

Cognos 8 BI Report Studio: Authoring Professional Reports (Fundamentals) (version 8.3)

Connecting you to your Cognos Software

Cognos 8 BI Report Studio: Authoring Professional Reports (Fundamentals) is a three-day, instructor-led course. It is designed for professional report authors to learn report building techniques using relational data models, and ways of enhancing, customizing, and managing professional reports. Attendees will participate in hands-on demos and workshops that illustrate key concepts while learning how to use the product.

Topics Covered

- Create and format reports using different report types, grouping, headers, footers, and formatting options
- Focus reports by filtering data and using prompts
- Add value to your reports using calculations and additional report building techniques
- Enhance reports with advanced formatting and highlight exceptional data
- Author reports through Query Models
- View related information in different reports
- Examine Cognos Connection, personalize your portal, and manage the reporting environment
- Set up drill-through access to reports and packages

Intended Audience

- Professional Report Authors

Prerequisites

- Knowledge of your business requirements
- Experience using the Windows operating system and 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, take self-paced training, or require customized training that reflects your business, let Cognos Education 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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1: Overview of Cognos 8 BI

- discuss Cognos 8 and Performance Management
- describe Cognos 8 BI components
- define Cognos 8 BI groups and roles
- explain how to extend Cognos 8 BI

2: Introduction to the Reporting Application

- discuss different modes of reporting
- examine Report Studio and its interface
- explore different report types
- create a simple, sorted, and formatted report
- explore how data items are added to queries

3: Create List Reports

- group, format, and sort list reports
- describe options for aggregating data
- create a multi-fact query
- create a report with repeated data

4: Focus Reports Using Filters

- create filters to narrow the focus of reports
 - examine detail and summary filters
- determine when to apply filters on aggregate data

5: Create Crosstab Reports

- format and sort crosstab reports
- create complex crosstabs using drag and drop functionality
- create crosstabs using unrelated data items

6: Present Data Graphically

- create charts containing peer and nested columns
- present data using new chart type options
- add context to charts
- create and reuse custom chart palettes
- present key data in a single dashboard report

7: Focus Reports Using Prompts

- identify various prompt types
- use parameters and prompts to focus data
- search for prompt types
- customize prompts to facilitate users' choices
- display users' prompt selections in the report
- navigate between pages

8: Extend Reports Using Calculations

- create calculations based on data in the data source
- add run-time information to the reports
- create expressions using functions

9: Design Effective Reports

- enhance report design with report objects
- format data and report objects
- choose options to handle reports with no available data

10: Create Query Models

- build query models and then connect them to the report layout
- add filters and prompts to a report using the query model
- edit an SQL statement to author custom queries

11: Design Effective Reports Using Single Data Values

- use single data items to focus on report information
- use single data items to summarize report information

12: Use Additional Report Building Techniques

- reuse objects within the same report
- convert a list to a crosstab
- share layout components among separate reports
- discuss report templates
- add pages to a report

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13: Present Data Using Maps

- present data using map reports
- navigate to another level within a map

14: Customize Reports with Conditional Formatting

- create multi-lingual reports
- highlight exceptional data
- show and hide data
- conditionally render objects in reports

15: Drill-Through from One Report to Another

- let users navigate from a specific report to a target report
- pass parameter values to filter the data in drill-through targets
- discuss drill-through on a package

16: Enhance Report Layout

- force page breaks in reports
- modify existing report structures
- apply horizontal formatting
- specify print options for PDF reports
- combine data containers displaying data from different queries

17: Manage Content in Cognos Connection

- discuss Cognos 8 roles and groups
- examine Cognos Connection personal preferences
- schedule and manage reports
- organize content
- set alerts and watch rules
- design a portal page
- set permissions