

# KNOWLEDGE ACCELERATOR XI 3.0: WEB INTELLIGENCE

Spark Your Success with Knowledge Accelerator

## KNOWLEDGE ACCELERATOR

### Product Description

This Knowledge Accelerator is designed to give you the comprehensive skills and in-depth knowledge needed to access, analyze, and share corporate data using BusinessObjects™ InfoView™ and Web Intelligence™.

You will learn how to organize, manage, and distribute documents using InfoView. You will also learn how to create Web Intelligence documents for your reporting needs, to retrieve data by building queries using BusinessObjects universes, and to use Web Intelligence to enhance documents for easier analysis.

### Benefits

The business benefit of this Knowledge Accelerator is that you will be able to efficiently and effectively manage personal and corporate documents to access the information you need, when you need it. You will be able to design your own reports using Web Intelligence and share your analysis with other users.

### Product Audience

The target audience is business users who need to access and analyze corporate information using InfoView and Web Intelligence.

### Product Topics

#### Lesson#1 - Introduction

- Navigating Knowledge Accelerator

#### Lesson#2 - Getting Started with InfoView

- InfoView features
- Logging on
- Navigating through InfoView

#### Lesson#3 - Organizing Documents

- Accessing documents
- Creating and modifying folders
- Copying and moving folders
- Copying and moving documents
- Creating and modifying categories
- Assigning documents to categories
- Creating shortcuts to documents
- Searching for documents
- Filtering documents in a list
- Deleting documents, folders, and categories

#### Lesson#4 - Working with Documents

- Viewing documents
- Viewing document history
- Subscribing to Publications
- Scheduling documents
- Using discussions
- Sharing documents with others
- Exporting and saving documents
- Refreshing a document

### **Lesson#5 - Creating and Adding Additional Components**

- Accessing other applications
- Creating a dashboard with My InfoView
- Creating hyperlinks
- Adding documents from a local drive

### **Lesson#7 - Setting InfoView Preferences**

- Changing your password
- Setting general preference

### **Lesson#9 – Introducing Web Intelligence Interactive Viewing**

- Introducing Interactive Viewing
- Selecting a view format for Web Intelligence Documents
- Displaying Interactive Viewing menus and toolbars

### **Lesson#11 - Calculating Data with Interactive Viewing**

- Understanding how data is calculated in Web Intelligence
- Creating formulas using the Formula Editor
- Creating a formula to calculate sales tax
- Calculating data based on values in a cell
- Comparing total values by overriding a filter

Creating a formula from a prompt response

### **Lesson #13 – Introducing Web Intelligence Rich Client**

- Web Intelligence Rich Client Features
- Working with Web Intelligence Rich Client
- Selecting a Web Intelligence report panel

### **Lesson#6 - Using Encyclopedia**

- Accessing Encyclopedia
- Maintaining Overview information
- Maintaining Business Questions
- Maintaining Glossary Terms
- Maintaining Guided Analysis

### **Lesson#8 – Additional Topics**

- Scheduling documents
- Setting document preference

### **Lesson#10 - Modifying Web Intelligence Documents in Interactive Viewing**

- Adding data in a table
- Presenting data in tables and charts
- Organizing data with breaks and sorts
- Restricting data with report filters
- Highlighting results with alerters
- Adding footers to a document
- Formatting report elements

### **Lesson #12 - Drilling on Data in Interactive Viewing**

- Analyzing in the data cube in Interactive Viewing
- Setting drill options
- Using the query drill mode
- Drilling in InfoView
- Drilling on dimensions
- Taking a snapshot as you drill
- Drilling on charts

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### **Lesson #14 – Creating Web Intelligence Rich Client Documents**

- Creating a new document in Web Intelligence Rich Client
- Importing and Exporting documents
- Editing a document's query
- Working with query properties
- Saving a document

## Lesson #15– Restricting Data Returned by a Query

- Modifying a query with a predefined query filter
- Applying a single value query filter
- Using prompts to filter data
- Applying complex query filters
- Prioritizing operators

## Lesson #17– Enhancing Presentation in Reports

- Organizing data
- Restricting data with report filters in Web Intelligence Rich Client
- Ranking data to see top or bottom values
- Highlighting results with alerters in Web Intelligence Rich Client
- Organizing a report into sections in Web Intelligence Rich Client
- Deleting a section

## Lesson #19– Creating Custom Calculations and Variables

- Formulas and variables in Web Intelligence
- Creating a formula from a prompt
- Saving the formula as a variable
- Creating a new variable in a report
- Creating a variable from document functions
- Using formulas to create advanced alerters

## Lesson #21 – Analyzing Data in Drill Mode

- Analyzing in the data cube
- Building a drillable document
- Drilling down in a hierarchy
- Taking a snapshot as you drill

Drilling in charts

## For More Information

Visit [http://www.businessobjects.com/services/training/knowledge\\_accelerator.asp](http://www.businessobjects.com/services/training/knowledge_accelerator.asp) or contact your local Business Objects Education Business Development Manager.  
[businessobjects.com](http://businessobjects.com)

[insight.businessobjects.com](http://insight.businessobjects.com)

## Lesson #16 –Designing Reports

- Identifying Web Intelligence report components
- Presenting data in tables
- Presenting data in crosstabs
- Changing the table format
- Adding data to a table
- Duplicating a table
- Presenting data in charts
- Converting tables into charts
- Presenting data in free-standing cells

## Lesson #18 – Formatting information

- Working with the Properties tab
- Modifying default report properties
- Modifying default table properties
- Modifying default cell properties
- Modifying default section properties
- Modifying default chart properties
- Adding headers and footers to a document

## Lesson #20– Synchronizing Data from Multiple Data Providers

- Synchronizing data from multiple queries
- Adding a new query using a personal data provider
- Projecting data from a single query
- Projecting data from different queries
- Synchronizing data from a local data source
- Synchronizing data with merged dimensions

## Lesson#22 – Advanced Report Design

- Understanding combined queries
- Creating combined queries
- Using sub-queries
- Modifying the calculation behavior
- Grouping data
- Displaying document information in a report