

Reporting with BusinessObjects : Core & Intermediate Reporting (BO203)

This course is designed to assist those users who are new to the BusinessObjects Reporting tool and need to learn the basics of building queries and report formatting. Those users who need to generate effective reports to answer everyday business needs.

Duration

This is a 2 day instructor-led course.

Who should attend?

The target audience for this course is users of BusinessObjects 6.x who will be report builders.

Course Topics

Getting Started with BusinessObjects

Describes how to log in to BusinessObjects, find, open and view existing documents and refresh reports contained in the documents.

Report Building

Introduces the terminology used in BusinessObjects and describes how to build and run simple queries to retrieve data through a universe.

Restricting Data

Describes how to set up query conditions. By using query conditions, you can limit the data returned from the underlying database.

Manipulating Data

Describes how to resize columns and rows in tables, change the order in which columns are displayed, add headings and logos. These skills allow you to develop the layout and presentation of your reports to make the information more accessible.

Using Presentation Styles

Describes how to present data in a report, using different presentation styles. By using tables, financial tables, crosstabs, and charts you can display data in the best format for analysis.

Slice and Dice

Apply functions to data projected into a block using the Slice and Dice panel.

Running Calculations

How to include running calculations in your reports. Running calculations enables you to add cumulative calculations, such as running totals to a report, alongside calculations based on rows, such as totals or averages.

Variables and Alerters

Describes how to create variables, set alerters and group values in a report. By creating a Variable, you can make calculations based on data that is in a report block. An Alserter can be used to draw attention to data when it meets certain criteria.

Grouping data

Allows related values to be brought together.

Grouping Data Using Sections

Describes how to subgroup data projected in a block within a report. It is particularly useful when you wish to subgroup more than one block in the same report so that you can compare data.

Data Synchronization

Explains what we mean by document centricity and document synchronization.

Creating Templates and Styles

Explains how to set up report templates that you can use to apply predefined styles and structure to new reports.

Drilling

Describes how to use the drill function to analyze your data. When viewing data at a high summary level, you may want to analyze the data at lower levels to identify the trends or reasons behind that data. By drilling through data, you can quickly and precisely move through data hierarchies to view details at lower levels.

Sharing Data with Colleagues

This module describes how to distribute your BusinessObjects reports to colleagues who may or may not be Business Objects users.

Prerequisites

Not applicable for this offering.

Certification applicability

This course is not part of a BusinessObjects Enterprise Certified Professional certification.

For more information or to register for training call 0845 345 6850 or email training@contemporary.co.uk