

BusinessObjects™ Web Intelligence XI: Report Design – QA210

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 database concepts

Products Covered:

BusinessObjects InfoView and Web Intelligence

Previous Training: None



Course Description

The Web Intelligence XI: Report Design course is designed to give learners the comprehensive skills and in-depth knowledge needed to access and analyse information using BusinessObjects InfoView and Web Intelligence.

The business benefit of this course is that users will be able to efficiently and effectively manage personal and corporate documents to access the information they need, when they need it. They will be able to design their own reports using Web Intelligence and share their analysis with other users.

Audience

The target audience for this course is business users who need to access and analyse corporate information using InfoView and Web Intelligence.

Topics Covered

Introduction to WebIntelligence

- Describe the core concepts of WebIntelligence
- Explain the business process for report creation
- Define the core functionality of WebIntelligence

Getting Started with InfoView

- Log on to and off from InfoView
- Access documents
- Manage document categories
- Use online Help
- Create dashboards for My InfoView

Viewing Documents in InfoView

- View documents in different formats
- Analyse Web Intelligence documents in Drill mode
- Refresh and Print documents from InfoView

Creating Web Intelligence Documents with Queries

- Use BusinessObjects universes to create queries and build reports
- Differentiate between the report panels
- Create and edit WebIntelligence documents
- Manage Documents

Restricting Data Returned by a Query

- Apply query filters
- Use a prompt to filter data
- Apply complex filters
- Use and prioritise operators

Displaying Information

- Use tables and charts
- Create and edit tables
- Change table and chart formats
- Add data to existing tables

Enhancing the Presentation of a Report

- Organise information in a report
- Use breaks, calculations, sorts, and alerters
- Use report filters
- Organise a report into Sections

Formatting Reports

- Document formatting
- Formatting charts

Creating Formulas and Variables

- Create and edit formulas And variables

Analysing Data

- Create and navigate drillable document
- Drill in charts