

Crystal Reports[®] XI: Report Design I Fundamentals of Report Design – RD110

IN BRIEF

Delivery: Instructor-led course

Duration: Two days

Class size: 10 Students Max.

Cost: \$1300 per person + GST

Inclusions: BusinessObjects expert instructor, comprehensive course manual, individual computer access, and fully catered lunch, morning and afternoon tea breaks.

Prerequisites: To be successful, learners who attend this course must have working knowledge of Windows conventions and Basic database concepts

Products Covered: Business Objects Crystal Reports XI

Previous Training: None

Course Description

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

Audience

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

Topics Covered

Planning a Report

- Defining database concepts
- Planning and developing a report prototype

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

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

Organising Data on a Report

- Sorting records
- Grouping records
- Summarising data

Formatting a Report

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

Applying Section Formatting

- Formatting sections
- Creating a summary report

Creating Basic Formulas

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

Applying Conditional Reporting

- Determining trends in data
- Formatting data conditionally

Distributing a Report

- Exporting a report
- Saving a report to BusinessObjects Enterprise

Representing Data Visually

- Creating a chart