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IBM Cognos Workspace Advanced: Author Self-Service Reports (V10.2)  
Information

**Length:** 2.0 Days  
**Ref:** B5281G-X  
**Delivery method:** Classroom  
**Price:** EUR

Overview

IBM Cognos Workspace Advanced: Author Self-Service Reports (V10.2) is a two-day course. This course will develop the skills the participants will need to use IBM Cognos Workspace Advanced to create effective reports with relational and dimensional data. Through interactive demos and workshops, this course will present topics related to creating reports with IBM Cognos Workspace Advanced for the business author.

Public

This intermediate course is intended for Business Authors.

Prerequisites

This offering is intended for Business Authors who have a knowledge of basic Windows and Web functionality, as well as their business requirements. Also, students should have taken the IBM Cognos BI for Consumers (V10.1) WBT **or** have knowledge of IBM Cognos Connection,**and** have experience with Microsoft Excel **or** Microsoft Access.

Objective

Please refer to course overview.

Topics

Overview of IBM Cognos BI

- describe IBM Cognos BI and FPM
- describe IBM Cognos BI components
- describe IBM Cognos architecture at a high level
- define IBM Cognos groups and roles
- explain how to extend IBM Cognos BI

Examine IBM Cognos Workspace Advanced

- identify the user interface components of IBM Cognos Workspace Advanced
- launch IBM Cognos Workspace Advanced through different methods
- determine browser options

## **Create a Report using Relational Data**

- explain Relational Data
- explain object types
- define report layouts
- add data query items
- Use calculations

## **Create a Report using Dimensional Data**

- explain Dimensional Data
- explore drill down and drill up with hierarchies
- identify sets
- define Financial reports

## **Group and Sort Your Data**

- define sorting (relational and dimensional)
- explain aggregated data
- explore grouping data
- explore dividing data into sections

## **Filter Your Data**

- understand suppression options
- explore filtering data (relational and dimensional)
- explore filtering aggregated data

## **Highlight Report Data**

- explain query item properties
- use formatting to improve the visual effectiveness of reports
- use conditional styles to highlight query items on a report

## **Integrate External Data**

- examine the use of external data in reports
- map query subject from an enterprise report to external data

## **Analyze Data Using Charts and Graphs**

- review multiple data analysis processes
- implement a report for each process

### **Extend IBM Cognos Workspace Advanced Reports with Report Studio**

- identify IBM Cognos Workspace Advanced reports that can benefit from Report Studio capabilities
- create a report in Report Studio and open it in IBM Cognos Workspace Advanced
- create a report in IBM Cognos Workspace Advanced and extend it in Report Studio

### **Report Development Processes to Design Effective Reports**

- discuss phases of report development for business authors
- discuss elements of effective reports

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