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## COGNOS 8 BI AD HOC QUERYING

**Cognos 8 BI Ad Hoc Querying** is a one-day, instructor-led course designed for business authors who want to learn how to create, modify and organize ad hoc reports. The course covers how to use different report capabilities and the appropriate use of each, how to graphically display the data, and how to create reports with the same look and feel through the use of templates. The course also covers basic administrative tasks, such as scheduling reports and delivering reports in different formats (HTML, PDF, Excel, etc.).

### Overview of Cognos 8 BI

- Review Corporate Performance Management
- Introduce Cognos 8 BI
- Examine the different studios in Cognos 8 BI
- Identify the different data sources within the studios
- Highlight key capabilities of Cognos 8 BI

### Introduction to Cognos Connection

- Identify the advantages of using Cognos Connection
- Schedule and manage reports
- Organize content
- Include dynamic Web pages

### Introduction to Query Studio

- List the packages available for reporting
- Examine report types
- Add and save data to ad hoc reports
- View data by using charts

### Create Reports in Query Studio

- Create list, grouped list, and crosstab reports
- List the charts available and their appropriate use
- Calculate and sort report data
- Define a custom group to create your own report item

### Enhance Reports in Query Studio

- Highlight report items using conditional styles
- Focus the scope of a report using filters
- Format report objects
- Apply a report template

### End-To-End Workshop (optional)

- Participants provide answers to business questions by creating ad hoc reports, customizing the reports and scheduling the reports as necessary.

## **INTENDED AUDIENCE**

This course is intended for business and professional authors who want to create, modify, and organize ad hoc reports.

## **PREREQUISITES**

Knowledge of your business requirements  
Experience using the Windows operating system  
Experience using a Web browser

## **LET US HELP YOU**

We believe an effective training program reduces the time it takes for users to learn and adopt new technology and will lead to greater satisfaction overall. Whether you choose to attend public training, deliver your own training, or require customized training that reflects your business, let Cognos Training Services assist you in developing comprehensive and economical training plans to meet these needs. To learn more or find a Training Services contact near you, visit <http://support.cognos.com/training/>.



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