



# SAP BusinessObjects Web Intelligence XI 3.0: Report Design

## BOW310

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### Goals

- This two-day instructor-led course is designed to give you the comprehensive skills and in-depth knowledge needed to access, analyze and share data using BusinessObjects™ InfoView™ and BusinessObjects™ Web Intelligence™.
- During this course, you'll 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.
- You'll also learn how to organize, manage and distribute documents using InfoView.
- After taking this course, 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.

### Audience

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

### Prerequisites

#### Essential

- None

#### Recommended

- None

### Content

- Introducing Web Intelligence
  - Describing Web Intelligence concepts

- Explaining Web Intelligence core functionality
- Describing Web Intelligence and BusinessObjects Enterprise
- Creating Web Intelligence Documents with Queries
- Querying with Web Intelligence
- Creating a new document
- Modifying a document's 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 wildcards in query filters
- Using prompts to restrict data
- Using complex filters
- Designing Web Intelligence Reports
- Working with Web Intelligence documents
- Displaying data in tables and charts
- Creating tables
- Working with tables
- Presenting data in free-standing cells
- Presenting data in charts
- Enhancing the Presentation of Data in Reports
- Using breaks, calculations
- Using sorts
- Formatting breaks and cross tabs
- Using report filters
- 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
- Formatting documents
- Formatting charts
- Calculating Data with Formulas and Variables
- Explaining formulas and variables
- Using formulas and variables
- Using Multiple Data Sources
- Synchronizing data from multiple data sources
- Creating multiple queries in a document
- Synchronizing data with merged dimensions
- Using a personal data provider
- Analyzing Data

- Analyzing the data cube
- Drilling in Web Intelligence documents
- Setting Web Intelligence drill options
- Managing and Sharing Web Intelligence Documents
- Exporting documents to the CMS
- Logging into InfoView
- Managing documents in InfoView
- Viewing a Web Intelligence document in InfoView
- Sharing Web Intelligence documents
- Setting InfoView preferences
- Describing Web Intelligence report panels
- Logging off from InfoView

## Notes

- Additional Education (If you want to increase your skill level and knowledge of Web Intelligence, this course is recommended :)
- BusinessObjects Web Intelligence XI 3.0/3.1: Advanced Report Design
- Applicable Certifications
- This course is applicable for the learning path for the certification “SAP Certified Application Associate - SAP BusinessObjects Web Intelligence XI 3.x” (C\_BOWI\_30).