

SAP Crystal Reports: Fundamentals of Report Design

Length : 2 days
Solution : SAP BusinessObjects
Delivery Method : Instructor-led (classroom)

Course Overview

About this Course

By attending this course, you will understand how to design, explore, visualize and deliver reports via the web or embedded in enterprise application. You will also gain comprehensive skills and in-depth knowledge to plan and create reports that will help you analyze and interpret data.

Audience Profile

This course is intended for:

- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User

Prerequisites

This course requires students to have the following pre requisites:

- Standard Windows conventions
- Basic computer skills and database concepts
- Recommended

Course Objectives

After completing this course students will:

- Gain skills in designing reports
- Gain a portion of the knowledge required for associate-level certification in Crystal Reports

Course Outline

Report Concepts

- Describing Reporting Concepts

Report Creation

- Choosing a Report Creation Method
- Connecting to Data Sources
- Navigating in the Design Environment
- Inserting Objects in a Report
- Previewing a Report
- Saving a Report
- Setting the Position and Size of Objects
- Formatting Objects

Record Selection

- Setting Records Using Select Expert
- Saving and Refreshing Data in Reports
- Setting Additional Criteria
- Applying Time-Based Record Selection

Report Data Sorting, Grouping, and Summarizing

- Sorting Records
- Creating a Grand Total
- Grouping Records
- Managing Multiple Groups
- Grouping on Time-Based Data
- Summarizing Data
- Sorting and Filtering Groups
- Sorting Groups using Specified Order

Graphics and Special Fields

- Adding Graphical Elements
- Adding Special Fields

Section Formatting

- Formatting Sections
- Controlling Page Breaks
- Creating Summary Reports

Basic Formulas

- Defining a Formula
- Creating If-Then-Else Formulas
- Creating Boolean Formulas
- Creating Formulas with Dates
- Creating Summary Functions in Formulas
- Applying String Manipulation

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Conditional Reporting

- Highlighting Data in a Report
- Formatting Data Conditionally

Charts

- Creating Charts Without Groups
- Creating Charts Based on Existing Groups and Summaries
- Customizing a Chart on a Simple Report with No Groups

Report Distribution

- Exporting a Report
- Saving a Report to SAP BusinessObjects Business Intelligence Platform

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