

## SAP BusinessObjects v6, user



RC-31 2 Days (14 Hours)

### Description

This course will allow you to understand the concepts of SAP BusinessObjects® v6, to create simple and complex queries, to format reports and to analyze the data they contain.

### Who is this training for ?

#### For whom

End users, report writers, people involved in running the business with SAP BusinessObjects®.

#### Prerequisites

Aucune

### Training objectives

- Manipulate metrics and dimensions to extract data
- Define data selection criteria in the report and at report execution Create breaks and calculations at different levels of grouping data in a report Filter, present and highlight relevant data Navigate data with drill-down Represent data graphically

### Training program

#### Introduction à SAP BusinessObjects®

- The SAP BusinessObjects® offer.
- The tasks incumbent on the user within the company.
- Presentation of the user module.
- Practical work Getting to know the tool.
- Description of the query editor interface.

#### Les concepts de SAP BusinessObjects®

- Definition and presentation of the elements available to the user (universe, classes, objects).
- The different types of objects (dimensions, information, indicators).
- Definition of queries, reports, blocks (tables, graphs).

### La création de rapports

- The startup wizard.
- Presentation of the choice of data source (universe, external sources).
- Creation of simple queries.
- Manipulations (adding and deleting objects).
- Creation of queries with a condition.
- Definition of operators and operands (entry and choice of conditional values, creation of 'prompts.
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- Creating queries with nested conditions (using AND and OR).
- Using the rotation window (breaks , master/detail sections.
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- Practical work Creation of queries with simple and multiple conditions.
- Arrangement of results data ( rotation).

### Mise en forme des rapports

- Using sorts.
- Implementation of calculations on numeric and alphanumeric data.
- Definition, use and creation of variables.
- Definition and implementation of alerts.
- Data filtering, sorting and rankings.
- Models.
- Graphs.
- Practical work Implementation of different formats on a report.
- Creation and use of models.
- Creation of crosstabs and graphs from a report.

### L'analyse multidimensionnelle

- Rotation of axes.
- Exploration of hierarchies (Explorer Module).
- Practical work Multidimensional analysis on a report.

### Information sur le partage des documents

- Messaging in SAP BusinessObjects®.