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COGNOS 8 BUSINESS INTELLIGENCE REPORT AUTHORING – PART 1

Cognos 8 Intelligence Report Authoring – Part 1 is a two-day, instructor-led course that covers an introduction to Cognos Connection, report management through Cognos Connection, basic and Intermediate report building techniques, and ways of enhancing, customizing, and managing professional reports in Report Studio. Attendees will learn the report building process and participate in hands-on demos and workshops that illustrate key concepts while learning how to use the product.

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

Introduction to the Reporting Application

- Examine Report Studio and its interface
- Explore different report types

Create List and Crosstab Reports

- Format, group, and sort list reports
- Format and sort crosstab reports
- Create a report with repeated data
- Create complex crosstabs using drag and drop functionality
- Create discontinuous crosstabs by adding unrelated items to crosstab edges
- Determine how drop zones work in crosstab reports
- Work with dimensional data in a report

Present Data Graphically

- Create various chart layouts
- Present data using new chart type options
- Add context to charts
- Create and reuse custom chart palettes
- Present data spatially using map reports
- Present key company data in a single dashboard report

Focus Reports Using Filters

- Create filters to narrow the focus of reports
- Determine when to apply filters on aggregate data
- Create a drill-through connection to link reports with related information
- Examine source filters

Focus Reports Using Prompts

- Use parameters and prompts to focus data
- Identify various prompt types
- Customize prompts to facilitate users' choices
- Search for prompt items
- Navigate between report and prompt pages

Extend Reports Using Calculations

- Derive additional information from the data source
- Add run-time information to the reports
- Add calculations to create customized query items

Design Effective Reports

- Enhance report design
- Add report objects to enhance design
- Examine visual aids
- Format data and report objects
- Add a background image to a report
- Add row numbers to a report

Use Additional Report Building Techniques

- Break a report into sections
- Convert a list to a crosstab
- Reuse objects within the same report
- Change contents of a referenced object
- Share layout components among separate reports
- Apply Report Studio formatting to Query Studio queries

Customize Reports with Conditional Formatting

- Create multi-lingual reports
- Highlight exceptional data
- Show and hide data
- Conditionally render objects in reports

Enhance Report Layout

- View page structures
- Add pages to a report
- Force page breaks in reports
- Modify existing report structures
- Add bookmarks to quickly navigate through your data

Set-up Drill-through Access (Optional)

- Let users navigate to related data from reports, queries, and analyses created using a specific package
- Limit the items from which users can navigate when using a package drill-through definition
- Pass parameter values to filter the data in drill-through targets
- Specify permissions for drill-through definitions
- Let users navigate to related data in various studios from a specific Report Studio report
- Let users navigate through multiple reports
- Let users navigate to specific locations in reports using bookmarks

INTENDED AUDIENCE

This course is intended for professional authors.

PREREQUISITES

Knowledge of your business requirements, experience using Windows, and experience using a Web browser.

LET US HELP YOU

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