

BOCE10

SAP Crystal Reports for Enterprise: Fundamentals of Report Design

COURSE OUTLINE

Course Version: 15

Course Duration: 2 Day(s)

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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:

- Project Stakeholder
- System Administrator

Lesson 1: Describing Database Concepts

Lesson Objectives

After completing this lesson, you will be able to:

- Define basic database terms

Lesson 2: Planning and Developing a Report Prototype

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the requirements for planning and developing report prototypes

Lesson 1: Logging On to SAP BusinessObjects BI Platform

Lesson Objectives

After completing this lesson, you will be able to:

- Connect to SAP BusinessObjects BI platform

Lesson 2: Defining a Data Source

Lesson Objectives

After completing this lesson, you will be able to:

- Define data sources

Lesson 1: Connecting to a Data Source

Lesson Objectives

After completing this lesson, you will be able to:

- Connect to a data source

Lesson 2: Creating a Query

Lesson Objectives

After completing this lesson, you will be able to:

- Create a query to retrieve data from the data source

Lesson 3: Describing the Report Design Environment

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the report design environment

Lesson 4: Setting Up Report Sections

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the report section setup process

Lesson 5: Describing the Field Objects Controls

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the field object controls

Lesson 6: Saving a Report

Lesson Objectives

After completing this lesson, you will be able to:

- Save a report

Lesson 1: Setting Page Properties

Lesson Objectives

After completing this lesson, you will be able to:

- Define page properties

Lesson 2: Applying Report Formatting Options

Lesson Objectives

After completing this lesson, you will be able to:

- Apply report formatting options

Lesson 1: Editing a Query

Lesson Objectives

After completing this lesson, you will be able to:

- Identify query panel controls

Lesson 2: Inserting Additional Filter Conditions

Lesson Objectives

After completing this lesson, you will be able to:

- Insert additional filter conditions

Lesson 3: Modifying Query Filters

Lesson Objectives

After completing this lesson, you will be able to:

- Modify the query filter

Lesson 4: Applying Time-Based Filters

Lesson Objectives

After completing this lesson, you will be able to:

- Apply time-based filters

Lesson 1: Sorting Data

Lesson Objectives

After completing this lesson, you will be able to:

- Apply sorting options

Lesson 2: Grouping Data

Lesson Objectives

After completing this lesson, you will be able to:

- Create groups
- Modify groups

Lesson 3: Creating Nested and Multiple Groups

Lesson Objectives

After completing this lesson, you will be able to:

- Create and reorder multiple groups

Lesson 4: Creating a Custom Group

Lesson Objectives

After completing this lesson, you will be able to:

- Add a custom group based on criteria not specified in the database

Lesson 5: Grouping on Time-Based Data

Lesson Objectives

After completing this lesson, you will be able to:

- Group date-based objects

Lesson 6: Totaling Grouped Data

Lesson Objectives

After completing this lesson, you will be able to:

- Create subtotals

Lesson 7: Totaling Column Data

Lesson Objectives

After completing this lesson, you will be able to:

- Total data by column

Lesson 1: Inserting Predefined Objects

Lesson Objectives

After completing this lesson, you will be able to:

- Insert a predefined object

Lesson 2: Adding Graphical Objects

Lesson Objectives

After completing this lesson, you will be able to:

- Create formatted lines and boxes in a report

Lesson 1: Defining Formulas

Lesson Objectives

After completing this lesson, you will be able to:

- Define formula uses and components

Lesson 2: Using the Formula Workshop

Lesson Objectives

After completing this lesson, you will be able to:

- Create a formula with the Formula Workshop

Lesson 3: Creating and Modifying Formulas

Lesson Objectives

After completing this lesson, you will be able to:

- Create formulas
- Modify formulas

Lesson 4: Applying Boolean Formulas

Lesson Objectives

After completing this lesson, you will be able to:

- Create Boolean formulas

Lesson 5: Applying If-Then-Else Formulas

Lesson Objectives

After completing this lesson, you will be able to:

- Create if-then-else formulas

Lesson 6: Applying Date Calculations

Lesson Objectives

After completing this lesson, you will be able to:

- Apply date calculation functions

Lesson 7: Applying Numeric Calculations

Lesson Objectives

After completing this lesson, you will be able to:

- Apply numeric calculations with formulas

Lesson 8: Applying String Manipulation

Lesson Objectives

After completing this lesson, you will be able to:

- Apply useful string manipulation functions

Lesson 1: Formatting Objects Conditionally

Lesson Objectives

After completing this lesson, you will be able to:

- Explain conditional formatting usage and controls

Lesson 2: Formatting Fields Conditionally with Formulas

Lesson Objectives

After completing this lesson, you will be able to:

- Apply formulas to conditionally format fields

Lesson 3: Formatting Sections

Lesson Objectives

After completing this lesson, you will be able to:

- Describe section formatting

Lesson 4: Formatting Sections Conditionally

Lesson Objectives

After completing this lesson, you will be able to:

- Format sections conditionally

Lesson 5: Drilling Down on Sections

Lesson Objectives

After completing this lesson, you will be able to:

- Create a multi-level drill down report

Lesson 1: Describing Charting Concepts

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the concept of chart usage

Lesson 2: Charting On Data

Lesson Objectives

After completing this lesson, you will be able to:

- Chart on report data

Lesson 3: Formatting Charts

Lesson Objectives

After completing this lesson, you will be able to:

- Apply formatting options to a chart

Lesson 1: Exporting a Report

Lesson Objectives

After completing this lesson, you will be able to:

- Export a report

Lesson 2: Saving Reports to SAP BusinessObjects Business Intelligence Platform

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the process of saving a report to SAP BusinessObjects BI platform
- Access the BI Launch Pad
- Describe the Home Page
- View a Crystal Reports for Enterprise report
- Set general BI Launch Pad preferences
- Log off from the BI Launch Pad

Lesson 3: Reporting with Mobile Devices

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how to make reports available on mobile devices