CRYSTAL REPORTS XI R1/R2: REPORT DESIGN II - BUSINESS REPORTING SOLUTIONS (REV B)

RD210R2

Course Description

This 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 be able to increase your understanding of formulas, variables, arrays, templates, parameters, summaries, and sections, which will help you make more effective report design decisions and create more efficient reports.

Course Audience

The target audience for this course is report designers who are responsible for creating and distributing reports and have completed *Crystal Reports XI R1/R2 Report Design I - Fundamentals of Report Design*.

Prerequisite Education

To be successful, you should have attended the following offerings or have the equivalent knowledge:

- Crystal Reports XI R1/R2: Report Design I - Fundamentals of Report Design

Prerequisite Knowledge/Experience

To be successful, you must have working knowledge of:

- Windows conventions
- Basic database concepts
- Experience using Web Browser

Additional Education

To increase your skill level and knowledge of Crystal Reports, the following courses are recommended:

- Crystal Reports XI R1/R2: Report Design III - Report Processing Strategies
- Crystal Reports XI R1/R2: Report Design IV - Optimizing Report Data

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 XI certification.

Additional Information

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

Business Objects

Course Topics

1 Report Creation Review
- Using your Crystal Reports knowledge

2 Using the Repository
- Using the repository
- Creating a report from a repository data source

3 Creating Formulas
- Using functions and operators
- Defining control structures available in Crystal Reports Syntax

4 Managing Reports
- Using the workbench
- Publishing reports to BusinessObjects™ Enterprise

5 Using Variables and Arrays
- Using variables
- Using arrays

6 Building Parameterized Reports
- Defining and creating parameters
- Building a report with multiple parameters
- Using edit masks and descriptions
- Creating a data range parameter
- Grouping using parameters

7 Using Report Templates
- Applying report templates
- Building a template without a data source
- Removing a template

8 Summarizing Data with Cross-Tabs
- Building a basic cross-tab
- Formatting a cross-tab

9 Using Report Sections
- Using sections
- Using group related functions to format sections
- Using section underlay
- Using multiple column reporting

10 Building Specialized Reports

- Using the Running Total Expert
- Creating a form letter
- Adding a hyperlink to a report
- Using Dynamic Graphic Locations
- Building a report with alerts
- Building a top N report

Business Objects

www.businessobjects.com