

# BusinessObjects Web Intelligence XI R2: Report Design QA210eR2

## Course Description

This twelve to eighteen-hour eLearning course is designed to give you the comprehensive skills and in-depth knowledge needed to access, analyze and share corporate data using BusinessObjects™ InfoView™ and Web Intelligence™.

In this course, you will learn how to organize, manage and distribute documents using InfoView. You will also learn how to create Web Intelligence documents for your reporting needs, to retrieve data by building queries using BusinessObjects universes and to use Web Intelligence to enhance documents for easier analysis.

After this course is over, you will be able to efficiently and effectively manage personal and corporate documents to access the information you need, when you need it. You will be able to design your own reports using Web Intelligence and share your analysis with other users. This collaborative approach to reporting maximizes efficiency and avoids reinventing the wheel by each user.

## Course Audience

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

## Course Topics

### Lesson#1 - Introducing Web Intelligence

- Accessing corporate information with Web Intelligence
- Understanding how universes allow you to query databases using everyday business terms

### Lesson#3 - Customizing InfoView

- Setting InfoView preferences
- Creating an InfoView dashboard with My InfoView

### Lesson#2 - Getting Started with InfoView

- Managing documents in InfoView
- Viewing a Web Intelligence document in InfoView

### Lesson#4 - Creating Web Intelligence Documents with Queries

- Getting new data with Web Intelligence
- Creating a new Web Intelligence document
- Modifying a document's query
- Working with query properties

### **Lesson#5 - Restricting Data Returned by a Query**

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

### **Lesson#7- Enhancing the Presentation of Reports**

- Using breaks, calculations, sorts and report filters
- Ranking data to see top or bottom values
- Using alerts to highlight information
- Organizing a report into sections
- Copying data to other applications

### **Lesson#9 - Creating Formulas and Variables**

- Using formulas and variables in the Java Report Panel

### **Lesson#11 - Analyzing Data**

- Analyzing the data cube
- Drilling in the Java Report Panel
- Setting Web Intelligence drill options

### **Lesson#13 - Working in Interactive View**

- Modifying a document interactively
- Using formulas and variables in InfoView with Interactive view
- Analyzing in drill mode in InfoView

### **Lesson#6 - Report Design in the Java Report Panel**

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

### **Lesson#8 - Formatting Reports**

- Document formatting
- Formatting charts

### **Lesson#10 - Synchronizing Data**

- Creating multiple queries in a document
- Synchronizing data with merged dimensions

### **Lesson#12 - Sharing Web Intelligence Documents**

- Sharing documents
- Scheduling a Web Intelligence document

### **Lesson#14 - Working in the Query-HTML panel**

- Creating a new document in Query-HTML
- Applying filters in the Query-HTML panel

## **Prerequisite Education**

N/A

## **Prerequisite Knowledge/Experience**

N/A

**Take it Online**  
Interested in online courses?  
Visit the Business Objects Learning Network:

<http://www.businessobjects.com/services/training/elm/default.asp>



## Additional Education

If you want to increase your skill level and knowledge of Web Intelligence, this course is recommended:

- BusinessObjects Web Intelligence XI R2: Advanced Report Design

## Delivery & Duration

This eLearning offering is a twelve to-eighteen-hour course.

## Applicable Certification

N/A

## More Information

Visit <http://www.businessobjects.com/services/training/default.asp>.

Americas  
Tel: +1 866 665 4176

Europe  
Tel: +33 1 41 25 21 21

Asia-Pacific  
Tel: +65 6887 4228

Japan  
Tel: +81-3-5447-3900 (Tokyo)

[www.businessobjects.com](http://www.businessobjects.com)

Copyright © 2005 Business Objects. All rights reserved. Part # MS243-A