

Course BOCE10: SAP Crystal Reports for Enterprise: Fundamentals of Report Design

Length : 2 Days
Audience(s) : Business Analyst, System Administrator
Delivery Method : Instructor-led (classroom)

At Course Completion

After completing this course, students will be able to:

- Plan and create a report
- Organize and format data
- Apply record selection
- Create formulas and apply conditioning report
- Export and distribute reports

Pre-Requisites

This course requires that student meet the following prerequisites, including that they have:

- Knowledge of Windows Conventions
- Basic database concepts (Recommended)

Course Outline

Report Planning

- Describe Database Concepts
- Planning and Developing a Report Prototype

SAP Business Objects BI Platform and Data Source Connection

- Logging On to SAP BusinessObjects BI Platform
- Defining a Data Source

Report Creation

- Connecting to a Data Source
- Creating a Query
- Describing the Report Design Environment
- Setting up Report Sections
- Describing the Field Objects Controls
- Saving a Report

Report Layout and Formatting

- Setting Page Properties
- Applying Report Formatting Options

Data Selection

- Editing a Query
- Inserting Additional Filter Conditions
- Modifying Query Filters
- Applying Time-Based Filters

Sorting, Grouping, and Totaling

- Sorting Data
- Grouping Data
- Creating Nested and Multiple Groups
- Creating a Custom Group
- Grouping on Time-Based Data
- Totaling Grouped Data
- Totaling Column Data

Additional Report Objects

- Inserting Predefined Objects
- Adding Graphical Objects

Formulas

- Defining Formulas
- Using the Formula Workshop
- Creating and Modifying Formulas
- Applying Boolean Formulas
- Applying If-Then-Else Formulas
- Applying Data Calculations + Applying Numeric Calculations + Applying String Manipulation

Conditional Formatting

- Formatting Objects Conditionally
- Formatting Fields Conditionally with Formulas
- Formatting Sections
Formatting Sections Conditionally
- Drilling Down On Sections

Charting

- Describing Charting Concepts
- Charting On Data
- Formatting Charts

Report Distribution

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

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