

## Crystal Reports 2008: Report Design I - Fundamentals of Report Design

### COURSE CODE: BOC310

#### Prerequisites

Prerequisite Knowledge/Experience (To be successful, you must have working knowledge of:

- Windows conventions
- Basic database concepts

#### Duration

- 2 days

#### 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.

#### Audience

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

#### 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
  - Format objects

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- 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