

**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