

**Introduction to Web Intelligence 4.2 Reporting**

**Course Number:** BO-100
**Duration:** 1 day

**Overview**

Web Intelligence®, part of [SAP® BusinessObjectsTM ,](https://www.sap.com/products/bi-platform.html) allows users to quickly and easily create reports and analyze the data without having to write any code.

Accelebrate's Introduction to Web Intelligence® 4.2 Reporting training teaches attendees how to create new reports, format reports, apply reporting functions, and use conditional formatting within Web Intelligence.

**Prerequisites**

Attendees should have basic Windows skills**.**

**Materials**

All Web Intelligence Reporting training students receive comprehensive courseware.

**Software Needed on Each Student PC**

Class files and instructions for setting them up on your BusinessObjects server are provided. All attendees and the instructor will need access to the server during the training.

**Objectives**

* Work with the BI Launchpad
* Build queries
* Work with filters
* Use the New Copy/Paste functionality
* Utilize the speedmenu
* Format reports
* Apply a variety of reporting functions
* Apply calculations
* Use conditional formatting in reports

**Outline**

* Overview
	+ Web Intelligence as a Tool
	+ What Is Web Intelligence?
	+ Web Intelligence/Desktop Reporting Differences
	+ What Is a Universe?
	+ Web Intelligence Users
	+ Getting Started With Web Intelligence
	+ What Are Objects?
	+ Introduction to Blocks
	+ Logging In
	+ What is BI Launchpad
	+ Viewing/Copying Folders
	+ Copying Document and Hyperlinks
	+ Customizing BI Workspaces
* Creating New Documents
	+ What Is a Query?
	+ Adding Objects
	+ Adding Filters
	+ Using Query View
	+ Data Preview
	+ Using Report View
	+ Saving Documents To Favorites
	+ Saving Documents To Local File Formats
* Formatting Reports
	+ Adding, Duplicating, Deleting, Renaming Reports
	+ Using New Copy/Paste Functionality
	+ Inserting / Removing / Moving Columns
	+ Adding New Columns and Rows
	+ Sizing Rows and Columns
	+ Fonts, Colors, Etc
	+ Hiding Objects
	+ Justification
	+ Inserting Comments
* Functions
	+ Ranking
	+ Breaking
	+ Outlining
	+ Grouping
	+ Sorting
	+ Filtering
	+ Calculations
* Conditional Formatting
	+ What is Conditional Formatting
	+ Creating Rules and Conditions
	+ Applying Conditional Formatting  to Reports
	+ Active Data Tracking
	+ Creating and Using Reference Cells
	+ Saving/Inserting Shared Elements
* Conclusion