

BO TRAINING CURRICULUM

Desktop Intelligence XI R2: Report Design

Introducing Desktop Intelligence:

- Understand core concepts of Desktop Intelligence
- Understand core functionality of Desktop Intelligence

Getting Started With Desktop Intelligence:

- Log on to Desktop Intelligence
- Modify start up options
- Access help
- Open documents
- View reports
- Save documents

Creating Desktop Intelligence Documents with Queries

- Get new data with Desktop Intelligence
- Create a query
- Modify the query
- Understand Report Manager
- Project data

Restricting Data Returned by a Query

- Apply query conditions
- Apply wildcards in conditions
- Use condition objects
- Understand relational operators in conditions

- Use logical operators for multiple conditions

Designing Reports

- Display data in tables & charts
- Format Desktop Intelligence documents
- Select a presentation style at point of query

Enhancing Presentation of Reports

- Format Desktop Intelligence documents using the Slice & Dice Panel
- Apply functions
- Filter data
- Apply calculations to data
- Apply breaks to data
- Rank data

Creating Variables & Alerters

- Create variables & formulas
- Create alerters
- Create running calculations

Synchronizing Data From Multiple Data Providers

- Understand concepts of combining data from multiple sources
- Build a document with blocks of data

Grouping Data Using Sections

- Understand concepts of grouping data using sections
- Section data
- Outline data

Creating Templates & Styles

- Create templates
- Apply styles

Analyzing in Drill Mode

- Analyze the data cube

- Use the drill-down mode
- Take a snapshot of the data

Sharing Data With Colleagues

- Share reports with BusinessObjects users
- Create reports for non-BusinessObjects users
- Retrieve reports from the repository
- Export data
- View a Desktop Intelligence document in InfoView
- Set Desktop Intelligence viewing preferences

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Understanding Alternative Query Techniques

- Define combined query types
- Use combined queries
- Use sub-queries
- Create a query on a query

Using Character & Date String Functions

- Understand character strings
- Use the Replace function
- Use the Right function
- Use the SubString() function
- Use the Pos() function
- Concatenate different data types
- Use Date functions

Creating User-Defined Objects

- Create user objects
- Use a user object in a query

- Edit a user object
- Delete a user object
- Store a user object

Grouping Data

- Group data using "If... Then... Else..."
- Use "If...Then...Else" to modify calculations

Understanding Calculation Contexts

- Understand Calculation Contexts
- Use Forced Output Calculation Context
- Use Forced Input Calculation Context
- Identify Input & Output Context

Using Advanced Charting

- Use charts
- Invoke a secondary Y-axis
- Apply multiple styles on a single Y-axis

Reporting From Other Data Sources

- Use XML as a data source

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Understanding Alternative Query Techniques

- Use combined queries
- Use sub-queries
- Create a query based on another query
- Using Character & Date String Functions
- Use the character string functions
- Concatenate different data types

- Use date functions

Using If Logic

- Group data using If() logic
- Use If() to modify calculation behavior
- Understanding Advanced Reporting Features
- Format breaks
- Create custom sorts
- Display document data in free-standing cells
- Override filters & ranking

Using Calculation Contexts

- Understand calculation contexts
- Redefine the calculation context