

## SAP BusinessObjects Desktop Intelligence XI : Report Design

Desktop Intelligence is an integrated query, reporting and analysis solution that allows business users to access the data in their corporate databases directly from their desktop and present and analyze this information in a Desktop Intelligence document.

This course is designed to give learners comprehensive skills and core knowledge to present and analyze information, distribute documents and reports and use the major reporting features of Desktop Intelligence.

After completing this course learners will be able to present information in reports as tables, as well as sophisticated dynamic documents with drillable charts. Learners will also be able to distribute documents and reports to colleagues.

### Détails

- Code : BODeski
- Durée : 2 jours ( 14 heures )

#### Public

- Business users

#### Pré-requis

- Aucun

### Objectifs

- Create Desktop Intelligence documents

### Programme

#### Introducing Desktop Intelligence

- Understanding core concepts/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/Modifying a 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
- Ranking data

#### Creating Variables and Alerters

- Creating variables, formulas and 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

### Modalités

- Type d'action :Acquisition des connaissances

- **Moyens de la formation** : Formation présentielle – 1 poste par stagiaire – 1 vidéo projecteur – Support de cours fourni à chaque stagiaire
- **Modalités pédagogiques** : Exposés – Cas pratiques – Synthèse
- **Validation** : Exercices de validation – Attestation de stages