

# BOW310

## SAP BusinessObjects Web Intelligence: Report Design I

### COURSE OUTLINE

Course Version: 20  
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	<i>Example text</i>
Window title	<i>Example text</i>



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# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant
- End User
- Business User
- Business Analyst
- Business Process Owner/Team Lead/Power User





## Lesson 1: Describing Web Intelligence Concepts

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain Web Intelligence concepts



## Lesson 1: Describing the BI Launch Pad

### Lesson Objectives

After completing this lesson, you will be able to:

- Access the BI Launch Pad

## Lesson 2: Introducing the BI Launch Pad User Interface

### Lesson Objectives

After completing this lesson, you will be able to:

- Navigate the BI Launch Pad

## Lesson 3: Interacting with Documents in Reading Mode

### Lesson Objectives

After completing this lesson, you will be able to:

- View and interact with a Web Intelligence document
- Distribute Web Intelligence documents

## Lesson 4: Personalizing the BI Launch Pad

### Lesson Objectives

After completing this lesson, you will be able to:

- Set the BI Launch Pad preferences



## Lesson 1: Data Acquisition with Web Intelligence

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify Data Sources for Web Intelligence
- Create and Save Documents

## Lesson 2: Modifying a Document's Query

### Lesson Objectives

After completing this lesson, you will be able to:

- Add Additional Objects to a Report



## Lesson 1: Query Filter Basics

### Lesson Objectives

After completing this lesson, you will be able to:

- Create Simple Query Filters

## Lesson 2: Query Filters - Intermediate

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a Query Filter Using a Wildcard
- Use Prompts in Query Filters
- Use Multiple Query Filters to Restrict Data

## Lesson 3: Exploring Query Properties

### Lesson Objectives

After completing this lesson, you will be able to:

- Work with query properties





## Lesson 1: Web Intelligence User Interface Elements

### Lesson Objectives

After completing this lesson, you will be able to:

- Explore the Application Interface
- Manipulate Web Intelligence Document Properties

## Lesson 2: Displaying Data in Tables

### Lesson Objectives

After completing this lesson, you will be able to:

- Present Data in tables

## Lesson 3: Presenting Data in Free-Standing Cells

### Lesson Objectives

After completing this lesson, you will be able to:

- Present Data in Free-standing Cells

## Lesson 4: Displaying Data in Charts

### Lesson Objectives

After completing this lesson, you will be able to:

- Present Data in Charts



## Lesson 1: Displaying Totals Using Standard Calculations

### Lesson Objectives

After completing this lesson, you will be able to:

- Apply Footer Calculations

## Lesson 2: Using Sorts and Hiding Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Sort Data
- Hide Data

## Lesson 3: Applying Breaks to a Table

### Lesson Objectives

After completing this lesson, you will be able to:

- Apply and Format Breaks

## Lesson 4: Organizing a Report into Sections

### Lesson Objectives

After completing this lesson, you will be able to:

- Organize a Report into Sections

## Lesson 5: Filtering Report Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Filter Report Data
- Use Input Controls to Filter Data

## **Lesson 6: Ranking Data**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Apply a Ranking to Show Top Values

## **Lesson 7: Conditional Formatting**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Implement Formatting Rules to Highlight Information

## Lesson 1: Formatting Reports, Sections, Tables and Cells

### Lesson Objectives

After completing this lesson, you will be able to:

- Format a Report
- Format a Section
- Format a Table
- Format a Cell

## Lesson 2: Formatting Charts

### Lesson Objectives

After completing this lesson, you will be able to:

- Format a chart



## Lesson 1: Enhancing Reports using Formulas and Variables

### Lesson Objectives

After completing this lesson, you will be able to:

- Implement Formulas and Variables





## Lesson 1: Drilling in a Web Intelligence Document

### Lesson Objectives

After completing this lesson, you will be able to:

- Build a drillable document