

Crystal Reports XI R1/R2: Report Design I - Fundamentals of Report Design (RevA)

RD110R2

Course Description

This course is designed to give learners comprehensive skills and in-depth knowledge to plan and create reports that will help them analyze and interpret information.

As a business benefit, learners 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.

BusinessObjects XI R1 and BusinessObjects XI R2

This offering is applicable for both BusinessObjects XI Release 1 and XI Release 2 audiences.

Course Audience

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

Course Topics

Lesson #1 - Planning a Report

- Defining database concepts
- Planning and developing a report prototype

Lesson #2 - 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

Lesson #3 - 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

Lesson #4 - Organizing Data on a Report

- Sorting records
- Grouping records
- Summarizing data

Lesson #5 - Formatting a Report

- Adding graphical elements
- Combining text objects with database fields
- Applying specialized formatting
- Inserting fields with pre-built functions

Lesson #7 - Creating Basic Formulas

- Defining formulas
- Creating formulas
- Applying Boolean formulas, If-Then-Else formulas, date calculations, number calculations, string manipulation

Lesson #9 - Representing Data Visually

- Creating a chart

Lesson #6 - Applying Section Formatting

- Formatting sections
- Creating a summary report

Lesson #8 - Applying Conditional Reporting

- Determining trends in data
- Formatting data conditionally

Lesson #10 - Distributing a Report

- Exporting a report
- Saving a report to BusinessObjects Enterprise

Take it Online
Interested in online courses?
Visit the Business Objects Learning Network:

<http://www.businessobjects.com/services/training/elm/default.asp>

Prerequisite Education

Not applicable for this offering.

Prerequisite Knowledge/Experience

To be successful, learners who attend this course must have working knowledge of:

- Windows conventions
- Basic database concepts

Additional Education

Additional education offerings that we recommend include:

- Report Design II - Business Reporting Solutions
- Report Design III - Report Processing Strategies

Delivery & Duration

This instructor-led offering is a two-day course.

Applicable Certification

This course is a core course in the Crystal Reports Certified Professional (CRCP) certification.

More Information

Visit <http://www.businessobjects.com/services/training/default.asp>.



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