

**Beginning and Intermediate Web Intelligence Reporting**

**Course Number:** BO-103  
**Duration:** 2 days

**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.

This Web Intelligence® Reporting training teaches attendees how to create new reports, format reports, apply reporting functions, and use conditional formatting, create different block structures, use Turn Into, create forms and cross table reports, use Input Controls, apply conditional formatting with cross tables, and more.

In addition to private courses for groups, we are pleased to offer an [open enrollment Beginning and Intermediate Web Intelligence Reporting course](file:////public-training-schedule#sap) for individuals.

**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
* Create a variety of report format types
* Create a variety of charts
* Create complex conditions with prompts
* Create complex crosstabs
* Apply formatting options
* Apply reporting functions
* Apply Input Controls and
* Apply conditional formatting to cross table blocks

**Outline**

* Introduction
* 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
* Reporting Options
  + Drag and Drop
  + Using Turn Into
  + Creating Cross tables
  + Creating Forms
  + Creating and Formatting Cross tables
  + Using Turn Into
  + Relative Positioning Blocks Creating Sectioned Reports
  + Section Formatting
* Creating Charts
  + Using Templates
  + Turn Into Charts
  + Using Assign Data
  + Using Properties Tab
  + Formatting Charts
  + Using New Chart styles
  + Color Formatting
  + Measure Values Orientation
  + Filtering On Dimensions
  + Changing Chart Variables
* Creating Complex Conditions
  + Using Prompts/Saving as Variants
  + Setting Default Values For Prompts
  + Creating Filters Based On Cascading LOV
  + Creating Multiple Filters
  + Using Ands/Ors
  + Using Brackets
* Crosstabs Basic Formatting
  + Reviewing Blocks styles
  + Creating Cross tables
  + Drag and Drop
  + Turn Into
  + Using Assign Data
  + Pivoting Via Headers
  + Pivoting Via Structure Mode
  + Displaying Row and Column Headers
  + Removing/Replacing Headers
  + Displaying Multiple Objects in Headers
  + Effect of Adding Objects to the Query
  + Inserting/Removing Objects in Body of Block
* Functions and Sectioned Reports
  + Advanced Breaking
  + Break and Formula
  + Break Properties
  + Advanced Ranking
  + Ranked Variable with Break
  + Rank Properties
  + Sorting/Custom Sorting
  + Filtering on Headings
  + Report Filters Panel
  + Using Input Controls
  + Utilizing Object functions
  + Outlining
  + Inserting Sections
  + Creating Summary Cells
  + Adding Summary Cells to Sections
  + Saving Report to Local file formats
* Conditional Formatting
  + What is Conditional Formatting
  + Creating Rules
  + Creating Conditions
  + Cell Format
  + Text Format
  + Variable Format
  + Applying Conditional Formatting to Cross table Body/Headers
  + Editing and Reformatting Conditional Formatting
  + Applying Different Types of Conditional Formats
* Conclusion