

Crystal Reports 2008 / XI: Report Design I - Fundamentals of Report Design (BOC310)

Introduction

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.

Duration

This is a 2 day instructor-led course.

Audience

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

Delegates Will Learn

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 analyse 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.

Prerequisites

- Not applicable for this offering.

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

Course Outline

1 Planning a Report

- Define database concepts
- Plan and develop a report prototype

2 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

3 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

4 Organising Data on a Report

- Sort records
- Group records
- Summarise data

5 Formatting a Report

- Add graphical elements
- Combine text objects with database fields
- Apply specialised formatting
- Insert fields with pre-built functions

6 Applying Section Formatting

- Format sections
- Create a summary report

7 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

8 Applying Conditional Reporting

- Determine trends in data
- Format data conditionally

9 Representing Data Visually

- Create a chart

10 Distributing a Report

- Export a report
- Save a report to BusinessObjects™ Enterprise

For more information or to register for training, call 0845 345 6850 or email training@contemporary.co.uk