

**Intermediate Web Intelligence 4.2 Reporting**

**Course Number:** BO-102
**Duration:** 1 day

**Overview**

This Intermediate Web Intelligence® 4.2 Reporting training teaches attendees how to create different block structures, use Turn Into, create forms and cross table reports, use Input Controls, apply conditional formatting with cross tables, and more.

**Prerequisites**

All attendees should have taken Accelebrate's [Introduction to Web Intelligence Reporting](file:////training/web-intelligence-basic-reporting) course or have the equivalent knowledge.

**Materials**

All Web Intelligence 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**

* 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
* Apply conditional formatting to cross table blocks

**Outline**

* Introduction
* 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