

BUSINESSOBJECTS DESKTOP INTELLIGENCE XI R2: REPORT DESIGN (REV A)

QA230R2

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 analyze this information in a Desktop Intelligence document.

This two-day instructor-led classroom course is designed to give you comprehensive skills and core knowledge to present and analyze information, distribute documents and reports and use the major reporting features of Desktop Intelligence. After completing this course you will be able to present information in reports as tables, as well as sophisticated dynamic documents with drillable charts. You will also be able to distribute documents and reports to colleagues.

Course Audience

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

The audience for this course may consist of BusinessObjects 6.5, BusinessObjects XI Release 1 and BusinessObjects XI Release 2 customers. The XI Release 2 icon and the BusinessObjects 6.5 icon have been placed throughout the guide to identify features that are specific to each version, or to indicate potential differences.

Prerequisite Education

Not applicable for this offering.

Prerequisite Knowledge/Experience

Not applicable for this offering.

Additional Education

If learners want to increase their skill level and knowledge of Desktop Intelligence, this course is recommended:

- BusinessObjects Desktop Intelligence XI 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/>

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Course Topics

1 Introducing Desktop Intelligence

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

2 Getting Started with Desktop Intelligence

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

3 Creating Desktop Intelligence Documents with Queries

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

4 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

5 Designing Reports

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

6 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

7 Creating Variables and Alerters

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

8 Synchronizing Data from Multiple Data Providers

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

9 Grouping Data using Sections

- Concepts of grouping data using sections
- Sectioning
- Outlining

10 Creating Templates and Styles

- Creating templates
- Applying styles

11 Analyzing in Drill Mode

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

12 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

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