



Crystal Reports XI Report Design I

2 Days

COURSE OVERVIEW

Fundamentals of Report Design

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.

TARGET AUDIENCE

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

PREREQUISITES

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

- Windows conventions
- Basic database concepts

COURSE OBJECTIVES

What will I learn?

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

COURSE CONTENT

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

Representing Data Visually

- Creating a chart

Distributing a Report

- Exporting a report
- Saving a report to BusinessObjects Enterprise