

# Crystal Reports 2008: Report Design 1

BOC310—RD11008



## Goals

Crystal Reports 2008® is a powerful, dynamic, actionable reporting solution that helps you design, explore, visualize, and deliver reports via the web or embedded in enterprise applications.

This two-day instructor-led course is designed to give you comprehensive skills and in-depth knowledge 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 a report.

## Who should attend?

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

## Applicable Certification

This is a recommended course for the Business Objects Certified Professional - Crystal Reports certification.

## Contact Us

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## Course Agenda

- **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 re-freshed 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™ Enterprise

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