

OVERVIEW

BusinessObjects™ Web Intelligence XI: Report Design - QA210

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

Who should attend?

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

What will I learn?

After completing the course, learners will be able to:

- Understand core concepts of Web Intelligence
- Log on and navigate through InfoView
- Set InfoView preferences
- Manage, view and interact with documents using InfoView
- Create and edit Web Intelligence documents
- Build and edit queries using any of the Web Intelligence report panels
- Use and create tables and charts
- Enhance the presentation of information for easier analysis
- Format reports
- Create formulas and variables
- Analyze information at different levels of detail

Course topics

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
- Analyze 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 prioritize 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

- Organize information in a report
- Use breaks, calculations, sorts, and alerters
- Use report filters
- Organize a report into sections

Formatting Reports

- Document formatting
- Formatting charts

Creating Formulas and Variables

- Create and edit formulas and variables

Analyzing Data

- Create and navigate drillable document
- Drill in charts

Delivery and duration

Two-day instructor-led course.

Prerequisites

In this course you will be working extensively with WebIntelligence. To successfully understand the content and complete the activities, you must already be able to:

- Understand and use Windows conventions
- Understand basic database concepts

Certification applicability

This course is not part of a certification path.

For more information or to register for training

Visit www.businessobjects.com/services/training/default.asp

► www.businessobjects.com



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