


BusinessObjects Reporting – 3 days		
<p>Course Objectives</p> <p>This three-day pathway comprises the two-day Reporting with BusinessObjects course, followed by the one-day Advanced Reporting with BusinessObjects course. The pathway starts with the fundamentals of report writing with BusinessObjects and takes you through to becoming an expert End-user. The courses can be taken consecutively or with a break between them.</p> <p>Prerequisites</p> <p>This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).</p> <p>Exercises</p> <p>This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p>	<p>Getting Started</p> <ul style="list-style-type: none"> • Logging on; Setting up the interface; Getting Help • Opening Documents; Switching between reports • Refreshing & Renaming Reports • Saving Documents; Logging Out <p>Report Building</p> <ul style="list-style-type: none"> • Objects, Classes & Universes; the Course Universe • Building & Running Queries; combining queries • Methods of Combining Queries; Sub-queries • Data & Network Protection • Editing the Results of a Query • Exploring the Slice & Dice Panel • The Report Manager <p>Restricting Data</p> <ul style="list-style-type: none"> • Query Conditions; Single-Value Conditions • Multi-Value Conditions; Prompted Conditions • Wildcards; Condition Objects • Relational Operators; Logical Operators <p>Manipulating Data</p> <ul style="list-style-type: none"> • Manipulating Tables • Viewing Reports in Different Modes • Page Layout Mode; Structure Mode <p>Formatting reports</p> <ul style="list-style-type: none"> • Block Layout & Value-based Breaks • Adding Standard Calculations • Folding a Broken Report; calculations in Cross tabs <p>Presentation Styles</p> <ul style="list-style-type: none"> • Block Types; selecting a presentation style • Converting to a financial table • Converting to a crosstab; via Slice & Dice Panel • Converting to a chart; changing chart type & style • Editing a chart; Multiple Y axis reports <p>Grouping Data Using Sections</p> <ul style="list-style-type: none"> • Sample query; Sectioning procedure • Aggregate totals; Multiple blocks • Navigating sectioned reports 	



Creating Templates & Styles

- Creating a new template; Saving as a template
- Applying templates to new documents
- Using templates with different styles

Drilling

- Understanding Drilling Concepts
- Hierarchies; Drill Mode; Scope of Analysis
- Using Predefined Hierarchies
- Drill Report for Single Default Hierarchy
- Scope of Analysis for Default Hierarchy
- Activating Drill Mode; Drilling on a Chart
- Drilling on Multiple Hierarchies
- Displaying Drill Information
- User-defined Custom Hierarchies

Functions

- Applying Functions
- Sorting Data; Managing Sorts; Custom Sorts
- Filtering & ranking Data
- Applying Calculations & Breaks

Enhancing Data

- Creating Variables & Alerters
- Grouping Data
- Calculating Variance

Sharing Reports

- Sending Documents
- Publishing Documents
- Creating Reports for non-BusinessObjects Users
- Retrieving Documents

Synchronisation

- Document centricity; Synchronisation
- Multiple blocks from one query
- Naming a data provider; linking data providers
- Synchronising data providers
- Working with dates
- Linking personal data
- Levels of synchronisation

Calculations

- Adding a cumulative total
- Adding breaks & calculated values
- Calculation Contexts & contexts reference
- Text and date manipulation

Outlining Reports

- Outlining; Semantic Dynamism
If.. Then.. Else.. / Group by
- Using 'If.. Then.. Else..'; conditional reporting