

Crystal Reports[®] XI: Report Design II Business Reporting Solutions – RD210

IN BRIEF

Delivery: Instructor-led course

Duration: Two days

Class size: 10 Students Max.

Cost: \$1700 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: Crystal Reports XI: Report Design I – Fundamentals of Report Design

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 their increased understanding of formulas, variables, arrays, templates, parameters, summaries, and sections will help them make more effective report design decisions and create more efficient reports.

Audience

Report designers who are responsible for creating and distributing reports and have completed RD110.

Topics Covered

Using the Repository

- Using the repository
- Creating a report from a repository data source

Creating Formulas

- Using functions and operators
- Defining control structures available in Crystal Reports Syntax

Managing Reports

- Using the Workbench
- Publishing reports to BusinessObjects Enterprise

Using Variables and Arrays

- Using variables
- Using arrays

Building Parameterised Reports

- Defining and creating parameters
- Building a report with multiple parameters
- Using edit masks and descriptions
- Creating a date range parameter
- Grouping using parameters

Using Report Templates

- Applying report templates
- Building a template without a data source
- Removing a template

Summarising Data with Cross-Tabs

- Building a basic cross-tab
- Formatting a cross-tab

Using Report Sections

- Using sections
- Using group related functions to format sections
- Using section underlay
- Using multiple column reporting

Building Specialised Reports

- Using the Running Total Expert
- Creating a form letter
- Adding a hyperlink to a report
- Using Dynamic Graphic Locations
- Building a report with alerts
- Building a top N report