

## Crystal Reports 2013: Report Design I

### Fundamentals of Report Design

#### Course Description

Crystal Reports 2013 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 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

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 2013: Report Design II – Business Reporting Solutions
- Crystal Reports 2013: Report Design III – Report Processing Strategies

#### Level, Delivery, and Duration

This introductory, instructor-led offering is a two-day course.

#### Applicable Certification

Not applicable for this offering.

## Course Topics

### 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 Refreshed 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

### Formatting a Report (continued)

- 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