CRYSTAL REPORTS XI R1/R2: REPORT DESIGN I - FUNDAMENTALS OF REPORT DESIGN (REV A)

RD110R2

Course Description

This two-day instructor led classroom course is designed to give you comprehensive skills and in-depth knowledge to plan and create reports that will help you analyze and interpret information using Crystal Reports®.

As a business benefit, you will find that this course is an in-depth approach to the entire report creation cycle from planning a report prototype to distributing a report.

Course Audience

The target audience for this course is report designers, new to Crystal Reports, who are responsible for creating and distributing reports.

Prerequisite Education

- Not applicable for this course

Prerequisite Knowledge/Experience

To be successful, you must have working knowledge of:

- Windows conventions
- Basic database concepts

Additional Education

Additional education offerings that we recommend include:

- Report Design II - Business Reporting Solutions
- Report Design III - Report Processing Strategies

Level, Delivery, and Duration

This core-level instructor-led offering is a two-day course.

Applicable Certification

This course is a core course in the Business Objects Certified Professional - Crystal Reports certification.

Additional Information

Visit: http://www.businessobjects.com/services/training/

Course Topics

1   Planning a Report

- Defining database concepts
- Planning and developing a report prototype

2   Creating a Report

- Connecting to a data source
- Adding tables
- The design environment
- Inserting objects on a report
- Previewing and saving a report
- Positioning and sizing objects
- Formatting objects

3   Selecting Records

- Defining the Select Expert
- Determining the record selection criteria
- Defining saved and refreshed data
- Applying and modifying record selection criteria
- Applying time-based record selection

4   Organizing Data on a Report

- Sorting records
- Grouping records
- Summarizing data

5   Formatting a Report

- Adding graphical elements
- Combining text objects with database fields
- Applying specialized formatting
- Inserting fields with pre-built functions

6   Applying Section Formatting

- Formatting sections
- Creating a summary report

7   Creating Basic Formulas

- Defining formulas
- Creating formulas
- Applying Boolean formulas, If-Then-Else formulas, date calculations, number calculations, and string manipulation

8   Applying Conditional Reporting

- Determining trends in data
- Formatting data conditionally

9   Representing Data Visually

- Creating a chart

10   Distributing a Report

- Exporting a report
- Saving a report to BusinessObjects™ Enterprise

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