

**Module Title** : Course BOC311 : SAP Crystal Reports: Fundamentals of Report Design  
**Duration** : 2 days

### Goals

- Participants will gain skills in designing reports
- Participants will gain a portion of the knowledge required for associate-level certification in Crystal Reports

### Audience

- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User

### Prerequisites

#### Essential

- Standard Windows conventions
- Basic computer skills and database concepts

#### Recommended

- None

#### Course based on software release

- SAP Crystal Reports 2013

### Content

- Report Concepts
  - Describing Reporting Concepts
- Report Creation
  - Choosing a Report Creation Method
  - Connecting to Data Sources
  - Navigating in the Design Environment
  - Inserting Objects in a Report
  - Previewing a Report
  - Saving a Report
  - Setting the Position and Size of Objects
  - Formatting Objects

- Record Selection
  - Setting Records Using Select Expert
  - Saving and Refreshing Data in Reports
  - Setting Additional Criteria
  - Applying Time-Based Record Selection
  
- Report Data Sorting, Grouping, and Summarizing
  - Sorting Records
  - Creating a Grand Total
  - Grouping Records
  - Managing Multiple Groups
  - Grouping on Time-Based Data
  - Summarizing Data
  - Sorting and Filtering Groups
  - Sorting Groups using Specified Order
  
- Graphics and Special Fields
  - Adding Graphical Elements
  - Adding Special Fields
  
- Section Formatting
  - Formatting Sections
  - Controlling Page Breaks
  - Creating Summary Reports
  
- Basic Formulas
  - Defining a Formula
  - Creating If-Then-Else Formulas
  - Creating Boolean Formulas
  - Creating Formulas with Dates
  - Creating Summary Functions in Formulas
  - Applying String Manipulation
  
- Conditional Reporting
  - Highlighting Data in a Report
  - Formatting Data Conditionally
  
- Charts
  - Creating Charts Without Groups
  - Creating Charts Based on Existing Groups and Summaries
  - Customizing a Chart on a Simple Report with No Groups

- Report Distribution
  - Exporting a Report
  - Saving a Report to SAP BusinessObjects Business Intelligence Platform