

## Business Objects Introductory Course – 1 day

This course is intended for new users of Business Objects who have little or no previous experience of the software. The course aims to provide a good basic grounding in the use of Business Objects for presenting and analysing information, and for distributing that information to others within your organization.

At the end of the course you should feel confident about using the major reporting features of Business Objects.

Topics covered during the course will include:

### The BusinessObjects Environment

- ◆ Documents
- ◆ Reports
- ◆ Blocks
- ◆ Universes, Classes and Objects
- ◆ Data Providers
- ◆ The Training Course Universe – eFashion

### Starting Business Objects

#### The User Interface

- ◆ Toolbars and Menus
- ◆ Help
- ◆ The Report Manager
- ◆ The Status Bar

#### Opening and Retrieving Documents

- ◆ Opening, Saving and Closing Documents
- ◆ Retrieving Documents
- ◆ Sharing Documents

#### Modifying Reports/Analysing Data

- ◆ Editing Blocks to Manipulate Data
- ◆ Adding Blocks to an Existing Report
- ◆ Master/Detail Reports
- ◆ Adding New Reports to a Document

#### Creating and Editing Queries

- ◆ Using the Query Panel
- ◆ Editing a Query
- ◆ Building a Query
- ◆ Running a Query
- ◆ Saving Queries

## Restricting Data with Conditions

- ◆ Simple Conditions
- ◆ User Defined Single Value Conditions
- ◆ Pre-Defined Conditions

## Using Functions

- ◆ Filtering Data
- ◆ Sorting Data
- ◆ Ranking Data
- ◆ Using Alerters
- ◆ Inserting Calculations

## Presentation Styles

- ◆ Tables, Crosstabs and Charts
- ◆ Using/Applying Templates
- ◆ Formatting Blocks
- ◆ Formatting Pages
- ◆ Formatting Breaks
- ◆ Special Fields
- ◆ Using Headers and Footers
- ◆ Adding Logos and Pictures
- ◆ Creating Templates