

# 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 analyse 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
- Analyse information at different levels of detail

## Contact Us

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## Course Agenda

### Introduction to Web Intelligence

- Describe the core concepts of Web Intelligence
- Explain the business process for report creation
- Define the core functionality of Web Intelligence

### 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
- Analyse 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

### Analysing Data

- Create and navigate drillable document
- Drill in charts

### Synchronizing Data

- Creating multiple queries in a document
- Synchronizing data with merged dimensions

### Analysing Data

- Analysing the data cube
- Drilling in the Java Report Panel
- Setting Web Intelligence drill options

### Sharing Web Intelligence Documents

- Sharing documents
- Scheduling a Web Intelligence document

### Working in Interactive View

- Modifying a document interactively
- Using formulas and variables in InfoView with Interactive view
- Analysing in drill mode in InfoView

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