Desktop Intelligence 3.1 Foundations

Course Summary

Description

This class is a combination of instructor-led lecture, discussions, and demonstrations with emphasis on Desktop Intelligence 3.1 Reporting concepts. Topics to be covered include introduction to BusinessObjects architecture, creating simple reports, using report functions, creating conditions, basic report formatting, simple drilling, and using the Slice and Dice panel.

Objectives

At the end of this course, students will be able to:

- Understand the Basic Architecture of BusinessObjects
- Build Simple Queries
- Create Table, Financial, Crosstab, and Chart Blocks
- Use BusinessObjects Reporting Functions
- Use Basic Report Formatting and Styles
- Slice and Dice Data
- Create Drill-down Reports
- Create Reports Using Multiple Data Sources
- Export Data
- Share Reports

Topics

- BusinessObjects Basic Architecture
- Introduction to BusinessObjects
- Basic Report Formatting and Styles
- Conditions
- Slice and Dice
- Simple Drilling
- Multiple Data Providers
- Exporting Data
- Report Sharing

Audience

This class is designed for project managers and IT professionals who are interested in understanding the role of BusinessObjects as an interface to the data in a data warehouse, data mart, or database.

Prerequisites
Students should have basic Windows skills.

Duration

One day

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Course Outline

I. BusinessObjects Basic Architecture
- A. Product Diagrams
- B. Queries, Reporting, and Analysis
- C. Administration
- D. Advanced Analysis
- E. Portal

II. Introduction to BusinessObjects
- A. Role of BusinessObjects
- B. Data Sources and Providers
- C. What Is a Universe?
- D. BusinessObjects Users
- E. Objects (Dimensions, Details, and Measures)
- F. Report Manager
- G. Query Panel
- H. Block Styles
- I. Editing Existing Queries
- J. Report Manipulation
- K. Building Queries
- L. Predefined Conditions
- M. Simple Conditions

III. Basic Report Formatting and Styles
- A. Working with Cells and Columns
- B. Formatting Cells
- C. Free-standing Cells
- D. Creating Table Blocks
- E. Creating Financial Blocks
- F. Creating Crosstab Blocks
- G. Creating Charts

IV. Conditions
- A. Predefined Conditions
- B. Simple Conditions
- C. Creating
- D. Removing
- E. Condition Components (Object, Operator and Operand)
- F. Pattern Matching and Wildcards
- G. Type a New Constant Operand
- H. List of Values Operand
- I. Prompts
- J. Multiple Conditions (Using And, Or, and Shifting)

V. Slice and Dice
- A. Overview
- B. Object Manipulation/Block Structure Transitioning/Ranking/Breaking/Sorting
- C. Filtering/Master/Detail (Sectioned) Reports/Calculations/Transposing to Charts

VI. Simple Drilling
- A. Basic Hierarchies
- B. Drill Down
- C. Drill Up
- D. Drill Across
- E. Drill Through

VII. Multiple Data Providers
- A. Using Multiple Universes
- B. Using Personal Files
- C. Linking Data Providers

VIII. Exporting Data
- A. Local File Formats (Including Excel)
- B. DDE (Dynamic Data Exchange)

IX. Report Sharing
- A. Sharing with BusinessObjects Users
- B. Sharing with Non-BusinessObjects User

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