

# Web Intelligence® Reporting V4

Course Duration

**2**

**Days**

This course is designed to give delegates the comprehensive skills needed to create professional Web Intelligence® reports using ad-hoc queries to access business data, analyse the data, apply boardroom-quality report formatting and distribute the information to colleagues.

The course takes delegates through to having an intermediate level of ability.

## On completion, delegates will be able to:

- Use Web Intelligence® to create documents.
- Filter data returned from the data source including prompts and using wild-card characters.
- 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® documents.

## Course Content

### Introduction to Web Intelligence

- Overview of Web Intelligence® functionality.

### Creating Documents with Queries

- Creating new documents with queries.
- Saving documents and exporting data.

### Query Filters

- Applying filters to a query to restrict the data returned including predefined and quick filters.
- Using prompts and wild-card characters.

### Tabular Report Styles

- Using tables to list data and formatting them.

## Prerequisites

A working knowledge of Microsoft Windows.

## 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® documents.

## Related and follow-on courses

Advanced Web Intelligence® Reporting V4

### Grouping Data

- Grouping data together using breaks and sections and the difference between them.

### Formulae and Variables

- Creating formulae and variables and apply them to your report to extract more meaning.

### Merging Data from Multiple Sources

- Merging data from different sources including data from spreadsheets.

### Drill Analysis

- Using drill analysis to investigate data at different levels of detail.

## Chart Report Styles

- Using charts to display trends in data and formatting them to present data to best effect.

## Applying Functions

- Applying functions to make documents look more professional - sorts, filters, calculations, ranking and conditional formatting.



## Using the BI Launch Pad and Sharing Documents

- Saving documents as MS Excel and PDF files.
- Accessing the BI Launch Pad to view, modify, send and schedule documents.

## Customer Feedback

‘It is the best training course I have ever attended.’

‘The course was excellent – the lecturer displayed a thorough understanding of the subject matter, explained things very well and presented the course professionally.’

## 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.



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