Introduction to IBM Cognos 10 Business Insight Advanced

Course Summary

Description
This course introduces basic and intermediate reporting techniques with IBM Cognos' Business Insight Advanced. Basic topics include IBM Cognos Connection, designing simple lists, charts, grouping, filters, prompts, calculations, and more. Intermediate topics include dimensional report design, dashboard style reports, formatting, conditional formatting, 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 Business Insight Advanced
- Organizing Reports
- Create Crosstabs and Charts
- Filters and Prompts
- Summaries and Calculations
- Dimensional Reporting
- Formatting
- Conditional Formatting
- Running and Saving Reports
- Advanced Techniques
- Summary

Audience
This course is designed for Report Authors and Business Users, who will create, maintain, and run reports in Business Insight Advanced.

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

Duration
Two days
Introduction to IBM Cognos 10 Business Insight Advanced

Course Outline

I. Overview of IBM Cognos 10
   A. Overview of IBM Cognos 10
   B. Overview of Studios
   C. New Studios and Features in IBM Cognos 10

II. Overview of IBM Cognos Connection Components
   A. IBM Cognos Connection Interface
   B. Navigating in Cognos Connection
   C. Running and Saving Reports and Report Views
   D. Creating Folders

III. Introduction to Business Insight Advanced
    A. Definitions ² Packages, Subjects, Measures, etc.
    B. The Business Insight Advanced Interface
    C. Create a List Report
    D. Add and Remove Data

IV. Organizing Reports
   A. Grouping
   B. Sorting
   C. Sections

V. Create Crosstabs and Charts
   A. Crosstab Basics
   B. Swap Rows and Columns
   C. Create and Modify Charts
   D. Display Crosstabs and Charts in the Same Report

VI. Filters and Prompts
    A. Definitions
    B. Model and Custom Filters
    C. Creating, Editing and Removing Filters
    D. Creating Prompts

VII. Summaries and Calculations
     A. Subtotals
     B. Create Simple Calculations
     C. Create Query Calculations

VIII. Dimensional Reporting
      A. Create Reports with Cubes
      B. Define Members and Sets
      C. Create Dimensional Filters
      D. Context Filters
      E. Top or Bottom Filters
      F. Dimensional Calculations
      G. Tuples

IX. Formatting
    A. The Page Layout/MultiCDisplay Reports
    B. Page Headers and Footers
    C. Blocks, Tables and Graphics in Reports

X. Conditional Formatting
   A. Define Conditional Formatting
   B. Create Conditional Styles
   C. Create Conditional Palettes

XI. Running and Saving Reports
    A. Save and Export Reports
    B. Using the Scheduler
    C. My Activities and Schedules

XII. Advanced Techniques
     A. Import External Data
     B. Best Practices for Business Insight Advanced Reports in Report Studio

XIII. Summary