

Crystal Reports 10 Part I, Fundamentals of Report Design - RD200

This two-day instructor-led course is designed to give learners comprehensive skills and in-depth knowledge to plan and create reports that will help them analyse and interpret important information.

Duration

This is a 2 day instructor-led course.

What will I learn?

After completing the course, learners will be able to:

- Plan a report
- Create a report
- Organise data on a report
- Format a report
- Create basic formulas
- Apply section formatting
- Apply conditional reporting
- Present data visually
- Distribute a report

Who should attend?

This course is designed for report designers, new to Crystal Reports, who are responsible for creating and distributing reports.

Course Topics

Planning a Report

- Defining database concepts
- Planning the layout and content of a report
- Developing a prototype of a report

Selecting Records

- Defining the Select Expert
- Determining the record selection criteria
- Defining saved and refreshed data
- Applying record selection
- Applying additional record selection criteria
- Modifying record selection
- Applying time-based record selection

Creating a Report

- Connecting to a data source
- Adding tables
- Defining the design environment
- Inserting objects on a report
- Previewing and saving a report
- Positioning and sizing objects
- Formatting objects

Organizing Data on a Report

- Sorting records
- Grouping records
- Summarising data

Applying Section Formatting

- Formatting sections
- Creating a summary report

Formatting a Report

- Adding graphical elements
- Combining text objects with database fields
- Formatting individual elements of a text object
- Apply specialised formatting
- Inserting fields with pre-built functions

Representing Data Visually

- Creating a chart

Distributing Reports

- Exporting a report
- Saving a report to Crystal Enterprise

Creating Basic Formulas

- Defining a formula
- Creating a formula
- Applying Boolean formulas
- Applying If-Then-Else formulas
- Applying data calculations
- Applying number calculations
- Applying string manipulation

Applying Conditional Reporting

- Determining trends in data
- Formatting data conditionally

Prerequisites

In this course you will be working intensively with Crystal Reports. To successfully understand the content and complete the activities, you must already be able to:

Understand and use Windows conventions

Understand basic database concepts

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