

# BusinessObjects Web Intelligence 3.0: Report Design

Course Number: QA210V3.0

## Who should attend?

The target audience for this course is business users who need to access and analyze corporate information using InfoView and Web Intelligence.

## Delivery and duration

Two-day instructor-led course

## Course Agenda

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### Introducing Web Intelligence

- Accessing information with Web Intelligence
- Understanding how universes allow you to query databases using everyday business terms
- Understanding Web Intelligence core functionalities
- Creating a document in the Web Intelligence Rich Client
- Viewing a Web Intelligence document in InfoView

### Creating Web Intelligence Documents with Queries

- Building a simple query
- Modifying a document query
- Working with query properties

### Restricting Data Returned by a Query

- Restricting data with query filters
- Modifying a query with a predefined query filter
- Applying a single-value query filter
- Using prompts to restrict data
- Using complex filters

### Report Design

- Working in the Report Panel
- Displaying data in tables and charts
- Presenting data in free-standing cells

### Enhancing the Presentation of Data in Reports

- Using breaks, calculations, and report filters
- Formatting breaks and crosstabs
- Using default and custom sorts
- Ranking data to see top or bottom values
- Tracking data changes
- Using alerters to highlight information
- Organizing a report into sections
- Copying data to other applications

### Formatting Reports

- Preparing documents for PDF and print
- Document formatting
- Formatting charts

### Calculating Data with Formulas and Variables

- Understanding formulas and variables
- Understanding how Web Intelligence calculates data
- Creating formulas and variables to calculate data

### Using Multiple Data Sources

- Adding a new query using a personal data provider
- Creating multiple queries in a document
- Synchronizing data with merged dimensions

### Analyzing Data

- Analyzing the data cube
- Drilling into the data
- Setting Web Intelligence drill options

### Managing and Sharing Web Intelligence Documents

- Exporting documents from the Rich Client
- Accessing InfoView
- Managing documents in InfoView
- Sharing documents in InfoView
- Scheduling a Web Intelligence document
- Setting InfoView preferences