

# Business Objects Web Intelligence 4.X Training (BOW310-320)

Type: E-Learning (90% video 10% handouts) | Prerequisites: None | Duration: 6 Hours

## Course Description

Participants will gain Business Objects knowledge with a deep focus on Web Intelligence report design and implementation. Upon completion, the student will be able to successfully design and deliver end-to-end Web Intelligence reports.

Our BOW310-320 offering is a step-by-step course that will walk you through designing highly informative and interactive reports in Business Objects Web Intelligence. Watch just a few of our training videos and you will immediately understand how Webi report creation works. Each section of our video training comes with practical examples, exercises, and business cases that will challenge you to learn in a fun and engaging manner.

This training is designed for beginner to intermediate level users. If you have a technical or analytical background, and work with data, this course will allow you to fully understand how to design, build out, and run reports using Web Intelligence. No matter the skill level, all attendees will complete the course with a wealth of new skills.

In just 6 hours, attendees will be able to design and implement reports within Web Intelligence! We recommend first taking the SAP BW Enterprise Data Warehousing Course (BW310) and SAP BW BEx Query Design and Analysis (BW305), however, it's not a prerequisite.

## Learning Objectives:

At the end of this class, the student will be able to:

- Understand the Business Objects toolset
  - Pros and Cons of each tool
  - Key Features
  - Use cases of each tool
- Be able to speak to Business Objects terminology
- Be able to create and run Webi Reports
- Locate and open data sources
- Learn how to filter within a Webi report
- Understand the Document Structure
- Describe and implement Scope of Analysis
- Easily see trends in your data
- Tracking data changes over time
- Know when to use Combined Queries and Sub-Queries
- Use Breaks and Cross tables
- Understand how to drill down (and up) on data
- Understand the purpose of:
  - Microcubes
  - Universes
  - Rich Client
  - InfoViews
- Know the difference between read and design mode in Webi
- Schedule and Export reports
- Create calculations:
  - Functions
  - Logical Statements (IF Statements)
  - Manipulating string content
- Enable Report View
- Easily Navigate the Report Panel
- Understand how to change report preferences
- Be comfortable with the various panel layouts
- Know how to use:
  - Document summary feature
  - Navigation Map
- Use Input Controls
- Leverage User Prompt Inputs
- Design using the Available Objects Pane
- Quickly change reporting perspective (Turn To)

Participants will gain SAP BW BEx Analyzer and Query Designer knowledge necessary to successfully design, implement, and administrate reports within SAP BW. We encourage you to also enroll in the SAP BW Enterprise Data Warehousing Course (BW310) course, which teaches back end BI/BW data modeling and design.

## Hands-on Learning:

This course will include extensive hands-on activities to re-enforce the skills and knowledge attained

## Course Topics:

### Introduction and Overview

- BOBJ tool information and comparison
- Report Scheduling
- Next Level Data Trend Analysis
- Webi Features
- Key Terminology
- Query Panel
- Query Manager
- Result Objects
- Query Filters
- Breaks and Sorts
- Combined Queries
- Prompts and Operators
- Report Preferences
- Report Panel Layout
- Report Manager tabs
- Creating a New Report
- Enabling the Report View
- Modifying Report Perspective
- Scope of Analysis
- Drilling Down
- Design and Read Toolbar
- Launching Web Intelligence

### Video Exercises

- Reading and Filtering on Data
- Prompting End Users for Input
- Using More Than One Filter to Restrict Data
- Displaying Your Data Differently
- Using Breaks and Cross Tables
- Making Reports More Presentable
- Tracking Data Changes
- Displaying Your Data in an Easy to Read Format

- Formatting Your Reports
- Capturing Prompt Information
- Variable Calculations
- Creating Combined Queries
- Creating Sub-Queries
- Calculations for Easy Financial Reporting
- Functions – Character and Data Strings
- IF Statements
- Scope of Analysis
- Ranking and Sorting Your Data

### Useful Functions to Easily Clean Up Report Output

- String Concatenation
- Using the Right Function
- Using the Replace Function
- The Sub String Function
- Using the IF Function to Modify Calculation Behavior
- Grouping Data with IF Statements and Breaks

### Certification Prep Material

- Includes Course Manuals (BOW310, BOW320)

### Exam

- Test your Webi knowledge

### Bonus: Video Tutorial - Download and Install BO 4.1 Trial Software

- Part 1 – AWS or Virtual Machine Setup
- Part 2 – Installing and Configuring BO Trial