

BOC320

SAP Crystal Reports - Business Reporting and Report Processing Strategies

COURSE OUTLINE

Course Version: 16
Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation



Demonstration



Procedure



Warning or Caution



Hint



Related or Additional Information



Facilitated Discussion



User interface control

Example text

Window title

Example text

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Project Stakeholder
- Super / Key / Power User

Lesson 1: Creating a Report Using the Report Wizard

Lesson Objectives

After completing this lesson, you will be able to:

- Create a report using the Report Wizard

Lesson 1: Building a Report with Running Totals

Lesson Objectives

After completing this lesson, you will be able to:

- Create a running total field using the Running Total Expert

Lesson 1: Building a Report with Alerts

Lesson Objectives

After completing this lesson, you will be able to:

- Build a report with alerts

Lesson 1: Using Functions and Operators in a Formula

Lesson Objectives

After completing this lesson, you will be able to:

- Use String Functions
- Use Date and Time functions
- Use Print State functions

Lesson 1: Writing Control Structures

Lesson Objectives

After completing this lesson, you will be able to:

- Write formulas with Multiple Conditional Statements
- Write a formula with a Select statement

Lesson 1: Creating Variables

Lesson Objectives

After completing this lesson, you will be able to:

- Create variables
- Reference variable values

Lesson 1: Applying Predefined Templates

Lesson Objectives

After completing this lesson, you will be able to:

- Apply a predefined template
- Remove an applied template from a report

Lesson 2: Building Custom Templates

Lesson Objectives

After completing this lesson, you will be able to:

- Build a template from an existing report

Lesson 3: Building a Template Without a Data Source

Lesson Objectives

After completing this lesson, you will be able to:

- Build a template without a data source

Lesson 1: Using Simple Parameters

Lesson Objectives

After completing this lesson, you will be able to:

- Create simple parameters
- Apply common parameter properties
- Use the Parameter Panel
- Create range parameters

Lesson 1: Applying Additional Parameter Properties

Lesson Objectives

After completing this lesson, you will be able to:

- Use descriptions in lists of values
- Set restrictions on parameters

Lesson 1: Modifying Report Presentation with Parameters

Lesson Objectives

After completing this lesson, you will be able to:

- Use parameters for conditional formatting
- Display range and multiple value parameters
- Use parameters to create groups

UNIT 11

Dynamic List of Values for Parameters

Lesson 1: Using Dynamic Parameters

Lesson Objectives

After completing this lesson, you will be able to:

- Use dynamic parameters

Lesson 1: Creating Arrays

Lesson Objectives

After completing this lesson, you will be able to:

- Assign values to an array
- Create dynamic arrays

Lesson 1: Creating Basic Crosstabs

Lesson Objectives

After completing this lesson, you will be able to:

- Create a basic crosstab

Lesson 2: Formatting Crosstabs

Lesson Objectives

After completing this lesson, you will be able to:

- Format a crosstab
- Conditionally format a crosstab
- Insert calculated members in a crosstab

Lesson 1: Describing Custom Functions

Lesson Objectives

After completing this lesson, you will be able to:

- Describe custom functions

Lesson 2: Using Custom Functions

Lesson Objectives

After completing this lesson, you will be able to:

- Extract custom functions from formulas
- Store custom functions for reuse

Lesson 1: Dividing a Report Into Sections

Lesson Objectives

After completing this lesson, you will be able to:

- Insert sections in a report
- Move sections
- Delete sections
- Manipulate sections using the Section Expert

Lesson 2: Formatting Sections

Lesson Objectives

After completing this lesson, you will be able to:

- Apply conditional formatting to sections
- Apply section underlay
- Format a report with multiple columns

Lesson 1: Describing Subreports

Lesson Objectives

After completing this lesson, you will be able to:

- Describe subreports
- Compare linked and unlinked subreports

Lesson 2: Creating Unlinked Subreports

Lesson Objectives

After completing this lesson, you will be able to:

- Use a pre-existing report as a subreport
- Create a subreport using the Report Wizard
- Modify a subreport

Lesson 1: Creating Linked Subreports

Lesson Objectives

After completing this lesson, you will be able to:

- Create linked subreports

Lesson 2: Using Shared Variables with Subreports

Lesson Objectives

After completing this lesson, you will be able to:

- Use shared variables with subreports

Lesson 1: Creating On-Demand Subreports

Lesson Objectives

After completing this lesson, you will be able to:

- Create on-demand subreports

Lesson 2: Building a Report with Linking

Lesson Objectives

After completing this lesson, you will be able to:

- Add a linked object to a report
- Convert fields to hyperlinks

Lesson 1: Explaining Multi-Pass Reporting

Lesson Objectives

After completing this lesson, you will be able to:

- Explain multi-pass reporting

Lesson 2: Applying Evaluation Time Functions

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the purpose of evaluation time functions