

BUSINESSOBJECTS WEB INTELLIGENCE XI R1/R2: REPORT DESIGN (REV A)

QA210R2

Course Description

This two-day instructor-led classroom course is designed to give you the comprehensive skills and in-depth knowledge needed to access, analyze and share corporate data using Business Objects InfoView and BusinessObjects™ Web Intelligence®.

During this course, you'll learn how to organize, manage and distribute documents using InfoView. You'll also learn how to create Web Intelligence documents for your reporting needs, to retrieve data by building queries using Business Objects universes and to use Web Intelligence to enhance documents for easier analysis.

After taking this course, you will be able to efficiently and effectively manage personal and corporate documents to access the information you need, when you need it. You will be able to design your own reports using Web Intelligence and share your analysis with other users.

Course Audience

The target audience for this course is report designers who need to access and analyze corporate information using InfoView and Web Intelligence.

Prerequisite Education

Not applicable for this offering.

Prerequisite Knowledge/Experience

Not applicable for this offering.

Additional Education

If you want to increase your skill level and knowledge of Web Intelligence, this course is recommended:

- BusinessObjects Web Intelligence XI R1/R2: Advanced Report Design

Level, Delivery, and Duration

This core-level instructor-led offering is a two-day course.

Applicable Certification

Not applicable for this offering.

Additional Information

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

Course Topics

1 Introducing Web Intelligence

- Accessing corporate information with Web Intelligence
- Understanding how universes allow you to query databases using everyday business terms

2 Getting Started with InfoView

- Managing documents in InfoView
- Viewing a Web Intelligence document in InfoView

3 Customizing InfoView

- Setting InfoView preferences
- Creating an InfoView dashboard with My InfoView

4 Creating Web Intelligence Documents with Queries

- Getting new data with Web Intelligence
- Creating a new Web Intelligence document
- Modifying a document's query
- Working with query properties

5 Restricting Data Returned by a Query

- Modifying a query with a predefined query filter
- Applying a single-value query filter
- Using prompts to restrict data
- Using complex filters

6 Report Design in the Java Report Panel

- Working in the Java Report Panel
- Displaying data in tables and charts
- Presenting data in free-standing cells

7 Enhancing the Presentation of Reports

- Using breaks, calculations, sorts and report filters
- Ranking data to see top or bottom values
- Using alerters to highlight information
- Organizing a report into sections
- Copying data to other applications

8 Formatting Reports

- Document formatting
- Formatting charts

9 Creating Formulas and Variables

- Using formulas and variables in the Java Report Panel

10 Synchronizing Data

- Creating multiple queries in a document
- Synchronizing data with merged dimensions

11 Analyzing Data

- Analyzing the data cube
- Drilling in the Java Report Panel
- Setting Web Intelligence drill options

12 Sharing Web Intelligence Documents

- Sharing documents
- Scheduling a Web Intelligence document

13 Working in Interactive View

- Modifying a document interactively
- Using formulas and variables in InfoView with Interactive view
- Analyzing in drill mode in InfoView

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