

# Crystal Reports XIR2

## Report Design I - Fundamentals of Report Design

Course Number: RD110R2

### Who should attend?

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

### Delivery and duration

Two-day instructor-led course

### Course Agenda

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#### Planning a Report

- Defining database concepts
- Planning and developing a report prototype

#### 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

#### 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

#### Organizing Data on a Report

- Sorting records
- Grouping records
- Summarizing data

#### Formatting a Report

- Adding graphical elements
- Combining text objects with database fields
- Applying specialized formatting
- Inserting fields with pre-built functions

#### Applying Section Formatting

- Formatting sections
- Creating a summary report

#### Creating Basic Formulas

- Defining formulas
- Creating formulas
- Applying Boolean formulas
- Applying If-Then-Else formulas
- Applying date calculations
- Applying number calculations
- Applying string manipulation

#### Applying Conditional Reporting

- Determining trends in data
- Formatting data conditionally

#### Representing Data Visually

- Creating a chart

#### Distributing a Report

- Exporting a report
- Saving a report to BusinessObjects Enterprise