Course Description
This course is designed to give learners comprehensive skills and in-depth knowledge to plan and create reports that will help them analyze and interpret information.

As a business benefit, learners 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.

BusinessObjects XI R1 and BusinessObjects XI R2
This offering is applicable for both BusinessObjects XI Release 1 and XI Release 2 audiences.

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

Course Topics

Lesson #1 - Planning a Report
- Defining database concepts
- Planning and developing a report prototype

Lesson #2 - Creating a Report
- Connecting to a data source
- Adding tables
- The design environment
- Inserting objects on a report
- Previewing and saving a report
- Positioning and sizing objects
- Formatting objects
Lesson #3 - Selecting Records
- Defining the Select Expert
- Determining the record selection criteria
- Defining saved and refreshed data
- Applying record selection
- Applying additional record selection criteria
- Modifying record selection
- Applying time-based record selection

Lesson #4 - Organizing Data on a Report
- Sorting records
- Grouping records
- Summarizing data

Lesson #5 - Formatting a Report
- Adding graphical elements
- Combining text objects with database fields
- Applying specialized formatting
- Inserting fields with pre-built functions

Lesson #6 - Applying Section Formatting
- Formatting sections
- Creating a summary report

Lesson #7 - Creating Basic Formulas
- Defining formulas
- Creating formulas
- Applying Boolean formulas
- Applying If-Then-Else formulas
- Applying date calculations
- Applying number calculations
- Applying string manipulation

Lesson #8 – Applying Conditional Reporting
- Determining trends in data
- Formatting data conditionally

Lesson #9 – Representing Data Visually
- Creating a chart

Lesson #10 – Distributing a Report
- Exporting a report
- Saving a report to BusinessObjects Enterprise

**Prerequisite Knowledge/Experience**
To be successful, learners who attend this course must have working knowledge of:
- Windows conventions
- Basic database concepts
Additional Education
If learners want to increase their skill level and knowledge of Crystal Reports this course is recommended:

- Crystal Reports XI R1/R2: Report Design II - Business Reporting Solutions
- Crystal Reports XI R1/R2: Report Design IV - Optimizing Report Data

Delivery & Duration
This instructor-led offering is a two-day course.

Applicable Certification
This course is a core course in the Crystal Reports Certified Professional (CRCP) certification.

More Information