



IBM Cognos Analytics - Author Reports Fundamentals v11.1.x (B6258G)

Course ID #: 2700-204-11.1-W

Hours: 21

Delivery Method: Group Internet Based

Course Content

Course Description:

In this course, you will cover an introduction to building reports using Cognos Analytics. Techniques to enhance, customize, and manage reports will be explored. Activities will illustrate and reinforce key concepts during this learning opportunity.

Course Objectives:

Upon successful completion of this course, students will be able to:

- Dimensionally modeled relational data
- Use personal data sources and data modules
- Examine list reports
- Aggregate fact data
- Multiple facts and repeated information
- Add repeated information to reports
- Create crosstab reports
- Customize reports with conditional formatting
- Drill-through definitions
- Work with crosstab data
- Create discontinuous crosstab reports
- Create visualization reports
- Focus reports using filters
- Focus reports using prompts
- Use calculations
- Enhance report layout
- Use additional report-building techniques

Prerequisites:

Knowledge of your business requirements.

Experience using IBM Cognos Analytics as a consumer.

Target Audience:

Authors.



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Topics:

Lesson 1: What is IBM Cognos Analytics - Reporting-

- The Welcome page
- Consume report content
- Interactive filtering
- Working with reports
- Dimensionally modeled relational data

Lesson 2: Use personal data sources and data modules

- Upload personal data
- Upload custom images
- Using navigation paths in a data module

Lesson 3: Examine list reports

- Group data
- Format columns
- Include headers and footers

Lesson 4: Aggregate fact data

- Identify differences in aggregation
- Multiple facts and repeated information

Lesson 5: Use shared dimensions to create multi-fact queries

- Present repeated information

Lesson 6: Add repeated information to reports

- Create a mailing list report

Lesson 7: Create crosstab reports

- Add measures to a crosstab
- Data sources for a crosstab

Lesson 8: Create complex crosstab reports

- Add items as peers
- Create crosstab nodes and crosstab members

Lesson 9: Work with crosstab data

- Format, sort, and aggregate a crosstab

Lesson 10: Create discontinuous crosstab reports

Lesson 11: Create visualization reports

- Visualization categories
- Customize visualizations
- Client side visualizations
- Enhanced map visualizations

Lesson 12: Focus reports using filters

- Create filters to narrow the focus
- Use advanced detail filters
- Apply a filter with aggregation
- Use summary filters

Lesson 13: Focus reports using prompts

- Examine parameters and prompts
- Create a parameter for a report item
- Add a prompt page
- Add a prompt item to a report
- Identify a prompt type
- Create a cascading prompt

Lesson 14: Use calculations

- What are calculations-
- Add Date and Time functions
- Add string functions
- Display prompt selections in report titles



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Lesson 15: Customize reports with conditional formatting

- Three steps for conditional formatting
- Create a variable
- Assign the variable to a report object
- Format based on the conditional value
- Conditionally render report objects

Lesson 16: Drill-through definitions

- Navigate to related data

Lesson 17: Enhance report layout

- View the structure of a report
- Use Guided report layout
- Force page breaks
- Create horizontal pagination
- Modify the report structure
- Format objects across reports

Lesson 18: Use additional report-building techniques

- Enhance a report design
- Add objects to reports
- Convert a list to a crosstab
- Explore reuse

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NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Basic

Advanced Preparation: None

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study: Computer Software & Applications

Recommended CPEs: 23.25 hours

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

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