

OVERVIEW

Crystal Reports 10: Report Design I Fundamentals of Report Design – RD200

This two-day instructor-led course is designed to give learners comprehensive skills and in-depth knowledge to plan and create reports that will help them analyze and interpret important information.

The Crystal Reports 10: The Fundamentals of Report Design course is a core course in the Crystal Reports Certified Professional (CRCP) certification and an elective course in the Crystal Enterprise Certified Professional (CECP) certification.

Who should attend?

This course is designed for report designers, new to Crystal Reports, who are responsible for creating and distributing reports.

What will I learn?

After completing the course, learners will be able to:

- Plan a report
- Create a report
- Organize data on a report
- Format a report
- Create basic formulas
- Apply section formatting
- Apply conditional reporting
- Present data visually
- Distribute a report

Course Agenda

Planning a Report

- Defining database concepts
- Planning the layout and content of a report
- Developing a prototype of a report

Selecting Records

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

Creating a Report

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

Organizing Data on a Report

- Sorting records
- Grouping records
- Summarizing data

Applying Section Formatting

- Formatting sections
- Creating a summary report

Formatting a Report

- Adding graphical elements
- Combining text objects with database fields
- Formatting individual elements of a text object
- Apply specialized formatting
- Inserting fields with pre-built functions

Representing Data Visually

- Creating a chart

Distributing Reports

- Exporting a report
- Saving a report to Crystal Enterprise

Creating Basic Formulas

- Defining a formula
- Creating a formula
- Applying Boolean formulas
- Applying If-Then-Else formulas
- Applying data calculations
- Applying number calculations
- Applying string manipulation

Applying Conditional Reporting

- Determining trends in data
- Formatting data conditionally

Delivery and duration

Two-day instructor-led course.

Certification Applicability

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Prerequisites

In this course you will be working intensively with Crystal Reports. To successfully understand the content and complete the activities, you must already be able to:

- Understand and use Windows conventions
- Understand basic database concepts