Business Objects™

CRYSTAL XCELSIUS 4.5: DESIGNING INTERACTIVE PRESENTATIONS

BU271

Course Description

This 2-day instructor-led course is designed to provide learners 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, learners 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. Students will have the opportunity to practice creating different types of models through a series of workshops.

The business benefit of this course is that learners 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.

Course Audience

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

Prerequisite Education

Not applicable for this offering.

Prerequisite Knowledge/Experience

While not required for this course, experience with these products or technologies will be helpful:

• Working knowledge of Microsoft Excel

Additional Education

Additional education offerings that we recommend include: Crystal Xcelsius 4.5: Data Connectivity

Level, Delivery, and Duration

This instructor-led offering is a 2-day course.

Applicable Certification

This course is not applicable to any Business Objects Certified Professional programs.

Additional Information

Visit: http://www.businessobjects.com/services/training/

Course Topics

1 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

2 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

3 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

4 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 play options can automate the interactive parts of your models

5 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

6 Applying formatting

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

7 Publishing models

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

8 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

9 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

10 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

11 Using templates

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

12 Setting up drill-down functionality

- Identify the settings required to enable drill down functionality

13 Using tables

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

14 Using maps

- Use maps to represent data from different geographic locations

15 Using other components

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

16 Creating an advanced model

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