

BOC310 - RD11008 - Crystal Reports 2008: 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 offering.
- * Prerequisite Knowledge/Experience (To be successful, you must have working knowledge of:)
- Windows conventions
- Basic database concepts

Recommended

- None

Goals

- Crystal Reports 2008® is a powerful, dynamic, actionable reporting solution that helps you design, explore, visualize, and deliver reports via the web or embedded in enterprise applications.
- This two-day instructor-led 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.
- 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
 - Define database concepts
 - Plan and develop a report prototype
- Creating a Report
 - Create a report
 - Add tables
 - Describe the design environment
 - Insert objects on a report
 - Preview a report
 - Save a report
 - Position and size objects

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- Format objects
- Selecting Records
 - Define the Select Expert
 - Determine the criteria for record selection
 - Understanding saved and refreshed data
 - Apply record selection
 - Apply additional record selection criteria
 - Modify record selection
 - Apply time-based record selection
- Organizing Data on a Report
 - Sort records
 - Group records
 - Summarize data
- Formatting a Report
 - Add graphical elements
 - Combine text objects with database fields
 - Apply specialized formatting
 - Insert fields with pre-built functions
- Applying Section Formatting
 - Format sections
 - Create a summary report
- Creating Basic Formulas
 - Define a formula and its purpose
 - Create formulas
 - Apply Boolean formulas
 - Apply If-Then-Else formulas
 - Apply date calculations
 - Apply number calculations
 - Apply string manipulation
- Applying Conditional Reporting
 - Determine trends in data
 - Format data conditionally
- Representing Data Visually
 - Create a chart
- Distributing a Report
 - Export a report
 - Save a report to BusinessObjects™ Enterprise

Notes

- Additional Education (To increase your skill level and knowledge of Crystal Reports, the following courses are recommended:)
 - Crystal Reports 2008: Report Design II - Business Reporting Solutions
 - Crystal Reports 2008: Report Design III - Report Processing Strategies
- Applicable Certification
 - This is a recommended course for the Business Objects Certified Professional - Crystal Reports certification
- This course does not focus specifically on integration with SAP NetWeaver BI.

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