BOAN10

Discovering SAP Analysis for Microsoft Office

COURSE OUTLINE

Course Version: 19
Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Business Analyst
- Business Process Owner/Team Lead/Power User

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UNIT 1 Getting Started with SAP Analysis for Excel

Lesson 1: Listing Analysis for Office Data Sources

Lesson Objectives

After completing this lesson, you will be able to:

- List the data sources used by Analysis for Excel

Lesson 2: Launching Analysis for Excel

Lesson Objectives

After completing this lesson, you will be able to:

- Launch Analysis for Excel

Lesson 3: Connecting to a SAP system

Lesson Objectives

After completing this lesson, you will be able to:

- Connect to a SAP System

Lesson 4: Inserting a data source

Lesson Objectives

After completing this lesson, you will be able to:

- Insert a specific data source

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UNIT 2 Analyzing Data in Analysis for Excel

Lesson 1: Analyzing Data

Lesson Objectives

After completing this lesson, you will be able to:

- Analyze data
- Refresh/reset the data source

Lesson 2: Saving and Scheduling a Workbook

Lesson Objectives

After completing this lesson, you will be able to:

- Save a workbook to a platform
- Schedule a workbook

Lesson 3: Changing Data Displays

Lesson Objectives

After completing this lesson, you will be able to:

- Change data displays

Lesson 4: Working with Analysis Views

Lesson Objectives

After completing this lesson, you will be able to:

- Create and use an Analysis view

Lesson 5: Sorting Data

Lesson Objectives

After completing this lesson, you will be able to:

- Sort data

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Lesson 6: Filtering Data

Lesson Objectives

After completing this lesson, you will be able to:

- Filter dimensions
- Filter measures
- View filter information

Lesson 7: Creating Measure Calculations

Lesson Objectives

After completing this lesson, you will be able to:

- Create measure calculations

Lesson 8: Working with Hierarchies

Lesson Objectives

After completing this lesson, you will be able to:

- Work with predefined hierarchies
- Create hierarchical displays in Analysis for Excel

Lesson 9: Working with Variables/Prompts

Lesson Objectives

After completing this lesson, you will be able to:

- Work with variables/prompts

Lesson 10: Adding Comments

Lesson Objectives

After completing this lesson, you will be able to:

- Add comments

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UNIT 3 Setting Preferences

Lesson 1: Setting Analysis preferences

Lesson Objectives

After completing this lesson, you will be able to:

- Set preferences for Analysis for Office
- Use profiles
- Troubleshoot workbooks

Lesson 2: Using the design panel Components tab to set properties

Lesson Objectives

After completing this lesson, you will be able to:

- Set properties for workbook elements

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UNIT 4 Enhancing a Worksheet

Lesson 1: Using SAP formula functions

Lesson Objectives

After completing this lesson, you will be able to:

- Create and use SAP functions in the Excel formula editor
- Use Analysis-specific VBA

Lesson 2: Linking dimensions

Lesson Objectives

After completing this lesson, you will be able to:

- Link dimensions in multiple crosstabs

Lesson 3: Grouping crosstabs

Lesson Objectives

After completing this lesson, you will be able to:

- Group crosstabs

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UNIT 5 Formatting a Worksheet

Lesson 1: Adding design components to a worksheet

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

- Add design components to a worksheet

Lesson 2: Defining and using conditional formatting

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

- Define and use conditional formatting

Lesson 3: Adding new rows/columns to a crosstab

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

- Add new rolws/columns to a crosstab

Lesson 4: Customize crosstab formatting styles

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

- Customize crosstab formatting styles

Lesson 5: Creating a default workbook

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

- Create a default workbook

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UNIT 6 Using Analysis for PowerPoint

Lesson 1: Using Analysis for PowerPoint

Lesson Objectives

After completing this lesson, you will be able to:

- Use Analysis for PowerPoint

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