

Crystal Xcelsius 4.5: Designing Interactive Presentations

IN BRIEF

Delivery: Instructor-led course

Duration: Two days

Class size: 10 Students Max.

Cost: \$1700 per person + GST

Inclusions: BusinessObjects expert instructor, comprehensive course manual, individual computer access, and fully catered lunch, morning and afternoon tea breaks.

Prerequisites:

To be successful, learners who attend this course must have working knowledge of Windows conventions and Basic Excel concepts

Products Covered:
Crystal Xcelsius

Previous Training: None

Course Description

This two-day instructor-led course is designed to provide you with an understanding of how to use Crystal Xcelsius to create interactive models of complex data that can be used for presentations and reports. By the end of the course you will understand how to use the Crystal Xcelsius suite of tools, determine which components best represent different types of information, and set up the relationships between these components. You will have the opportunity to practice creating different types of models through a series of workshops.

The business benefit of this course is that you will be able to create models that allow users of all levels of expertise to understand complex data, perform what-if analysis in a simple-to-use format to spotlight problems and resolve issues, and create presentations and reports that steal the show.

Audience

The course is intended for the general business user who wants to create more dynamic and interactive presentations and reports.

Topics Covered

Getting to Know Crystal Xcelsius

- Define what Crystal Xcelsius is, who uses it, and what its benefits are
- Define the overall process for creating interactive models
- Identify the different components of the Crystal Xcelsius interface
- Define the purpose of the buttons in the Crystal Xcelsius toolbar and of the Components, Object Browser and Properties windows
- Make changes to the canvas and access help sources

Importing Excel files

- Describe the best ways to plan your models and set up your source files
- Differentiate between the file types involved in the process
- Import a source file
- Define ways to update your models when your data source changes

Using Charts

- Identify the chart components available in Crystal Xcelsius and the type of data they should display
- Describe how to link to sources
- Define when to use data ranges and series
- Define category axis labels for a chart
- Use the ignore end blanks option works

Using Single Value Components

- Define the difference between input and output in models
- Describe how single value components can add interactivity to models
- Identify the single value components available in Crystal Xcelsius
- Define how the options can automate the interactive parts of your models

.....Topics Covered Continued

Using Selectors

- Describe how selectors work
- Define how to use insert in functionality for selectors
- Identify the selectors available in Crystal Xcelsius
- Identify the unique requirements including in setting up to select multiple items
- Define the process for importing graphics for selectors

Applying Formatting

- Change individual components
- Change the font for a model
- Apply global styles to a model
- Apply skins to a model

Publishing Models

- Define the different formats available to publish your models
- Export to all formats

Setting-up Alerts

- Identify when alerts are appropriate, and what components support alerts
- Differentiate between alerts based on values or percentages
- Describe the process of setting up alerts

Setting-up Dynamic Visibility

- Define how to make components visible based on conditions
- Describe the process for setting up dynamic visibility
- Identify the options available for dynamic visibility
- Use dynamic visibility on combination with other functionality

Adding Graphics and Animations

- Define the shapes and backgrounds available in Crystal Xcelsius
- Identify how to import graphics
- Differentiate between embedded and non-embedded files
- Create multi-layer models by adding other flash animations to your models

Using Templates

- Access pre-defined templates in Crystal Xcelsius
- Create your own templates based on completed models

Setting-up Drill-down Functionality

- Identify the settings required to enable drill down functionality

Using Tables

- Define how to use tables to display data
- Define how to use tables as selectors

Using Maps

- Use maps to represent data from different geographic locations

Using Other Components

- Define the special selectors available to create your models
- Add text to your models
- Link to external sources

Creating an Advanced Model

- Build an advanced model using a wide range of the functionality in Crystal Xcelsius