Reporting on the Web Cognos 8 v4

Course Summary

Description

This course introduces basic and intermediate reporting techniques with IBM Cognos' Report Studio. Basic topics include Cognos Connection, designing simple queries, charts, grouping, filters, prompts, calculations and more. Intermediate topics include formatting, conditional formatting, multi-query reports, drill through reports and more. The course format includes lecture, instructor-led exercises and independent workshops.

Topics

- Overview of IBM Cognos 8v4
- Overview of Cognos Connection Components
- Introduction to Report Studio
- Introduction to Crosstabs and Charts
- Introduction to Filters
- Parameters & Prompts
- Calculations
- Formatting
- Advanced Charting & Mapping
- Complex Reports
- Conditional Formatting

Audience

This course is designed for Report Authors and other users, who will create, maintain, and run reports in Report Studio.

Prerequisites

Students should have a basic knowledge of Windows, Internet Explorer, and browser techniques.

Duration

Two days

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... to Your Success!"

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Course Outline

I. Overview of IBM Cognos 8v4
- A. Overview of IBM Cognos 8v4
- B. Overview of Studios
- C. New features in Cognos 8v4

II. Overview of Cognos Connection Components
- A. Cognos Connection Interface
- B. Navigating in Cognos Connection
- C. Running and Saving Reports and Report Views

III. Introduction to Report Studio
- A. Comparison of Studios
- B. Definitions
- C. The Report Studio Interface
- D. Templates
- E. Create a List Report
- F. Add and Remove Data
- G. Summarized Measures
- H. Grouping
- I. Page Breaks

IV. Introduction to Crosstabs and Charts
- A. Crosstab Basics
- B. Swap Rows and Columns
- C. Create and Modify Charts
- D. Display Crosstabs and Charts

V. Introduction to Filters
- A. Creating, Editing and Removing Filters

VI. Parameters & Prompts
- A. Definitions
- B. Create Prompt Pages
- C. Multiple Prompts in a Single Report

VII. Calculations
- A. Define Calculations
- B. Subtotals
- C. Query and Layout Calculations
- D. Use Functions in Calculations

VIII. Formatting
- A. Fonts & Styles
- B. Headers and Footers
- C. Sections
- D. Blocks, Tables and Graphics in Reports
- E. Reuse Objects

IX. Advanced Charting & Mapping
- A. Bubble Charts & Tooltips
- B. Introduction to Mapping

X. Complex Reports
- A. Multi-display Reports
- B. Drill through Reports
- C. Master-Detail Reports
- D. Condensed Reports

XI. Conditional Formatting
- A. The Condition Explorer
- B. Creating Boolean & String Conditional Formats

XII. Saving and Scheduling Reports
- A. Save and Export Reports
- B. Using the Scheduler
- C. My Activities and Schedules

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