COURSE OUTLINE

Course Version: 15
Course Duration: 2 Day(s)
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American English is the standard used in this handbook. The following typographic conventions are also used.

<table>
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Example text

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TARGET AUDIENCE
This course is intended for the following audiences:

- Application Consultant
- Project Stakeholder
- Super / Key / Power User
Lesson 1: Describing Web Intelligence Concepts

Lesson Objectives
After completing this lesson, you will be able to:

• Explain how Web Intelligence allows access to information

Lesson 2: Explaining Web Intelligence Core Functions

Lesson Objectives
After completing this lesson, you will be able to:

• Explain how Web Intelligence queries retrieve data from corporate databases
• Choose a presentation style to display data in Web Intelligence documents
• Explain how Web Intelligence allows you to analyze data at different levels of detail

Lesson 3: Describing Web Intelligence and the SAP BusinessObjects Business Intelligence Platform

Lesson Objectives
After completing this lesson, you will be able to:

• Describe the SAP BusinessObjects Business Intelligence platform
• Explain the relationship between the SAP BusinessObjects Business Intelligence platform, Web Intelligence, and the BI launch pad
Lesson 1: Creating Queries

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the query process
- Describe universes, their roles, and components
- Describe Smart measures

Lesson 2: Creating a Document

Lesson Objectives
After completing this lesson, you will be able to:

- Log on to the Web Intelligence Rich Client application
- Create a Web Intelligence document
- Select the data source you want to use to retrieve data
- Build a query to retrieve relevant data
- Save the document

Lesson 3: Modifying a Document’s Query

Lesson Objectives
After completing this lesson, you will be able to:

- Edit the query
- Project the data retrieved by an added object into the report block

Lesson 4: Modifying Queries

Lesson Objectives
After completing this lesson, you will be able to:

- Modify Queries
- View the SQL statements that generate the query
Lesson 1: Restricting Data with Query Filters

Lesson Objectives
After completing this lesson, you will be able to:

- Restrict data

Lesson 2: Modifying a Query with a Predefined Query Filter

Lesson Objectives
After completing this lesson, you will be able to:

- Modify a query by applying a predefined query filter

Lesson 3: Applying a Single-Value Query Filter

Lesson Objectives
After completing this lesson, you will be able to:

- Create a single-value query filter
- Edit a single-value query filter
- Delete a query filter

Lesson 4: Using Wildcards in Query Filters

Lesson Objectives
After completing this lesson, you will be able to:

- Create a query filter using a wildcard

Lesson 5: Using Prompts to Restrict Data

Lesson Objectives
After completing this lesson, you will be able to:

- Describe how prompted filters allow each user to view different data every time the document is refreshed
• Create a prompted query filter
• Edit a prompted query filter

Lesson 6: Using Complex Filters

Lesson Objectives
After completing this lesson, you will be able to:
• Describe logical operators and how to use them in a query filter
• Apply more than one filter using the AND operator
• Apply more than one filter using the OR operator
• Prioritize filters to retrieve the correct data
Lesson 1: Modifying Web Intelligence Documents

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the components of a Web Intelligence document
- Describe the different toolboxes, tab pages, and toolbars available in the Web Intelligence Rich Client main window
- Customize your user settings
- Describe Web Intelligence document properties
- Attach reports to a Web Intelligence document

Lesson 2: Displaying Data in Tables

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the table types available in Web Intelligence
- Create vertical tables
- Create a table by selecting a template

Lesson 3: Using Tables

Lesson Objectives
After completing this lesson, you will be able to:

- Change table types
- Add data to an existing table
- Duplicate an existing table
- Delete tables, rows, or columns

Lesson 4: Presenting Data in Free-standing Cells

Lesson Objectives
After completing this lesson, you will be able to:

- Insert a blank cell in a report
- Display the date that the document was last refreshed
- Display text to view key data
- Format and align new cells in a report

Lesson 5: Presenting Data in Charts

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the chart types available in Web Intelligence
- Create a chart
- Create a chart from a table
- Convert a chart into a table
Lesson 1: Using Breaks and Calculations

Lesson Objectives
After completing this lesson, you will be able to:

- Apply breaks to structure long tables of data into smaller groups
- Apply calculations, such as sums and counts

Lesson 2: Using Sorts and Hiding Data

Lesson Objectives
After completing this lesson, you will be able to:

- Explain the sort orders available in Web Intelligence
- Apply sorts to display data in the order of importance of the information
- Create custom sorts
- Hide data and show hidden data

Lesson 3: Formatting Breaks and Cross Tables

Lesson Objectives
After completing this lesson, you will be able to:

- Manipulate break headers and footers to change the display of the data
- Prioritize multiple breaks in a table
- Format cross tab headers

Lesson 4: Filtering Report Data

Lesson Objectives
After completing this lesson, you will be able to:

- Explain the differences between using query filters and report filters
- Explain the operators available for report filters
- Create report filters
Lesson 5: Ranking Data
Lesson Objectives
After completing this lesson, you will be able to:
• Apply a ranking to show top values

Lesson 6: Highlighting Information with Formatting Rules
Lesson Objectives
After completing this lesson, you will be able to:
• Explain how to use conditional formatting to highlight important information
• Build a formatting rule to define the format displayed.
• Build complex formatting rules

Lesson 7: Organizing a Report into Sections
Lesson Objectives
After completing this lesson, you will be able to:
• Break a report into sections
• Insert a sum and position it using drag and drop
• Display report data
Lesson 1: Formatting Documents

Lesson Objectives
After completing this lesson, you will be able to:

• Format a report
• Format a table
• Format a cell
• Format a section
• Prepare documents for PDF and printing

Lesson 2: Formatting Charts

Lesson Objectives
After completing this lesson, you will be able to:

• Define the format options for a bar chart
• Define the format options for a pie chart
Lesson 1: Applying Formulas and Variables

Lesson Objectives
After completing this lesson, you will be able to:

- Define formulas and variables

Lesson 2: Using Formulas and Variables

Lesson Objectives
After completing this lesson, you will be able to:

- Create a variable that captures the user’s response to a prompt
- Modify a variable
Lesson 1: Analyzing the Data Cube

Lesson Objectives
After completing this lesson, you will be able to:

- Describe how data retrieved by a query is stored in the document data cube
- Explain the scope of analysis

Lesson 2: Drilling in a Web Intelligence Document

Lesson Objectives
After completing this lesson, you will be able to:

- Build a drillable document
- Drill down in a data hierarchy while viewing a document
- Drill in charts
Lesson 1: Publishing Documents to the Corporate Repository

Lesson Objectives
After completing this lesson, you will be able to:

- Publish a Web Intelligence document to the corporate repository

Lesson 2: Logging In to the BI Launch Pad

Lesson Objectives
After completing this lesson, you will be able to:

- Access the BI launch pad
- Describe the home page

Lesson 3: Managing Documents in BI Launch Pad

Lesson Objectives
After completing this lesson, you will be able to:

- Navigate documents

Lesson 4: Viewing a Web Intelligence Document in the BI Launch Pad

Lesson Objectives
After completing this lesson, you will be able to:

- View a Web Intelligence document
- Save a document in the BI launch pad
- Print a Web Intelligence document

Lesson 5: Sharing Web Intelligence Documents

Lesson Objectives
After completing this lesson, you will be able to:

- Send documents to other BI launch pad users
Lesson 6: Setting BI Launch Pad Preferences

Lesson Objectives
After completing this lesson, you will be able to:

• Set BI launch pad general preferences

Lesson 7: Logging Off From the BI Launch Pad

Lesson Objectives
After completing this lesson, you will be able to:

• Log off from the BI launch pad