

BOW510

Exploring the Fundamental Concepts of SAP BusinessObjects Web Intelligence

COURSE OUTLINE

Course Version: 2025

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
- Super / Key / Power 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:

- Describe Web Intelligence concepts in the context of data analysis and reporting.

Lesson 1: Presenting the Universes

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how SAP BusinessObjects universes facilitate data retrieval using business terms in the context of enterprise reporting.

Lesson 2: Building a Query Based on a Universe

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the steps to create a query based on a universe for data analysis in a Web Intelligence document.

Lesson 3: Analyzing the Different Components of a Web Intelligence Document

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the different components of a Web Intelligence document.

Lesson 4: Modifying a Query Based on a Universe

Lesson Objectives

After completing this lesson, you will be able to:

- Explain why modifying a query enhances data accuracy and relevance in a Web Intelligence document.

Lesson 1: Filtering Data Using Simple Query Filters

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the components of a query filter and how they function together to refine data results in a Web Intelligence document.

Lesson 2: Filtering Data Using Wildcards

Lesson Objectives

After completing this lesson, you will be able to:

- Apply the matches pattern operand in a query filter in a Web Intelligence document.

Lesson 1: Filtering Data Using Prompts

Lesson Objectives

After completing this lesson, you will be able to:

- Apply the prompt operand in a query filter in a Web Intelligence document.

Lesson 2: Filtering Data Using Multiple Query Filters

Lesson Objectives

After completing this lesson, you will be able to:

- Create multiple query filters to refine data retrieval in a Web Intelligence document.

Lesson 3: Describing Query Properties

Lesson Objectives

After completing this lesson, you will be able to:

- Demonstrate the properties of a query in a Web Intelligence document for effective data analysis.

Lesson 4: Resolving Ambiguous Queries

Lesson Objectives

After completing this lesson, you will be able to:

- Explain why a context may appear when executing a query in a Web Intelligence document.

Lesson 1: Using Report Elements

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the impact of using classic report elements and new report elements in a Web Intelligence document.

Lesson 2: Displaying Data in Tables

Lesson Objectives

After completing this lesson, you will be able to:

- Create a document with multiple tables for comprehensive data analysis in a Web Intelligence document.

Lesson 3: Displaying Data in Free-Standing Cells

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the different types of free-standing cells available in a Web Intelligence document.

Lesson 4: Displaying Data in Charts

Lesson Objectives

After completing this lesson, you will be able to:

- Identify and choose the most appropriate type of chart based on the needs of an analysis in a Web Intelligence document.

Lesson 5: Displaying Data in GeoMap

Lesson Objectives

After completing this lesson, you will be able to:

- Apply geomaps to graphically represent geographic data in a Web Intelligence document.

Lesson 1: Applying Breaks to a Table

Lesson Objectives

After completing this lesson, you will be able to:

- Group and organize report data using breaks to improve readability and analysis in a Web Intelligence document.

Lesson 2: Organizing a Report into Sections

Lesson Objectives

After completing this lesson, you will be able to:

- Structure a report by identifying key sections and organizing content logically in a Web Intelligence document.

Lesson 3: Sorting Data

Lesson Objectives

After completing this lesson, you will be able to:

- Apply and manage different sort types to organize data effectively in a Web Intelligence document.

Lesson 4: Filtering Report Data

Lesson Objectives

After completing this lesson, you will be able to:

- Manage filters to control data visibility at the report, section, or block level in a Web Intelligence document.

Lesson 5: Grouping Data

Lesson Objectives

After completing this lesson, you will be able to:

- Create and manage custom data groups to simplify analysis and improve report organization in a Web Intelligence document.

Lesson 1: Ranking Data

Lesson Objectives

After completing this lesson, you will be able to:

- Create and apply a ranking to highlight top or bottom data in a Web Intelligence document.

Lesson 2: Applying Formatting Rules

Lesson Objectives

After completing this lesson, you will be able to:

- Use formatting rules to make important trends and values stand out in a Web Intelligence document.

Lesson 1: Formatting Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Apply display, appearance, and layout settings to enhance report readability and presentation in a Web Intelligence document.

Lesson 2: Formatting Sections

Lesson Objectives

After completing this lesson, you will be able to:

- Demonstrate the ability to apply background styles, hide rules, and adjust layout settings to effectively customize section presentation in a Web Intelligence document.

Lesson 3: Formatting Tables

Lesson Objectives

After completing this lesson, you will be able to:

- Apply display, appearance, and layout settings to customize table presentation and structure in a Web Intelligence document.

Lesson 4: Formatting Cells

Lesson Objectives

After completing this lesson, you will be able to:

- Apply specific display, appearance, and text settings to customize cell presentation and layout in a Web Intelligence document, including font size, color, and alignment

Lesson 5: Formatting Charts

Lesson Objectives

After completing this lesson, you will be able to:

- Apply display, appearance, and style settings to customize chart presentation and enhance insights in a Web Intelligence document.

Lesson 1: Applying Basic Calculation Functions

Lesson Objectives

After completing this lesson, you will be able to:

- Perform quick data analysis using standard functions such as min, max, percentage, and average in a Web Intelligence document.

Lesson 2: Enhancing Documents using Formulas and Variables

Lesson Objectives

After completing this lesson, you will be able to:

- Create and use formulas, variables, and functions to perform custom calculations in a Web Intelligence document.

Lesson 1: Filtering Documents and Reports Using Input Controls

Lesson Objectives

After completing this lesson, you will be able to:

- Use input controls to filter and analyze data interactively in a Web Intelligence document.

Lesson 2: Filtering Documents and Reports Using New Interactive Report Filters

Lesson Objectives

After completing this lesson, you will be able to:

- Add and configure new interactive report filters to refine data views directly in a Web Intelligence document.

Lesson 3: Drilling in a Web Intelligence Document

Lesson Objectives

After completing this lesson, you will be able to:

- Use navigation paths to navigate between summary and detailed levels in a Web Intelligence document.