iNFOTRUST

SAP Silver Partner

1.4 SAP Crystal Reports

SAP Crystal Reports

SAP Crystal Reports training

16
HOURS

2-day course

840 €

Price per
participant

Please contact us
to request the
price per group
(up to 10 participants)
riga@theinfotrust.com

Audience

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

Prerequisites

- Windows conventions
- Basic database concepts

Goals

✔ This two-day instructor-led course is designed to give you comprehensive skills and in-depth knowledge on how to plan and create reports that will help you analyze and interpret information.

✔ As a business benefit, you will find that this course is an in-depth approach to the entire report creation cycle from planning a report prototype to distributing it.

Content

Planning a Report

- Define database concepts
- Plan and develop a report prototype

Creating a Report

- Create a report
- Add tables
- Describe the design environment
- Insert objects on a report
- Preview a report
- Save a report
- Position and size objects
- Format objects

Selecting Records

- Define the Select Expert
- Determine the criteria for record selection
- Understanding saved and refreshed data
- Apply record selection
- Apply additional record selection criteria
- Modify record selection
- Apply time-based record selection

Organizing Data on a Report

- Sort records
- Group records
- Summarize data

Formatting a Report

- Add graphical elements
- Combine text objects with database fields
- Apply specialized formatting
- Insert fields with pre-built functions

Applying Section Formatting

- Format sections
- Create a summary report

Creating Basic Formulas

- Define a formula and its purpose
- Create formulas
- Apply Boolean formulas
- Apply If-Then-Else formulas
- Apply date calculations
- Apply number calculations
- Apply string manipulation

Applying Conditional Reporting

- Determine trends in data
- Format data conditionally
- Representing Data Visually
- Create a chart

Distributing a Report

- Export a report
- Save a report to BusinessObjects BI Platform