



Business User Reporting Course : Reports Design and Development

This course aims to provide practical and in-depth knowledge to Business Users, Analysts, IT Professionals and Developers who need to quickly become proficient in creating, modifying and distributing interactive presentation-quality reports. Attendees will be exposed to key report building concepts and participate in hands-on exercises to format data into dynamic information.

Target Audience : Business Users, Analysts, IT Professionals and Developers who will be creating, modifying and distributing reports.

Pre-requisite : Experience in Windows environment, closing or sizing windows, and performing actions such as drag-and-drop.

Course Duration : 3 days Instructor-led Course

Course Code : R1

Course Overview :

Introduction to Crystal Report

- Crystal Report Functionality
- Plan a Report

Understand Fundamentals of Report Creation

- Database Expert
- Report Design Environment
- Field Explorer
- Formatting Objects in Report

Manage Data Filtering

- Select Expert
- Applying More Filtering Criteria
- Saved data vs Refresh Data
- Manipulate Your Filtering Criteria

Format and Section Control

- Section Formatting
- Applying Condition to Control Objects
- Applying Condition to Control Sections
- Alerting in Reports

Manage Cross-tab Report

- What is Cross-tab Report
- Using Cross-tab expert
- Applying Summarized Information Using Cross-tab

Perform Own Grouping and Running Totals

- Using Specified Grouping
- Using Running Total



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Organizing Your Information

- Sort Data
- Perform Grouping
- Create Summarize Information
- View Top/Bottom N Result

Make Your Report Impressive

- Inserting Graphical Elements into the Report
- Using Special Field
- Control Your Text Objects
- Using Hyperlink

Perform Linking

- Linking Multiple Tables
- Different Linkage
- Option in Linkage

Perform Basic Formulas

- Formula workshop
- Number calculation
- String Manipulation
- Date Manipulation
- Applying Boolean Control
- Applying If- Then-Else

Manage Charts in Report Design

- Inserting Chart in Crystal Report
- Changing Chart in Crystal Report
- Using Chart Analysis

Manage Report Wizard

- Report Creation Using Report Wizard
- Pro and Cons Using Report Wizard

Distribution of Reports

- Exporting Reports Into Different Formats
- Distributing Reports via Web
- Accessing Reports from Web

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