Web Intelligence Reporting R3

Web Intelligence provides powerful integrated query, reporting and analysis functionality for relational and other data sources, enabling you to access your business data, analyse it, deploy the relevant information held and hence exploit it – creating knowledge for competitive advantage. This practical course enables you to learn how to create Web Intelligence reports using ad hoc queries, analyse the data, apply boardroom-quality report formatting, and distribute the information.

On completion, delegates will be able to:

- Use Web Intelligence to create documents
- Filter data
- Display information in different ways
- Enhance report presentation
- Create formulae and variables
- Analyse data at different levels of detail
- Combine data from multiple universes
- Share documents
- Track Data changes
- Read spreadsheet data

Who should attend?

This course is aimed at an audience of end users who wish to build, present or distribute Web Intelligence reports.

Prerequisites

A working knowledge of Microsoft Windows.

Course Duration

2 days

Course Contents

- **Introduction to WebIntelligence**
  An overview of the environment.
- **Viewing Documents**
  Logging in to Web Intelligence and logging out, viewing existing documents in InfoView, how to get help, search for documents, configuring the InfoView environment.
- **Creating Documents**
  Creating new documents with queries, how to edit and run queries, how to save and print documents, create and assign categories to personal documents, configure list options, change your password.

- **Restricting Data**
  How to apply and group filters to restrict the amount of data returned from the database by a query Introduction to a relational database and its key components.
- **Displaying Information**
  How to use tables and charts in Web Intelligence to display the information in different ways, and how to use formatting to present data to best effect.
- **Enhancing Reports**
  How to use built-in functions to add value to your displayed data, including sorts, filters, calculations, ranking and alerters; how to sub-group data using breaks and sections.
- **Functions**
  How to create formulae and variables and apply them to your report.
- **Analysing Data**
  How to analyse data in your reports from different levels of detail and zoom in on important trends in your business.
- **Multiple Universes**
  How to synchronise data from multiple universes to produce tables of combined data; learn the rules for synchronisation.
- **Tracking Data Changes**
  How to highlight changes in data from one refresh to the next; how to set the reference data for comparison.
- **Personal Data Files**
  How to use Web Intelligence to extract and analyse data from personal data sources like Excel and text files.
- **Sharing Documents**
  How to distribute Web Intelligence documents.
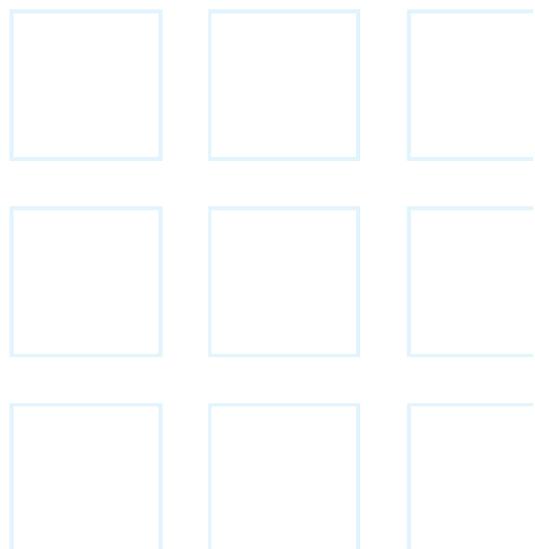
Related and follow-on courses

Advanced Web Intelligence Reporting R3

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Acuma Education

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