

Crystal Reports: Report Design II - Business Reporting Solutions

This course is designed to give you comprehensive skills and in-depth knowledge to plan and create reports that will help you analyse and interpret information.

As a business benefit, you will be able to increase your understanding of formulae, variables, arrays, templates, parameters, summaries, and sections - which will help you make more effective report design decisions and create more efficient reports.

On completion, delegates will be able to:

Design, produce and distribute more advanced and more effective reports to allow analysis and interpretation of business data

Who should attend?

The target audience for this course is report designers who are responsible for creating and distributing reports and have completed Crystal Reports Fundamentals of Report Design.

Prerequisites

To be successful, you must have working knowledge of:

- Windows conventions
- Basic database concepts
- Experience using web browser

Course Duration

2 days

Practical work

Practical sessions will reinforce many of the topics covered and are used extensively throughout this course. These allow delegates to have direct hands-on practice using Crystal Reports® to build queries and reports, and perform analysis on retrieved data, in the training environment.

Related and Follow-On Courses

- I - Fundamentals of Report Design
- III - Report Processing Strategies

Course Contents

Report Creation Review

- Using your CrystalReports knowledge

Using the Repository

- Creating a report from a repository data source

Creating Formulas

- Using functions and operators
- Defining control structures available in Crystal Reports Syntax

Managing Reports

- Using the Workbench
- Publishing reports to BusinessObjects Enterprise

Using Variables and Arrays

- Using variables and arrays

Building Parameterised Reports

- Defining and creating parameters
- Building a report with multiple parameters
- Using edit masks and descriptions
- Creating a date range parameter
- Grouping using parameters

Using Report Templates

- Applying report templates
- Building a template without a data source
- Removing a template

Summarising Data with Cross-Tabs

- Building a basic cross-tab
- Formatting a cross-tab

Using Report Sections

- Using sections
- Using group related functions to format sections
- Using section underlay
- Using multiple column reporting

Building Specialised Reports

- Using the Running Total Expert
- Creating a form letter
- Adding a hyperlink to a report
- Using Dynamic Graphic Locations
- Building a report with alerts
- Building a 'top N' report