

BOC210 - RD110R2 - Crystal Reports: Report Design I - Fundamentals of Report Design

Duration: 2 days

Delivery Type

- Instructor-led Classroom

Audience

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

Prerequisites:

Essential

- * Prerequisite Education
- Not applicable for this course
- * Prerequisite Knowledge/Experience (To be successful, you must have working knowledge of:)
- Windows conventions
- Basic database concepts

Recommended

- None

Goals

- 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 Based on Software Release

Content

- Planning a Report
 - Defining database concepts
 - Planning and developing a report prototype
- 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

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- 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
- Organizing Data on a Report
 - Sorting records
 - Grouping records
 - Summarizing data
- Formatting a Report
 - Adding graphical elements
 - Combining text objects with database fields
 - Applying specialized formatting
 - Inserting fields with pre-built functions
- Applying Section Formatting
 - Formatting sections
 - Creating a summary report
- Creating Basic Formulas
 - Defining formulas
 - Creating formulas
 - Applying Boolean formulas, If-Then-Else formulas, date calculations number calculations, and string manipulation
- Applying Conditional Reporting
 - Determining trends in data
 - Formatting data conditionally
- Representing Data Visually
 - Creating a chart
- Distributing a Report
 - Exporting a report
 - Saving a report to BusinessObjects™ Enterprise

Notes

- Additional Education (Additional education offerings that we recommend include:)
 - Report Design II - Business Reporting Solutions
 - Report Design III - Report Processing Strategies
- Applicable Certification
 - This course is a core course in the Business Objects Certified Professional - Crystal Reports certification.

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