

BOC310

SAP Crystal Reports: Fundamentals of Report Design



Course version: BOC310

Duration: 2 days

Cost: \$1,340.00

Delivery Type: Instructor-Led Virtual Classroom

Prerequisites:

Essential

- Standard Windows conventions
- Basic computer skills and database concepts

Recommended

- None

Audience:

- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User

Goals:

- Participants will gain skills in designing reports
- Participants will gain a portion of the knowledge required for associate-level certification in Crystal Reports

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

For more information, or to register for a class, please visit www.datasensesolutions.com or call 781-487-2625.

