without Groups
- Creating Charts Based on Existing Groups and Summaries
- Customizing a Chart on a Simple Report with No Groups
- Report Distribution
- Exporting a Report
- Saving a Report to SAP BusinessObjects Business Intelligence Platform

Recommended: Knowledge of basic syntax structure for constructing formulas

Based on Software Release: SAP Business Objects BI 4.3