

BusinessObjects Desktop Intelligence XIR2: Report Design

Course Number: QA230R2

Who should attend?

The target audience for this course is business users who need to generate effective reports using BusinessObjects Desktop Intelligence.

Delivery and duration

Two-day instructor-led course

Course Agenda

Introducing Desktop Intelligence

- Understanding core concepts of Desktop Intelligence
- Understanding core functionality of Desktop Intelligence

Getting Started with Desktop Intelligence

- Logging on to Desktop Intelligence
- Modifying start up options
- Accessing help
- Opening documents
- Viewing reports
- Saving documents

Creating Desktop Intelligence Documents with Queries

- Getting new data with Desktop Intelligence
- Creating a query
- Modifying the query
- Understanding Report Manager
- Projecting data

Restricting Data Returned by a Query

- Applying query conditions
- Applying wildcards in conditions
- Using condition objects
- Understanding relational operators in conditions
- Using logical operators for multiple conditions

Designing Reports

- Displaying data in tables and charts
- Formatting Desktop Intelligence documents
- Selecting a presentation style at point of query

Enhancing Presentation of Reports

- Formatting Desktop Intelligence documents using the Slice and Dice Panel
- Applying functions
- Filtering data
- Applying calculations to data
- Applying breaks to data
- Ranking data

Creating Variables and Alerters

- Creating variables and formulas
- Creating alerters
- Creating running calculations

Synchronizing Data from Multiple Data Providers

- Concepts of combining data from multiple sources
- Building a document with blocks of data

Grouping Data using Sections

- Concepts of grouping data using sections
- Sectioning
- Outlining

Creating Templates and Styles

- Creating templates
- Applying styles

Analyzing in Drill Mode

- Analyzing the data cube
- Using the drill-down mode
- Taking a snapshot of the data

Sharing Data with Colleagues

- Sharing reports with BusinessObjects users
- Creating reports for non-BusinessObjects users
- Retrieving reports from the repository
- Exporting data
- Viewing a Desktop Intelligence document in InfoView
- Setting Desktop Intelligence viewing preference