

SAP® BusinessObjects™
KNOWLEDGE ACCELERATOR
FOR CRYSTAL REPORTS® SOFTWARE



SPARK YOUR SUCCESS WITH SAP® BusinessObjects™ KNOWLEDGE ACCELERATOR

LEARN THE FUNDAMENTALS OF THE REPORT CREATION CYCLE

Product Description

This SAP® BusinessObjects™ Knowledge Accelerator software is designed to give learners an introduction to the report creation process using the Crystal Reports® software. Learners will step through the entire report creation cycle, from planning a report to sharing a report with others.

Benefits

With SAP BusinessObjects Knowledge Accelerator, you will gain a quick-start approach to report creation, from planning a report prototype to distributing a report.

Product Audience

The target audience for this course is novice report writers and business users who need the fundamentals of report design.

For More Information

For more information, please visit www.sap.com/services/education/softwareproducts/knowledge-accelerator.epx or contact your local SAP representative.

Product Topics

Reporting Basics

- Planning a report
- Creating a report
- Positioning, sizing, and formatting objects on a report

Selecting Records

- Applying record selection
- Setting additional record selection criteria
- Refining the record selection
- Applying time-based record selection

Organizing Data on a Report

- Applying sorting options
- Creating and modifying groups
- Creating and reordering multiple groups
- Adding a specified order group
- Grouping on a date field
- Inserting summaries
- Grouping on summary data
- Inserting a grand total

Formatting a Report

- Adding graphical elements
- Applying formatting elements
- Adding special fields

Applying Section Formatting

- Formatting sections
- Creating a summary report

Creating Basic Formulas

- Applying a Boolean formula
- Applying an if-then-else formula
- Applying date calculations
- Applying numeric calculations
- Applying string-manipulation formulas

Applying Conditional Reporting

- Using the highlighting expert
- Formatting data conditionally

Representing Data Visually

- Charting summary data
- Charting detail information
- Customizing a report

Distributing a Report

- Exporting a report to Microsoft Excel
- Exporting a report to Microsoft Word

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