

Course Description

This two-day instructor-led course is designed to give you the comprehensive skills and in-depth knowledge needed to access, analyse and share data using BusinessObjects™ InfoView™ and BusinessObjects Web Intelligence™.

During this course, you'll learn how to organize, manage and distribute documents using InfoView. You'll also learn how to create Web Intelligence documents for your reporting needs, to retrieve data by building queries using BusinessObjects universes and to use Web Intelligence to enhance documents for easier analysis.

After taking this course, you will be able to efficiently and effectively manage personal and corporate documents to access the information you need, when you need it. You will be able to design your own reports using Web Intelligence and share your analysis with other users.

Who should attend?

The target audience for this course is report designers who need to access and analyse information using InfoView and Web Intelligence.

Contact Us

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Course Agenda

1 Introducing Web Intelligence

- Accessing information with Web Intelligence
- Understanding how universes allow you to query databases using everyday business terms
- Understanding Web Intelligence core functionalities
- Creating a document in the Web Intelligence Rich Client
- Viewing a Web Intelligence document in InfoView

2 Creating Web Intelligence Documents with Queries

- Building a simple query
- Modifying a document query
- Working with query properties

3 Restricting Data Returned by a Query

- Restricting data with query filters
- Modifying a query with a predefined query filter
- Applying a single-value query filter
- Using prompts to restrict data
- Using complex filters

4 Report Design

- Working in the Report Panel
- Displaying data in tables and charts
- Presenting data in free-standing cells

5 Enhancing the Presentation of Data in Reports

- Using breaks, calculations, and report filters
- Formatting breaks and crosstabs
- Using default and custom sorts
- Ranking data to see top or bottom values
- Tracking data changes
- Using alerters to highlight information
- Organizing a report into sections
- Copying data to other applications

6 Formatting Reports

- Preparing documents for PDF and print
- Document formatting
- Formatting charts

7 Calculating Data with Formulas and Variables

- Understanding formulas and variables
- Understanding how Web Intelligence calculates data
- Creating formulas and variables to calculate data

8 Using Multiple Data Sources

- Adding a new query using a personal data provider
- Creating multiple queries in a document
- Synchronizing data with merged dimensions

9 Analyzing Data

- Analyzing the data cube
- Drilling into the data
- Setting Web Intelligence drill options

10 Managing and Sharing Web Intelligence Documents

- Exporting documents from the Rich Client
- Accessing InfoView
- Managing documents in InfoView
- Sharing documents in InfoView
- Scheduling a Web Intelligence document
- Setting InfoView preferences

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