

□

IBM Cognos Query Studio: Build Ad Hoc Reports (V10.1/10.2)  
Information

**Length:** 1.0 Day  
**\_\_Ref:** B5150G-X  
**Delivery method:** Classroom  
**Price:** EUR

Overview

IBM Cognos Query Studio: Build Ad Hoc Reports (V10.1/10.2) is a one-day, instructor-led course designed for business authors who want to learn how to create, modify and organize ad hoc reports. This course covers how to use different report capabilities, how to graphically display data, and how to create reports with a consistent 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 (e.g. HTML, PDF, Excel).

**Please Note:** Screen captures and labs in this course are taken from the V10.1 of the product. However, the concepts, procedures, and tasks are all applicable to a V10.2 environment and are suitable for V10.2 user education.

Public

This course is intended for business authors.

Prerequisites

You should have:

- Knowledge of your business requirements
- Experience using basic Windows **and** Web functionality
- Experience using a Web browser

Objective

Please refer to the Course Overview for description information.

Topics

Overview of IBM Cognos BI

- Discuss IBM Cognos and Performance Management
- Describe IBM Cognos BI components

- Describe IBM Cognos architecture at a high level
- Define IBM Cognos BI groups and roles

## **Introduction to Query Studio**

- List the packages available for reporting
- Understand 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
- Use shared dimensions to create multi-fact queries

## **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**

- Create a grouped list report
- Filter data based on revenue and order year
- Add a prompt to view sales of selected sales representatives
- Format the report
- Create a crosstab report
- Add a chart to the crosstab report
- Generate report outputs

## **Manage Content in IBM Cognos Connection**

- Schedule and manage reports
- View lineage information
- Add comments to saved output
- Personalize and organize content
- Set alerts and watch rules
- Design a portal page and dashboard

- Set permissions using IBM Cognos BI groups and roles