

Duration 1 day

This course provides techniques to show how to create reports from an Oracle Database via a previously defined “Universe”.

Recommended for

End-users who wish to create ad hoc reports or use analysis techniques to explore alternative scenarios and may wish to distribute data to other users in their organisation.

Prerequisites

- A knowledge of personal computer fundamentals
- Experience of working within the Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Some knowledge of available organisation data.

Linked Programmes

- Advanced Business Objects

Objectives

At the end of the training the delegate will be able to successfully:

- Create, format and modify queries and reports
- Drill into data
- Distribute information to others
- Build a simple query and format the results as tables, crosstabs and graphs
- Create, edit and save documents
- Format reports
- Insert text into a report
- Sort data in a report
- Include calculations in a report
- Use advanced features such as alerters and variables using the documentation and support provided.

Modules covered in this course

- What is Business Objects?
- Simple Queries
- Documents
- Formatting your Report
- Including a condition in your Query
- Exporting to Excel
- Further Report Formatting
- Drilling
- Sending Reports to Other People

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Overview

This course will extend the user's knowledge of Business Objects by introducing concepts which will allow them to create more complex reports, queries and documents.

Recommended for

Staff who want to analyse data in an Oracle database to produce reports.

Prerequisites

Attendance on Clearer Thoughts' course **Business Objects Introduction** or equivalent knowledge and skills namely:

- Building simple queries and reports and formatting the results
- Displaying microcubes as tables, crosstabs and graphs
- Creating, editing and saving documents
- Sorting data in a report and including calculations
- Drilling into a report

Objectives

At the end of the training the delegate will be able to successfully:

- Create extra objects that are not in the universe using existing objects and functions
- Use features with variables to calculate values which have different levels within the report
- Use built-in functions other than SUM to create totals and values
- Produce values based on the condition of other values
- Group values into user defined bands
- Compare data using the 'Where' operator to show year on year comparisons
- Create several queries and reports in one document
- Choose to not display results that have unmatched data
- Display various user functions on reports

using their own universe data and with the documentation and support provided.

Modules covered in this course

- Complex Queries
- Variables & Calculation Contexts
- Functions
- Miscellaneous