

# CRYSTAL REPORTS 2008: REPORT DESIGN I - FUNDAMENTALS OF REPORT DESIGN

RD11008

---

## Course Description

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.

## Course Audience

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

## Prerequisite Education

Not applicable for this offering.

## Prerequisite Knowledge/Experience

To be successful, you must have working knowledge of:

- Windows conventions
- Basic database concepts

## Additional Education

To increase your skill level and knowledge of Crystal Reports, the following courses are recommended:

- Crystal Reports 2008: Report Design II - Business Reporting Solutions
- Crystal Reports 2008: Report Design III - Report Processing Strategies

## Level, Delivery, and Duration

This core instructor-led offering is a two-day course.

## Applicable Certification

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

## Additional Information

Visit: <http://www.businessobjects.com/services/training>.

Americas  
+1 866 665 4176

Europe  
+33 1 41 25 21 21

Asia-Pacific  
+65 6887 4228

Japan  
+81 3 5447 3900

## **Course Topics**

### **1 Planning a Report**

- Define database concepts
- Plan and develop a report prototype

### **2 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

### **3 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

### **4 Organizing Data on a Report**

- Sort records
- Group records
- Summarize data

### **5 Formatting a Report**

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

### **6 Applying Section Formatting**

- Format sections
- Create a summary report

### **7 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

## 8 Applying Conditional Reporting

- Determine trends in data
- Format data conditionally

## 9 Representing Data Visually

- Create a chart

## 10 Distributing a Report

- Export a report
- Save a report to BusinessObjects™ Enterprise

Americas  
+1 866 665 4176

Europe  
+33 1 41 25 21 21

Asia-Pacific  
+65 6887 4228

Japan  
+81 3 5447 3900