

BusinessObjects™ Desktop Intelligence XI: Report Design – QA230

IN BRIEF

Delivery: Instructor-led course

Duration: Two days

Class size: 10 Students Max.

Cost: \$1,700 per person + GST

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

Prerequisites: Attendees must have a working knowledge of Windows and basic database concepts.

Products Covered: Desktop Intelligence

Previous Training: None

Course Description

Desktop Intelligence is an integrated query, reporting and analysis solution that allows business users to access the data in their corporate databases directly from their desktop and present and analyse this information in a Desktop Intelligence document.

This course is designed to give learners comprehensive skills and core knowledge to present and analyse information, distribute documents and reports and use the major reporting features of Desktop Intelligence. After completing this course learners will be able to present information in reports as tables, as well as sophisticated dynamic documents with drillable charts. Learners will also be able to distribute documents and reports to colleagues.

Audience

The target audience for this course is business users who need to generate effective reports using BusinessObjects Desktop Intelligence.

Topics Covered

Introducing Desktop Intelligence

- Understanding core concepts of Desktop Intelligence
- Understanding core functionality of Desktop Intelligence

Getting Started with Desktop Intelligence

- Logging on to Desktop Intelligence
- Modifying start up options
- Accessing help
- Opening documents
- Viewing reports
- Saving documents

Creating Desktop Intelligence Documents with Queries

- Getting new data with Desktop Intelligence
- Creating a query
- Modifying the query
- Understanding Report Manager
- Projecting data

Restricting Data Returned by a Query

- Applying query conditions
- Applying wildcards in conditions
- Using condition objects
- Understanding relational operators in conditions
- Using logical operators for multiple conditions

Designing Reports

- Displaying data in tables and charts
- Formatting Desktop Intelligence Documents
- Selecting a presentation style at point of query

Enhancing Presentation of Reports

- Formatting Desktop Intelligence documents using the Slice and Dice Panel
- Applying functions
- Filtering data
- Applying calculations to data
- Applying breaks to data
- Ranking data

Topics Covered Continued Overleaf.....

.....Topics Covered Continued

Creating Variables and Alerters

- Creating variables and formulas
- Creating alerters
- Creating running calculations

Synchronising Data from Multiple Data Providers

- Concepts of combining data from multiple sources
- Building a document with blocks of data

Grouping Data using Sections

- Concepts of grouping data using sections
- Sectioning
- Outlining

Creating Templates and Styles

- Creating templates
- Applying Styles

Analysing in Drill Mode

- Analysing the data cube
- Using the drill-down mode
- Taking a snapshot of the data

Sharing Data with Colleagues

- Sharing reports with BusinessObjects users
- Creating reports for non-BusinessObjects users
- Retrieving reports from the repository
- Exporting data
- Viewing a Desktop Intelligence document in InfoView
- Setting Desktop Intelligence viewing preference