

Business Objects : Reporting with Business Objects

SSO701: Two days; Instructor-led

Introduction

This introduction to reporting with Business Objects starts with reporting concepts and goes on to cover manipulation of data within reports, data analysis and different report styles. Delegates carry out activities throughout the course and reinforce learning after each section by performing practical exercises. A comprehensive reference manual is supplied to support delegates after the course.

Audience

Those who wish to use BusinessObjects to create and adapt ad-hoc reports and analyse data in more complex reports.

At Course Completion

At the end of the course, students will be able to:

- Set up single-value, multi-value and prompted conditions.
- Use pattern-matching, wildcards and relational & logical operators.
- Create financial and cross-tabular blocks; insert and modify charts.
- Sort, filter and rank data; apply calculations and breaks; create variables and alerters.
- Group data and calculate variances between data sets.
- Share data and reports with non BusinessObjects users.
- Group data using Sections; create Outlined reports.
- Combine and synchronise data from multiple sources.
- Use simple calculations in reports.
- Create templates and styles; insert titles and logos.
- Set a Scope of Analysis; drill on charts; use multiple & user-defined hierarchies.

Pre-Requisites

A working knowledge of Microsoft Office.

Course Outline

Getting started
Report Building
Restricting Data
Manipulating Data
Presentation Styles

Creating Templates & Styles
Drilling
Functions
Enhancing Data
Sharing Reports
Grouping Data using Sections
Synchronisation
Running Calculations
Outlining Reports