

## SAP Crystal Reports – Fundamentals

### SAP Crystal Reports – Fundamentals of Report Design

This course will help participants to acquire the basis to use Crystal Reports

#### Détails

- **Code** : CR-Basic
- **Durée** : 2 jours ( 14 heures )

#### Public

- Application Developers
- BI System Administrators
- Business Analysts
- Report Designers
- Report Writers

#### Pré-requis

- Aucun

#### Objectifs

- gain the fundamentals of report design

#### Programme

##### Planning a Report

- Define database concepts
- Plan and develop a report prototype

##### Creating a Report

- Create a report
- Add tables
- Describe the design environment
- Insert objects on a report
- Preview a report
- Save a report
- Position and size objects
- Format objects

##### Selecting Records

- Define the Select Expert
- Determine the criteria for record selection
- Understanding saved and refreshed data
- Apply record selection
- Apply additional record selection criteria
- Modify record selection
- Apply time-based record selection

##### Organizing Data on a Report

- Sort records
- Group records
- Summarize data

##### Formatting a Report

- Add graphical elements
- Combine text objects with database fields
- Apply specialized formatting
- Insert fields with pre-built functions

##### Applying Section Formatting

- Format sections
- Create a summary report

##### Creating Basic Formulas

- Define a formula and its purpose
- Create formulas
- Apply Boolean formulas
- Apply If-Then-Else formulas
- Apply date calculations
- Apply number calculations
- Apply string manipulation

##### Applying Conditional Reporting

- Determine trends in data
- Format data conditionally

##### Representing Data Visually

- Create a chart

##### Distributing a Report

- Export a report
- Save a report to BusinessObjects™ Enterprise

#### Modalités

- **Type d'action** :Acquisition des connaissances
- **Moyens de la formation** :Formation présentielle – 1 poste par stagiaire – 1 vidéo projecteur – Support de cours fourni à chaque stagiaire
- **Modalités pédagogiques** :Exposés – Cas pratiques – Synthèse
- **Validation** :Exercices de validation – Attestation de stages

