



Crystal Reports® XI: Report Design I Fundamentals of Report design

Duration: 2 days

About this Course

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

Prerequisites

To be successful, learners who attend this course must have working knowledge of:

- Windows conventions
- Basic database concepts

Objectives

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

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Course Outline

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

Organizing Data on a Report

- Sorting records
- Grouping records
- Summarizing data

Formatting a Report

- Adding graphical elements
- Combining text objects with database fields
- Applying specialized formatting

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- 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 Business Objects Enterprise

Representing Data Visually

- Creating a chart

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