

SAP Crystal Report: Fundamentals of Report Design

Duration: 2 Days

Who should attend: Application Consultant, Business Analyst, Power User

Course Outline: This course will prepare you to:

- Gain skills in designing various Crystal Reports
- Have hands-on practice in developing Crystal Reports from scratch

Day 1

Morning

Report Concepts

- Describing Reporting Concepts

Report Creation

- Choosing a Report Creation Method
- Connecting to Data Sources
- Navigating in the Design Environment
- Inserting Objects in a Report
- Previewing a Report
- Saving a Report
- Setting the Position and Size of Objects
- Formatting Objects

Afternoon

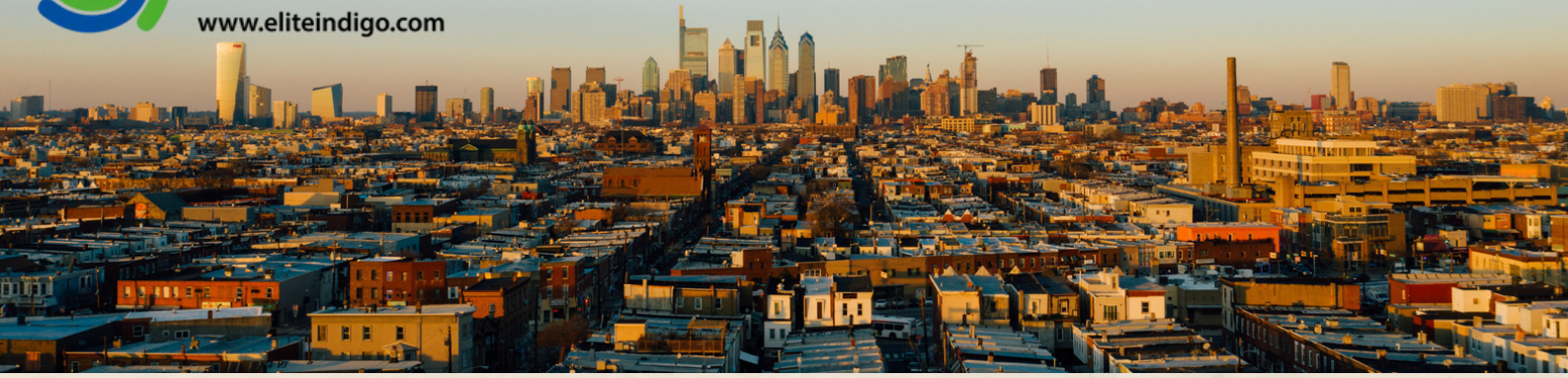
Record Selection

- Setting Records Using Select Expert
- Saving and Refreshing Data in Reports
- Setting Additional Criteria
- Applying Time-Based Record Selection

Report Data Sorting, Grouping, and Summarizing

- Sorting Records
- Creating a Grand Total
- Grouping Records
- Managing Multiple Groups
- Grouping on Time-Based Data
- Summarizing Data
- Sorting and Filtering Groups
- Sorting Groups using Specified Order





Day 2

Morning

Graphics and Special Fields

- Adding Graphical Elements
- Adding Special Fields

Section Formatting

- Formatting Sections
- Controlling Page Breaks
- Creating Summary Reports

Basic Formulas

- Defining a Formula
- Creating If-Then-Else Formulas
- Creating Boolean Formulas
- Creating Formulas with Dates
- Creating Summary Functions in Formulas
- Applying String Manipulation

Afternoon

Conditional Reporting

- Highlighting Data in a Report
- Formatting Data Conditionally

Charts

- Creating Charts Without Groups
- Creating Charts Based on Existing Groups and Summaries
- Customizing a Chart on a Simple Report with No Groups

Report Distribution

- Exporting a Report
- Saving a Report to SAP BusinessObjects Business Intelligence Platform



*All our courses are 100% HRDF Claimable and No PO needed

Find our website at Eliteindigo.com

Looking for a specific course? Take a look at our [full training plan](#)