

# Business Objects XI, Web Intelligence, L1

Hands-on course of 2 days - 14h

Ref.: BWI - Price 2024: CHF1 620 (excl. taxes)

This training is intended for Web Intelligence BO XI users. It will enable them to understand the solution's concepts and master querying, analysis and reporting functions.

## HANDS-ON WORK

Learners will create reports and have the opportunity to practice all topics concerning the creation of queries and formatting. Practice is a very important aspect of this training.

Environment : Windows NT, Business Objects, Excel, Access.

## THE PROGRAMME

last updated: 01/2018

### 1) Presentation of Web Intelligence

- Creation and modification of Web Intelligence documents.
- Connection and disconnection to Infoview.
- Selection of Web Intelligence documents editing.
- Presentation of the report editing interface.

### 2) Queries

- Getting familiar with data suppliers and universe.
- Creating a simple query.
- Defining properties of a query.

### 3) Filters

- Working with filters, using predefined filters.
- Combining several filters in a query.
- Prompting filters, custom filters.

### 4) Using reports, inserting and formatting tables

- Types of Web Intelligence tables.
- Adding tables in reports.
- Formatting a table.
- Pivot tables.

### 5) Charts

- Charts and chart types.
- Creating, using and formatting charts.

### 6) Sections, breaks and orders

- Grouping data in a section.
- Using breaks to group data in tables.
- Using orders to organise sections and data in tables.

### 7) Filtering values displayed in a report

- Working with reports' filters.
- Applying several filters in a report.

## PARTICIPANTS

End users in charge of writing the reports ; people involved in Decision making.

## PREREQUISITES

Knowledge of desktop applications such as Excel. The knowledge of decisional environments is an asset.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Modifying and deleting filters in a report.

#### 8) Calculations

- Using standard calculations.
- Inserting calculations in simple tables and pivot tables.
- Creating custom filters.

#### 9) Alerters

- Working, creating and formatting of alerters.
- Using formulas to create advanced alerters.
- Creating formulas.

#### 10) Variables

- Variables.
- Creating, modifying and deleting variables.
- Using variables to simplify formulas.

#### 11) Managing documents

- Saving and deleting Web Intelligence documents in Infoview.
- Saving documents in Excel or PDF format.

## DATES

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Contact us