

**Introduction to Web Intelligence 4.2 Reporting**

**Course Number:** BO-100  
**Duration:** 1 day

**Overview**

Web Intelligence®, part of [SAP® BusinessObjectsTM ,](https://www.sap.com/products/bi-platform.html) allows users to quickly and easily create reports and analyze the data without having to write any code.

Accelebrate's Introduction to Web Intelligence® 4.2 Reporting training teaches attendees how to create new reports, format reports, apply reporting functions, and use conditional formatting within Web Intelligence.

**Prerequisites**

Attendees should have basic Windows skills**.**

**Materials**

All Web Intelligence Reporting training students receive comprehensive courseware.

**Software Needed on Each Student PC**

Class files and instructions for setting them up on your BusinessObjects server are provided. All attendees and the instructor will need access to the server during the training.

**Objectives**

* Work with the BI Launchpad
* Build queries
* Work with filters
* Use the New Copy/Paste functionality
* Utilize the speedmenu
* Format reports
* Apply a variety of reporting functions
* Apply calculations
* Use conditional formatting in reports

**Outline**

* Overview
  + Web Intelligence as a Tool
  + What Is Web Intelligence?
  + Web Intelligence/Desktop Reporting Differences
  + What Is a Universe?
  + Web Intelligence Users
  + Getting Started With Web Intelligence
  + What Are Objects?
  + Introduction to Blocks
  + Logging In
  + What is BI Launchpad
  + Viewing/Copying Folders
  + Copying Document and Hyperlinks
  + Customizing BI Workspaces
* Creating New Documents
  + What Is a Query?
  + Adding Objects
  + Adding Filters
  + Using Query View
  + Data Preview
  + Using Report View
  + Saving Documents To Favorites
  + Saving Documents To Local File Formats
* Formatting Reports
  + Adding, Duplicating, Deleting, Renaming Reports
  + Using New Copy/Paste Functionality
  + Inserting / Removing / Moving Columns
  + Adding New Columns and Rows
  + Sizing Rows and Columns
  + Fonts, Colors, Etc
  + Hiding Objects
  + Justification
  + Inserting Comments
* Functions
  + Ranking
  + Breaking
  + Outlining
  + Grouping
  + Sorting
  + Filtering
  + Calculations
* Conditional Formatting
  + What is Conditional Formatting
  + Creating Rules and Conditions
  + Applying Conditional Formatting  to Reports
  + Active Data Tracking
  + Creating and Using Reference Cells
  + Saving/Inserting Shared Elements
* Conclusion