



◆ 1:1 Instructor-led Online Training ◆



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Fundamentals of Report Design

- Report Concepts
 - Describing Reporting Concepts
- Report Creation
 - Choosing a Report Creation Method
 - Connecting to Data Sources
 - Navigating in the Design Environment
 - Inserting Objects in a Report
 - Previewing a Report
 - Saving a Report
 - Setting the Position and Size of Objects
 - Formatting Objects
- Record Selection
 - Setting Records Using Select Expert
 - Saving and Refreshing Data in Reports
 - Setting Additional Criteria
 - Applying Time-Based Record Selection

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- Report Data Sorting, Grouping, and Summarizing
 - Sorting Records
 - Creating a Grand Total
 - Grouping Records
 - Managing Multiple Groups
 - Grouping on Time-Based Data
 - Summarizing Data
 - Sorting and Filtering Groups
 - Sorting Groups using Specified Order
- Graphics and Special Fields
 - Adding Graphical Elements
 - Adding Special Fields
- Section Formatting
 - Formatting Sections
 - Controlling Page Breaks
 - Creating Summary Reports
- Basic Formulas
 - Defining a Formula
 - Creating If-Then-Else Formulas
 - Creating Boolean Formulas
 - Creating Formulas with Dates
 - Creating Summary Functions in Formulas
 - Applying String Manipulation
- Conditional Reporting
 - Highlighting Data in a Report
 - Formatting Data Conditionally
- Charts
 - Creating Charts Without Groups
 - Creating Charts Based on Existing Groups and Summaries
 - Customizing a Chart on a Simple Report with No Groups

- Report Distribution
 - Exporting a Report
 - Saving a Report to SAP BusinessObjects Business Intelligence Platform

Business Reporting and Report Processing Strategies

- Report Wizard
- Running Totals
- Alerts
- Functions
- Control Structures
- Variables
- Templates
- Parameters
- Additional Parameters Properties
- Additional Applications for Parameters
- Dynamic List of Values for Parameters
- Arrays
- Crosstabs
- Custom Functions
- Sections
- Introduction to Subreports
- Linked Subreports
- Report Linking Report Processing

Optimizing Report Data Processing

- Identification of link and join types
- Setup and configuration of data sources
- Updating a report for database changes
- Server-side data processing

- Report data validation
- Problem detection and fixes

Fundamentals of Report Design

- Report Planning
 - Describing Database Concepts
 - Planning and Developing a Report Prototype
- SAP Business Objects BI Platform and Data Source Connection
 - Logging On to SAP BusinessObjects BI Platform
 - Defining a Data Source
- Report Creation
 - Connecting to a Data Source
 - Creating a Query
 - Describing the Report Design Environment
 - Setting Up Report Sections
 - Describing the Field Objects Controls
 - Saving a Report
- Report Layout and Formatting
 - Setting Page Properties
 - Applying Report Formatting Options
- Data Selection
 - Editing a Query
 - Inserting Additional Filter Conditions
 - Modifying Query Filters
 - Applying Time-Based Filters
- Sorting, Grouping, and Totaling
 - Sorting Data
 - Grouping Data
 - Creating Nested and Multiple Groups

- Creating a Custom Group
- Grouping on Time-Based Data
- Totaling Grouped Data
- Totaling Column Data
- Additional Report Objects
 - Inserting Predefined Objects
 - Adding Graphical Objects
- Formulas
 - Defining Formulas
 - Using the Formula Workshop
 - Creating and Modifying Formulas
 - Applying Boolean Formulas
 - Applying If-Then-Else Formulas
 - Applying Date Calculations + Applying Numeric Calculations + Applying String Manipulation
- Conditional Formatting
 - Formatting Objects Conditionally
 - Formatting Fields Conditionally with Formulas
 - Formatting Sections
 - Formatting Sections Conditionally
 - Drilling Down on Sections
- Charting
 - Describing Charting Concepts
 - Charting On Data
 - Formatting Charts
- Report Distribution
 - Exporting a Report
 - Saving Reports to SAP BusinessObjects Business Intelligence Platform

Advanced Report Design

- Running Totals
 - Creating a Report with Running Totals
- Formulas and Functions
 - Using String Functions and Operators
 - Using Date and Time Functions
- Control Structures
 - Creating Control Structures
- Variables
 - Creating Variables
- Arrays and User Functions
 - Creating Arrays
 - Creating User Functions
- Loops
 - Describing Loops in Reports
- Parameters, Filters, and Prompt Panels
 - Examining Standard Parameters
 - Using Interactive Filters
 - Using Prompt Panels and Responding to Parameters
- Additional Parameter Types
 - Using Different Types of Parameters
 - Creating Date Range Parameters
 - Using Edit Mask and Description Fields
- Cascading Prompts and Multiple Parameters
 - Using a Cascading Prompt
 - Building a Report with Multiple Parameters
- Crosstabs
 - Defining Crosstabs
 - Formatting a Crosstab
 - Formatting Crosstabs Conditionally

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- Crosstab Formulas and Calculated Members
 - Using Calculated Members
 - Adding Formulas to Calculated Members
 - Displaying Hierarchies in Crosstabs
- Multi-Pass Reporting
 - Using the Report Processing Model
- Subreports
 - Defining Subreports
 - Creating Subreports
- Subreports Usage
 - Using Subreports
- Linked and On-Demand Subreports
 - Linking a Subreport to the Main Report
 - Creating On-Demand Subreports
- Advanced Subreport Usage
 - Passing Data Between Subreports and Main Reports
 - Linking Unlinkable Data Using Subreports
- Report Hierarchical Data
 - Grouping Hierarchical Data
- Report Form Letters, Hyperlinks, and Dynamic Graphics
 - Building a Form Letter Report
 - Building a Report with Hyperlinks
 - Using Dynamic Graphic Locations
- Additional Specialized Reports
 - Building a Report with Alerts
 - Building Top N and Bottom N Reports
 - Integrating Flash Objects