



Course Content

Course Description:

This hands-on instructor-led course will give students the skills to create comprehensive BusinessObjects Web Intelligence reports. Students will learn how to analyze information, distribute information, and use the major reporting features of Web Intelligence

Prerequisites

No prior reporting experience is required. Familiarity with Microsoft Office is helpful.

Topics:

Introduction

- Training Objectives
- Overview of BusinessObjects Tools
- The Island Resorts Marketing Universe
- Course Book Overview
- Conventions Used In This Book

The Info View Portal

- Viewing Documents
- Managing Documents
- Customizing the Portal

Creating Your First Report

- Starting Web Intelligence
- Accessing the Data Provider – Your Universe
- Classes and Objects
- Result Objects
- Conditions Area
- Creating Your First Report
- Selecting Toolbars
- Arranging Objects on the Page

Selecting and Filtering Data

- Query Filters
- Creating Complex Query Filters
- Precedence with And/Or Conditions
- Creating User Prompts
- Report Filters

Formatting Your Report

- Formatting Cells
- Special Fields
- Setting Alerts
- Working with Report Tabs

Working With Data

- Saving the Report in Different Formats
- Exporting Data to Microsoft Excel
- Printing Your Report

Charting

- Displaying Data in Charts
- Formatting Charts

Analyzing Data

- Slice and Dice
- Drill Through Analysis

Advanced Functions and Variables

- Using Formulas
- Creating Variables
- Working with Functions
- Aggregate Functions – Running Calculations
- Using Context
- Date Functions – DayName
- Character Functions – Concatenation
- Report Variable – Average Revenue
- Using If() Functions



Business Objects Web Intelligence XI Training

Course ID#: 1705-100-XI-W

14 Hrs

Evaluating Data

- Sorting
- Grouping
- Calculations
- Breaks
- Ranking

Advanced Queries

- Creating Multiple Queries
- Synchronizing Data
- Using Sub-queries

Viewing Your Reports

- Interactive Viewing
- Report Scheduling
- Sharing Reports