

## 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

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### 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 <sup>2</sup> 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
  - C. Open Business Insight Advanced Reports in Report Studio
- XIII. Summary**