

INTRODUCTION

TOPICS: Introduction To Island Resorts market, universe, Overview Of Business Objects Tools

THE BI LAUNCHPAD

TOPICS: setting Preferences, Managing The BI Launch Pad, customizing The BI Launch Pad

CREATING YOUR FIRST REPORT

TOPICS: Accessing The Island Resort Marketing Universe, RA.. Objects, Data Area, Accessing The Data Provider And Your universe, Data Preview Area, creating Your First Report, Query Filters Area, Arranging Objects On The Page

it: SELECTING AND FILTERING DATA

TOPICS: Creating A Simple Query Filter, Precedence:

And/Or Conditions, Query Filters, matches Pattern, creating User Prompts, Creating Complex Query Filters, Report Filters

EVALUATING DATA TOPICS:

Sum Calculations, Grouping, Ranking, Break.

FORMATTING YOUR REPORT

TOPICS: Special Fields, Formatting Cells, Working With Report Tabs, Conditional Formatting setting Alerts

WORKING WITH DATA

TOPICS: Saving The Report In Pdf Format saving The Report In Different Format., saving The Report In CSV Format, Printing Your Report saving The Report In Excel Format

CHARTING

TOPICS: Creating Char., Formatting charls

ANALYANG DATA

TOPICS: multi-Dimensfonal Cross Tables, Drill Through Analysis

ADVANCED FUNCTIONS AND VARIABLES

TOPICS: creahng Variables Using If 7, Functions, Using Formulas, Aggregate Functions /Nd Running calculahons, Working W. Functions, Date Functions And Day Name, Report vanable And Average Revenue, Character Functions And Concatenation

ADVANCED QUERIES AND VIEWING YOUR REPORTS

TOPICS: Creating Multiple Queries, Using subQueries, Merging Quenes, Sharing Reports, Report Scheduling