

BOC310

SAP Crystal Reports: Fundamentals of Report Design

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
- Data Consultant
- Project Manager
- End User

UNIT 1

Report Concepts

Lesson 1: Describing Reporting Concepts

Lesson Objectives

After completing this lesson, you will be able to:

- Describe reporting concepts

Lesson 1: Choosing a Report Creation Method

Lesson Objectives

After completing this lesson, you will be able to:

- Choose a report creation method

Lesson 2: Connecting to Data Sources

Lesson Objectives

After completing this lesson, you will be able to:

- Set a data source

Lesson 3: Navigating in the Design Environment

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate in the report design environment

Lesson 4: Inserting Objects in a Report

Lesson Objectives

After completing this lesson, you will be able to:

- Insert objects in a report

Lesson 5: Previewing a Report

Lesson Objectives

After completing this lesson, you will be able to:

- Preview a report

Lesson 6: Saving a Report

Lesson Objectives

After completing this lesson, you will be able to:

- Save a report

Lesson 7: Setting the Position and Size of Objects

Lesson Objectives

After completing this lesson, you will be able to:

- Position and size objects
- Resize objects

Lesson 8: Formatting Objects

Lesson Objectives

After completing this lesson, you will be able to:

- Format objects

Lesson 1: Setting Records Using Select Expert

Lesson Objectives

After completing this lesson, you will be able to:

- Filter records using the Select Expert

Lesson 2: Saving and Refreshing Data in Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Save and refresh report data

Lesson 3: Setting Additional Criteria

Lesson Objectives

After completing this lesson, you will be able to:

- Set additional criteria

Lesson 4: Applying Time-Based Record Selection

Lesson Objectives

After completing this lesson, you will be able to:

- Set record selection based on date
- Set Report Print Date and Time

UNIT 4

Report Data Sorting, Grouping, and Summarizing

Lesson 1: Sorting Records

Lesson Objectives

After completing this lesson, you will be able to:

- Sort records

Lesson 2: Creating a Grand Total

Lesson Objectives

After completing this lesson, you will be able to:

- Insert a Grand Total

Lesson 3: Grouping Records

Lesson Objectives

After completing this lesson, you will be able to:

- Create groups
- Modify groups

Lesson 4: Managing Multiple Groups

Lesson Objectives

After completing this lesson, you will be able to:

- Create nested and multiple groups

Lesson 5: Grouping on Time-Based Data

Lesson Objectives

After completing this lesson, you will be able to:

- Group on a date field

Lesson 6: Summarizing Data

Lesson Objectives

After completing this lesson, you will be able to:

- Insert a summary

Lesson 7: Sorting and Filtering Groups

Lesson Objectives

After completing this lesson, you will be able to:

- Sort and filter groups

Lesson 8: Sorting Groups using Specified Order

Lesson Objectives

After completing this lesson, you will be able to:

- Add a specified order group

Lesson 1: Adding Graphical Elements

Lesson Objectives

After completing this lesson, you will be able to:

- Add graphical elements

Lesson 2: Adding Special Fields

Lesson Objectives

After completing this lesson, you will be able to:

- Add special fields

Lesson 1: Formatting Sections

Lesson Objectives

After completing this lesson, you will be able to:

- Format sections using the Section Expert

Lesson 2: Controlling Page Breaks

Lesson Objectives

After completing this lesson, you will be able to:

- Control pagination

Lesson 3: Creating Summary Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Create summary reports

Lesson 1: Defining a Formula

Lesson Objectives

After completing this lesson, you will be able to:

- Describe formulas

Lesson 2: Creating If-Then-Else Formulas

Lesson Objectives

After completing this lesson, you will be able to:

- Create an If-Then-Else formula

Lesson 3: Creating Boolean Formulas

Lesson Objectives

After completing this lesson, you will be able to:

- Create a Boolean formula

Lesson 4: Creating Formulas with Dates

Lesson Objectives

After completing this lesson, you will be able to:

- Create date formulas

Lesson 5: Creating Summary Functions in Formulas

Lesson Objectives

After completing this lesson, you will be able to:

- Create summary functions in formulas

Lesson 6: Applying String Manipulation

Lesson Objectives

After completing this lesson, you will be able to:

- Manipulate strings

Lesson 1: Highlighting Data in a Report

Lesson Objectives

After completing this lesson, you will be able to:

- Implement conditional formatting using the Highlighting Expert

Lesson 2: Formatting Data Conditionally

Lesson Objectives

After completing this lesson, you will be able to:

- Extend conditional formatting beyond the Highlighting Expert

Lesson 1: Creating Charts Without Groups

Lesson Objectives

After completing this lesson, you will be able to:

- Create charts without groups

Lesson 2: Creating Charts Based on Existing Groups and Summaries

Lesson Objectives

After completing this lesson, you will be able to:

- Create a chart with existing groups and summaries

Lesson 3: Customizing a Chart on a Simple Report with No Groups

Lesson Objectives

After completing this lesson, you will be able to:

- Customize a chart

Lesson 1: Exporting a Report

Lesson Objectives

After completing this lesson, you will be able to:

- Export a report

Lesson 2: Saving a Report to SAP BusinessObjects Business Intelligence Platform

Lesson Objectives

After completing this lesson, you will be able to:

- Distribute reports with SAP BusinessObjects Business Intelligence platform