



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Business Objects Level 1

Duration: 1 Day

Objectives: Students will learn the basic skills necessary to begin using Business Objects. They will design and create simple queries, documents and reports.

Prerequisites: A basic understanding of using PC's, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course.

Introduction

- What is Business Objects
- Business Objects Terminology

Simple Queries

- Building Simple Queries
- Formatting Query results as Tables, Crosstabs and Graphs

Documents

- Creating Documents
- Creating multiple Pages in a Document
- Editing the data returned by the query
- Previewing the Report
- Saving a Document

Formatting the Report

- Changing the Format of a column
- Inserting text into a report
- Inserting pictures into a report
- Sort Data
- Create a custom sort
- Insert breaks

Include Conditions

- Multiple Operands
- Partial Values

Create a Crosstab Report

Creating Charts

- Creating a Chart Report
- Changing Chart Style
- Formatting a Chart

Advanced Features

- Alerters
- Ranking
- Printing
- Slice and Dice
- Drilling into a Report