

# BOW310

## SAP BusinessObjects Web Intelligence 4.3: Report Design I

### COURSE OUTLINE

Course Version: 21  
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:

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





# UNIT 1

# Introducing Web Intelligence

## Lesson 1: Describing Web Intelligence Concepts

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain Web Intelligence concepts



## Lesson 1: Introducing the BI Launch Pad User Interface

### Lesson Objectives

After completing this lesson, you will be able to:

- Access the BI Launch Pad
- Explore the different elements of the BI Launch Pad interface

## Lesson 2: 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
- Identify the different properties of the Build Side Panel and the Main Side Panel

## Lesson 3: Scheduling Documents

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the parameters of a schedule

## Lesson 4: Personalizing the BI Launch Pad

### Lesson Objectives

After completing this lesson, you will be able to:

- Set the BI Launch Pad preferences



## UNIT 3

# Creating a Web Intelligence Document

### Lesson 1: Building a Query based on a Universe

#### Lesson Objectives

After completing this lesson, you will be able to:

- 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



# UNIT 4

# Filtering Data Using Query Filters

## Lesson 1: Filtering Data Using Simple Query Filters

### Lesson Objectives

After completing this lesson, you will be able to:

- Create simple query filters
- Create a query filter using a wildcard

## Lesson 2: Filtering Data Using Prompts

### Lesson Objectives

After completing this lesson, you will be able to:

- Use prompts in query filters

## Lesson 3: Filtering Data Using Multiple Filters

### Lesson Objectives

After completing this lesson, you will be able to:

- Use multiple query filters to restrict data

## Lesson 4: Exploring Query Properties

### Lesson Objectives

After completing this lesson, you will be able to:

- Work with query properties





## Lesson 1: Displaying Data in Tables

### Lesson Objectives

After completing this lesson, you will be able to:

- Present data in tables

## Lesson 2: Displaying Data in Free-Standing Cells

### Lesson Objectives

After completing this lesson, you will be able to:

- Present data in free-standing cells

## Lesson 3: Displaying Data in Charts

### Lesson Objectives

After completing this lesson, you will be able to:

- Present data in charts



## Lesson 1: Applying Breaks to a Table

### Lesson Objectives

After completing this lesson, you will be able to:

- Apply and format breaks

## Lesson 2: Organizing a Report into Sections

### Lesson Objectives

After completing this lesson, you will be able to:

- Organize a report into sections

## Lesson 3: Sorting Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Sort data

## Lesson 4: Filtering Report Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Filter report data

## Lesson 5: Ranking Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Apply a ranking to show top values

## Lesson 6: Formatting Conditionally

### Lesson Objectives

After completing this lesson, you will be able to:

- Implement formatting rules to highlight information

# UNIT 7

# Formatting the Different Elements in a Document

## 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



## UNIT 8

# Working with Formulas and Variables

### Lesson 1: Using Standard Calculation Functions

#### Lesson Objectives

After completing this lesson, you will be able to:

- Apply footer calculations

### Lesson 2: Enhancing Reports using Formulas and Variables

#### Lesson Objectives

After completing this lesson, you will be able to:

- Implement formulas and variables





## Lesson 1: Filtering Documents and Reports through Input Control

### Lesson Objectives

After completing this lesson, you will be able to:

- Use input controls to filter data

## Lesson 2: Drilling in a Web Intelligence Document

### Lesson Objectives

After completing this lesson, you will be able to:

- Build a drillable document