

BOC310

SAP Crystal Reports: Fundamentals of Report Design



Duration: 2 days

Cost: \$1,500.00

Delivery Type: Instructor-Led Virtual Classroom

Goals:

Participants will gain skills in designing reports

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

Audience:

Application Consultant

Business Analyst

Business Process Owner / Team Lead / Power User

Prerequisites:

Essential:

Standard Windows conventions

Basic computer skills and database concepts

Recommended:

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

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

