SAP Crystal Reports for Enterprise: Fundamentals of Report Design

- Report Planning
  - Describing Database Concepts
  - Planning and Developing a Report Prototype
- SAP Business Objects BI Platform and Data Source Connection
  - Logging On to SAP BusinessObjects BI Platform
  - Defining a Data Source
- Report Creation
  - Connecting to a Data Source
  - Creating a Query
  - Describing the Report Design Environment
  - Setting Up Report Sections
  - Describing the Field Objects Controls
  - Saving a Report
- Report Layout and Formatting
  - Setting Page Properties
  - Applying Report Formatting Options
- Data Selection
  - Editing a Query
  - Inserting Additional Filter Conditions
  - Modifying Query Filters
  - Applying Time-Based Filters
- Sorting, Grouping, and Totaling
  - Sorting Data
  - Grouping Data
  - Creating Nested and Multiple Groups
  - Creating a Custom Group
  - Grouping on Time-Based Data

- o Totaling Grouped Data

    - o Totaling Column Data

- Additional Report Objects

    - o Inserting Predefined Objects

    - o Adding Graphical Objects

- Formulas

    - o Defining Formulas

    - o Using the Formula Workshop

    - o Creating and Modifying Formulas

    - o Applying Boolean Formulas

    - o Applying If-Then-Else Formulas

    - o Applying Date Calculations + Applying Numeric Calculations + Applying String Manipulation

- Conditional Formatting

    - o Formatting Objects Conditionally

    - o Formatting Fields Conditionally with Formulas

    - o Formatting Sections

    - o Formatting Sections Conditionally

    - o Drilling Down on Sections

- Charting

    - o Describing Charting Concepts

    - o Charting On Data

    - o Formatting Charts

- Report Distribution

    - o Exporting a Report

    - o Saving Reports to SAP BusinessObjects Business Intelligence Platform