

# Desktop Intelligence XI: Report Design

QA230



## Course Description

Desktop Intelligence is an integrated query, reporting and analysis solution that allows business users to access the data in their corporate databases directly from their desktop and present and analyse this information in a Desktop Intelligence document.

This course is designed to give learners comprehensive skills and core knowledge to present and analyse information, distribute documents and reports and use the major reporting features of Desktop Intelligence. After completing this course learners will be able to present information in reports as tables, as well as sophisticated dynamic documents with drillable charts. Learners will also be able to distribute documents and reports to colleagues.

## BusinessObjects 6.x and BusinessObjects XI R2

This course is designed to teach learners using the XI R2 version how to create Desktop Intelligence documents using Desktop Intelligence. Note that there is not an XI R1 version of Desktop Intelligence and that the previous version is BusinessObjects 6.x full client. New features covered in this course include:

- Export to repository is equivalent to the 6.x workflows “publish to corporate documents” and “send to personal documents.” Publishing to public folders is the same as to corporate documents
- Users are able to browse the folders structure or the categories structure
- Data providers available include universe, personal data files, stored procedures, free hand SQL (in 2-tier mode only), XML data providers, and VBA data provider
- Desktop Intelligence can be launched from InfoView.

## Course Audience

The target audience for this course is business users who need to generate effective reports using BusinessObjects Desktop Intelligence.

### Contact Us

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## Course Agenda

### Lesson #1 - Introducing Desktop Intelligence

- Understanding core concepts of Desktop Intelligence
- Understanding core functionality of Desktop Intelligence

### Lesson #2 - Getting Started with Desktop Intelligence

- Logging on to Desktop Intelligence
- Modifying start up options
- Accessing help
- Opening documents
- Viewing reports
- Saving documents

### Lesson #3 - Creating Desktop Intelligence Documents with Queries

- Getting new data with Desktop Intelligence
- Creating a query
- Modifying the query
- Understanding Report Manager
- Projecting data

### Lesson #4 - Restricting Data Returned by a Query

- Applying query conditions
- Applying wildcards in conditions
- Using condition objects
- Understanding relational operators in conditions
- Using logical operators for multiple conditions

### Lesson #5 - Designing Reports

- Displaying data in tables and charts
- Formatting Desktop Intelligence documents
- Selecting a presentation style at point of query

### Lesson #6 - Enhancing Presentation of Reports

- Formatting Desktop Intelligence documents using the Slice and Dice Panel
- Applying functions
- Filtering data
- Applying calculations to data
- Applying breaks to data
- Ranking data

### Lesson #7 - Creating Variables and Alerters

- Creating variables and formulas
- Creating alerters
- Creating running calculations

### Lesson #8 - Synchronizing Data from Multiple Data Providers

- Concepts of combining data from multiple sources
- Building a document with blocks of Data

### Lesson #9 - Grouping Data using Sections

- Concepts of grouping data using sections
- Sectioning
- Outlining

### Lesson #10 - Creating Templates and Styles

- Creating templates
- Applying styles

### Lesson #11 - Analysing in Drill Mode

- Analysing the data cube
- Using the drill-down mode
- Taking a snapshot of the data

### Lesson #12 - Sharing Data with Colleagues

- Sharing reports with BusinessObjects users
- Creating reports for non- BusinessObjects users
- Retrieving reports from the repository
- Exporting data
- Viewing a Desktop Intelligence document in InfoView
- Setting Desktop Intelligence viewing preference

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