

Business Objects Web Intelligence 4.X Training (BOW310-320)

Type: E-Learning (90% video 10% handouts) | Prerequisites: None | Duration: 6 Hours

Course Description:

Participants will gain Business Objects knowledge with a deep focus on Web Intelligence query and report design. Upon completion, the student will be able to successfully design and share Web Intelligence reports.

This training will walk you through designing informative and interactive reports in Business Objects Web Intelligence. Watch just a few of our training videos and you will immediately understand how Webi report creation works. Each section of our video training comes with practical examples, exercises, and business cases that will challenge you to learn in a fun and engaging manner.

This training is designed for beginner to intermediate level users. If you have a technical or analytical background and work with data, this course will allow you to fully understand how to design, build out, and run reports using Web Intelligence. No matter the skill level, all attendees will complete the course with a wealth of new skills.

In just 6 hours, attendees will be able to design and implement reports within Web Intelligence!

Learning Objectives:

At the end of this class, the student will be able to:

- Understand the Business Objects toolset
 - Pros and Cons of each tool
 - Key Features
 - Use cases of each tool
 - Be able to speak to Business Objects terminology
 - Be able to design and run Webi Reports
 - Locate and open data sources
 - Learn how to filter within a Webi report
 - Understand the Document Structure
 - Filters and performance implications
 - Recognize trends in your data
 - Track data changes over time
 - Know when to use Combined Queries and Sub-Queries
 - Use Breaks and Cross tables
 - Understand how to drill down/up on data
 - Understand the purpose of:
 - Microcubes
 - Universes
 - Rich Client
 - InfoViews
- Know the difference between read and design mode in Webi
 - Schedule and Export Webi reports
 - Create calculations:
 - Functions
 - Logical Statements (IF Statements)
 - Manipulate string content
 - Enable Report View
 - Easily Navigate the Report Panel
 - Understand how to change report preferences
 - Be comfortable with the various panel layouts
 - Know how to use:
 - Document summary feature
 - Navigation Map
 - Use Input Controls
 - Leverage User Prompt Inputs
 - Design using the Available Objects Pane
 - Quickly change chart orientation

Hands-on Learning:

This course will include extensive hands-on activities to reinforce the skills and knowledge attained. We'll leverage the preinstalled eFashion BO universe throughout the course.

Course Topics:

Introduction and Overview

- BOBJ tool information and comparison
- Report Scheduling
- Next Level Data Trend Analysis
- Webi Features
- Key Terminology
- Query Panel
- Query Manager
- Result Objects
- Query Filters
- Breaks and Sorts
- Combined Queries
- Prompts and Operators
- Report Preferences
- Report Panel Layout
- Report Manager tabs
- Creating a New Report
- Enabling the Report View
- Modifying Report Perspective
- Drilling Down (scope of analysis)
- Design and Read Toolbar
- Launching Web Intelligence

Video Exercises

- Reading and Filtering on Data
- Prompting End Users for Input
- Using More Than One Filter to Restrict Data
- Report Design: Displaying Data Differently
- Using Breaks
- More Presentable Reports
- Tracking Data Changes
- Conditional Formatting
- Breaking and Sectioning Your Data Blocks

- Chart Formatting
- Capturing Prompt Information
- Variable Calculations
- Creating Combined Queries
- Creating Sub-Queries
- Calculations for Easy Financial Reporting
- Functions – Character and Data Strings
- IF Statements
- Scope of Analysis (drilling)
- Ranking and Sorting Your Data

Useful Functions to Easily Clean Up Report Output

- String Concatenation
- Using the Right() Function
- Using the Replace() Function
- The Sub String Function
- Using the Position Function
- Using the IF Function to Modify Calculation Behavior

Certification Prep Material

- Includes Course Manuals (BOW310, BOW320)

Exam

- Test your Webi knowledge

Bonus

Step-by-step tutorial on setting up Business Objects Trial Environment

- sapwebi.com/bobj-access