

# SAP BO –Report Creation for 4.x

Software	Duration	Delivery Type	Book & Further Info
SAP Business Objects 4.x	<b>1 Day</b>	<ul style="list-style-type: none"> <li>Remote</li> </ul>	Sales enquiries@ioanalytics.co.uk

This 2-day course is designed to give you the skills needed to access, analyse and share information using SAP BusinessObjects Web Intelligence. You will learn how to create Web Intelligence documents for reporting and analytical purposes: to retrieve data by building queries using SAP BusinessObjects universes, to restrict data with query filters, to display and format data in tables and charts. You'll also learn how to organise, manage and distribute documents in the BI Launch Pad.

## Course Contents

- **Lesson 1:** Getting Started

Understanding SAP Business Objects

- **Lesson 2:** Working With The BI Launch Pad

Understanding the Launchpad, Getting around, Managing Folders, Viewing & Refreshing Data , Scheduling Documents

- **Lesson 3:** Building A Query To Create Web Intelligence Documents

Creating and Editing Queries, Using Multiple Queries

- **Lesson 4:** Restricting Data Returned By A Query

Using Equal To, In List, Between, >, <, Wildcards Prompts, Managing Prompts, Multiple Filters, Multiple Prompts

- **Lesson 5:** Displaying Information

Tables Styles– Vertical, Horizontal, Crosstab, Form, Chart Styles, Formatting the document and its elements

- **Lesson 6:** Enhancing The Presentation Of A Report

Sorting, Filtering, Ranking, Using Breaks, Using Sections, Multiple Blocks in Section

- **Lesson 7:** Formatting Documents

Formatting Headers, Reports, Sections, Tables and Cells. Page structure and Formatting options.

- **Lesson 8:** How To Create Formulas And Variables

Using the Formula Bar, Creating & Editing Variables, Using Functions

- **Lesson 9:** Drilling into Data

Setting up Scope Of Analysis, Drilling Down/Up/Across. Drilling into Charts.