

# BUSINESS OBJECTS FUNDAMENTALS



## Introduction to Business Objects

- ▶ What is Business Objects?
- ▶ The Semantic Layer/The Querying Process
- ▶ Universes, Classes & Objects
- ▶ Reports/Presentations Blocks

## Logging into Business Objects

- ▶ Opening an Existing Business Objects Report
- ▶ Overview of the Business Objects Screen
- ▶ Navigating & Toolbars

## Creating Queries

- ▶ Creating a New Report using the Wizard
- ▶ Creating a Query
- ▶ Overview of the Query Panel
- ▶ Constructing & Running a Query
- ▶ Editing the Query
- ▶ Viewing Results Before Running the Query
- ▶ Saving your Report

## Formatting

- ▶ Using the Formatting Menu/Toolbar
- ▶ Adding Report Titles
- ▶ Formatting your Table
- ▶ Sorting & Filtering your Data
- ▶ Inserting Pictures

## Query Conditions

- ▶ What is a Condition?
- ▶ Building your Own Condition
- ▶ Using Simple Operators
- ▶ Logical Operators
- ▶ "Matches Pattern" & Wild Cards
- ▶ Setting up a Prompt

## Working with Cross Tabs

- ▶ Creating a New Cross Tab

## Advanced Formatting

- ▶ Using the Calculator
- ▶ Calculations & Cross Tabs
- ▶ Adding Alerters
- ▶ Adding Breaks in your Data
- ▶ Page Layout

## Working with Charts

- ▶ Creating a New Chart
- ▶ Changing Existing Tables & Cross Tabs into Charts
- ▶ Formatting your chart

## Document Centricity

- ▶ Multiple Queries from One Block
- ▶ Multiple Queries from One Universe
- ▶ Queries using Multiple Universes
- ▶ Queries from Different Data Sources

**Course Duration: 1 Day**

**Price Per Course: £1,245**  
(On-Site at Customer Premises)

### Suitable For:

Those wishing to learn how to build queries and create and format reports within Business Objects

### Learning Outcomes:

By the end of the course delegates will possess the skills required to create, edit and maintain queries and charts with varying complexities.

### Prerequisite Skills:

Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close. Familiarity of either Microsoft Excel or Microsoft Access is useful, but not essential.