

# BOC310

## SAP Crystal Reports: Fundamentals of Report Design

### COURSE OUTLINE

Course Version: 16

Course Duration:

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# Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>



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# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant
- Project Stakeholder
- Super / Key / Power User
- Data Consultant
- Project Manager
- End User





## Lesson 1: Describing Reporting Concepts

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe reporting concepts



## Lesson 1: Choosing a Report Creation Method

### Lesson Objectives

After completing this lesson, you will be able to:

- Choose a report creation method

## Lesson 2: Connecting to Data Sources

### Lesson Objectives

After completing this lesson, you will be able to:

- Set a data source

## Lesson 3: Navigating in the Design Environment

### Lesson Objectives

After completing this lesson, you will be able to:

- Navigate in the report design environment

## Lesson 4: Inserting Objects in a Report

### Lesson Objectives

After completing this lesson, you will be able to:

- Insert objects in a report

## Lesson 5: Previewing a Report

### Lesson Objectives

After completing this lesson, you will be able to:

- Preview a report

## Lesson 6: Saving a Report

### Lesson Objectives

After completing this lesson, you will be able to:

- Save a report

## **Lesson 7: Setting the Position and Size of Objects**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Position and size objects
- Resize objects

## **Lesson 8: Formatting Objects**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Format objects

## Lesson 1: Setting Records Using Select Expert

### Lesson Objectives

After completing this lesson, you will be able to:

- Filter records using the Select Expert

## Lesson 2: Saving and Refreshing Data in Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Save and refresh report data

## Lesson 3: Setting Additional Criteria

### Lesson Objectives

After completing this lesson, you will be able to:

- Set additional criteria

## Lesson 4: Applying Time-Based Record Selection

### Lesson Objectives

After completing this lesson, you will be able to:

- Set record selection based on date
- Set Report Print Date and Time



## Lesson 1: Sorting Records

### Lesson Objectives

After completing this lesson, you will be able to:

- Sort records

## Lesson 2: Creating a Grand Total

### Lesson Objectives

After completing this lesson, you will be able to:

- Insert a Grand Total

## Lesson 3: Grouping Records

### Lesson Objectives

After completing this lesson, you will be able to:

- Create groups
- Modify groups

## Lesson 4: Managing Multiple Groups

### Lesson Objectives

After completing this lesson, you will be able to:

- Create nested and multiple groups

## Lesson 5: Grouping on Time-Based Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Group on a date field

## Lesson 6: Summarizing Data

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Insert a summary

## **Lesson 7: Sorting and Filtering Groups**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Sort and filter groups

## **Lesson 8: Sorting Groups using Specified Order**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Add a specified order group



## Lesson 1: Adding Graphical Elements

### Lesson Objectives

After completing this lesson, you will be able to:

- Add graphical elements

## Lesson 2: Adding Special Fields

### Lesson Objectives

After completing this lesson, you will be able to:

- Add special fields



## Lesson 1: Formatting Sections

### Lesson Objectives

After completing this lesson, you will be able to:

- Format sections using the Section Expert

## Lesson 2: Controlling Page Breaks

### Lesson Objectives

After completing this lesson, you will be able to:

- Control pagination

## Lesson 3: Creating Summary Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Create summary reports



## Lesson 1: Defining a Formula

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe formulas

## Lesson 2: Creating If-Then-Else Formulas

### Lesson Objectives

After completing this lesson, you will be able to:

- Create an If-Then-Else formula

## Lesson 3: Creating Boolean Formulas

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a Boolean formula

## Lesson 4: Creating Formulas with Dates

### Lesson Objectives

After completing this lesson, you will be able to:

- Create date formulas

## Lesson 5: Creating Summary Functions in Formulas

### Lesson Objectives

After completing this lesson, you will be able to:

- Create summary functions in formulas

## Lesson 6: Applying String Manipulation

### Lesson Objectives

After completing this lesson, you will be able to:

- Manipulate strings

## Lesson 1: Highlighting Data in a Report

### Lesson Objectives

After completing this lesson, you will be able to:

- Implement conditional formatting using the Highlighting Expert

## Lesson 2: Formatting Data Conditionally

### Lesson Objectives

After completing this lesson, you will be able to:

- Extend conditional formatting beyond the Highlighting Expert





## **Lesson 1: Creating Charts Without Groups**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create charts without groups

## **Lesson 2: Creating Charts Based on Existing Groups and Summaries**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create a chart with existing groups and summaries

## **Lesson 3: Customizing a Chart on a Simple Report with No Groups**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Customize a chart



## Lesson 1: Exporting a Report

### Lesson Objectives

After completing this lesson, you will be able to:

- Export a report

## Lesson 2: Saving a Report to SAP BusinessObjects Business Intelligence Platform

### Lesson Objectives

After completing this lesson, you will be able to:

- Distribute reports with SAP BusinessObjects Business Intelligence platform