Queries on the Web Cognos 8 v4

Course Summary

Description

This course introduces basic querying techniques with IBM Cognos' Query Studio. Topics include Studios, Cognos Connection, designing simple queries, grouping, filters, prompts, charts, calculations, formatting reports, conditional formatting running 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 Query Studio
- Sorting and Grouping
- Introduction to Crosstabs and Charts
- Filters & Prompts
- Subtotals & Calculations
- Formatting and Conditional Formatting
- Run and Manage Reports
- Comprehensive Workshop

Audience

This course is designed for report authors and consumers who will create simple ad hoc queries and run reports using Query Studio.

Prerequisites

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

Duration

One day

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... to Your Success!"

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Course Outline

I. Overview of IBM Cognos 8v4
- A. Overview of IBM Cognos 8
- B. Overview of Studios
- C. New features in IBM 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 Query Studio
- A. Overview of Studios
- B. Definitions & the Query Studio Interface
- C. Best Practices
- D. List Reports
- E. Summarized Measures

IV. Sorting and Grouping
- A. Grouping
- B. Custom Groups
- C. Sections

V. Introduction to Crosstabs and Charts
- A. Crosstab Basics
- B. Simple Charts
- C. Display Charts and Tables

VI. Filters & Prompts
- A. Defining Filters
- B. Model Filters
- C. Numeric, Text and Date Filters
- D. Prompts

VII. Subtotals & Calculations
- A. Subtotals
- B. Calculations

VIII. Formatting and Conditional Formatting
- A. Basic Formatting Techniques
- B. Apply Templates
- C. Conditional Formatting

IX. Run and Manage Reports
- A. Run Report Menu
- B. Save and Export Reports
- C. Scheduler

X. Comprehensive Workshop

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