




# Web Intelligence® Reporting V4.3



Course Duration

**2**

**Days**



This course is designed to give delegates the comprehensive skills needed to create professional Web Intelligence® 4.3 reports using ad-hoc queries to access business data, analyse the data, apply professional-looking report formatting and distribute the information to colleagues. The course takes delegates through to having an intermediate level of ability.

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## On completion, delegates will be able to:

- Use Web Intelligence® to create documents.
- Filter data returned from the data source including the use of wild-card characters and prompts.
- Create formulae and variables.
- Incorporate drill analysis to investigate data at different levels of detail.
- Display information in different ways using lists of data and charts.
- Enhance report presentation using a variety of functions.
- Combine data from multiple data sources including universes and spreadsheet data.
- Share documents with colleagues in a variety of ways.

### Who should attend?

This course is aimed at management information analysts who wish to build, present and distribute Web Intelligence® 4.3 documents.

### Course Duration

2 days

### Practical work

Practical sessions are used extensively throughout this course to reinforce the topics covered.

These allow delegates to have direct hands-on practice when creating Web Intelligence® 4.3 documents.

### Course Content

#### ■ Introduction to Web Intelligence 4.3

- Overview of Web Intelligence® 4.3 functionality.

#### ■ Sectioned Reports

- Creating sections to group data together.
- Using the Report Map and Fold/Unfold feature.

### Prerequisites

A working knowledge of Microsoft Windows.



### Related and follow-on courses

Advanced Web Intelligence® Reporting 4.3

### Course Content

See below



- **Creating Documents with Queries**
  - Creating new documents with queries.
  - Saving documents and exporting data.
- **Functions**
  - Applying functions to make documents look more professional – filters, sorts, ranking, grouping, footer calculations and breaks.
- **Report Blocks**
  - Using tables to list data and formatting them.
  - Using charts to display trends in data
- **Formatting**
  - Formatting documents to present data to best effect including formatting rules.
- **Drill Analysis**
  - Using drill analysis to investigate data at different levels of detail.
- **Variables and Formulae**
  - Creating variables, formulae and cell references to extract more meaning in a document.
- **Merging Data from Multiple Sources**
  - Merging data from different sources including data from spreadsheets.
- **Query Filters**
  - Applying filters to a query to restrict the data returned including predefined and quick filters.
  - Using prompts and wild-card characters.
- **Sharing Documents**
  - Creating shared elements for inclusion in other documents and sending reports to other users
- **Using the BI Launch Pad**
  - Accessing the BI Launch Pad portal to view, modify and schedule documents.

## Acuma Education

All Acuma courses are delivered by trainers who are highly experienced consultant practitioners. This rich project experience coupled with professional training skills helps delegates to focus on how the course contents can be put into practice in their workplace. Acuma delivers courses from dedicated training facilities in Manchester, Birmingham and London, but also deliver training offsite using suites of laptops, with the option to customise courses to use your own business data and tailored to your exact training needs. The most appropriate training format depends upon your training objectives, number of learners, timescales, budgets and delivery logistics. Whatever your needs, Acuma will find the approach most suited to them.

Acuma Education's seal of quality is demonstrated through consistent achievement of the prestigious "Gold Standard" from the Learning and Performance Institute.

Acuma is an information Management (M) Specialist. Acuma is part of the Saksoft group and provides solutions, which are unique, flexible and cost-effective service blending local high value consultancy and global high quality project delivery. Acuma delivers business improvement by drawing together strategy, Technology and methods of information Management into a single philosophy called the information value model (IVM).