

Queries on the Web IBM Cognos 10

Course Summary

Description

This course introduces basic querying techniques with IBM Cognos® Query Studio. Topics include Studios, IBM 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 10
- Overview of IBM 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

Audience

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

Prerequisites

A basic knowledge of Windows, Internet Explorer, and browser techniques is expected.

Duration

One day

Queries on the Web IBM Cognos 10

Course Outline

- I. Overview of IBM Cognos 10**
 - A. Overview of IBM Cognos 10
 - B. Overview of Studios
 - C. New features in IBM Cognos 10
- II. Overview of IBM Cognos Connection Components**
 - A. IBM Cognos Connection Interface
 - B. Navigating in IBM 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