



SAP Crystal Reports: Fundamentals of Report Design

Training Details

Training Time	:	2 Days
Capacity	:	12
Prerequisites	:	Standard Windows conventions Basic computer skills and database concepts

About Training

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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.

What You'll Learn

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

Who Should Attend

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

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
- **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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