

**SAP® BusinessObjects™  
KNOWLEDGE ACCELERATOR**

FOR SAP BusinessObjects  
DESKTOP INTELLIGENCE™



# SPARK YOUR SUCCESS WITH SAP® BusinessObjects™ KNOWLEDGE ACCELERATOR

LEARN TO CREATE EFFECTIVE REPORTS TO IMPROVE  
DECISION MAKING

## Product Description

This SAP® BusinessObjects™ Knowledge Accelerator software is designed to give you the comprehensive skills and knowledge needed to present and analyze information, distribute documents and reports, and use the major reporting features of the SAP BusinessObjects Desktop Intelligence™ software.

## Benefits

This course will improve your ability to present corporate data clearly and efficiently for analysis, thereby supporting more-informed and effective business decisions.

## Product Audience

The target audience is report designers and business users who need to generate effective reports using SAP BusinessObjects Desktop Intelligence.

## Product Topics

### Getting Started with SAP BusinessObjects Desktop Intelligence

- What's new in SAP BusinessObjects Desktop Intelligence
- Logging on
- Modifying start-up options
- Accessing help
- Managing documents

### Restricting Data Returned by a Query

- Applying query conditions
- Applying wildcards in conditions
- Using condition objects
- Using logical operators for multiple conditions

### Enhancing the Presentation of a Report

- Applying sorts to data
- Applying filters to data
- Applying calculations to data
- Applying breaks to data
- Ranking data

### Creating Documents with Queries Using SAP BusinessObjects Desktop Intelligence

- Creating a query
- Modifying the query
- Projecting data
- Using the report manager

### Designing Reports

- Presenting data in tables and charts
- Manipulating tables
- Converting tables
- Viewing reports in different modes
- Selecting a presentation style at point of query

### Creating Variables, Alerters, and Custom Calculations

- Creating variables and alerters
- Grouping data and calculating variance
- Creating running calculations

### **Synchronizing Data from Multiple Data Providers**

- Building a document with blocks of data
  - Combining data from queries on multiple semantic layers (universes)
  - Synchronizing data providers
  - Linking personal data
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### **Creating Templates and Styles**

- Creating templates
  - Applying templates
  - Applying styles
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### **Sharing Data with Colleagues**

- Sharing reports with SAP BusinessObjects solution portfolio users
- Creating reports for those not using SAP BusinessObjects solutions
- Retrieving reports from the repository
- Exporting data
- Sending documents to other users
- Viewing an SAP BusinessObjects Desktop Intelligence document in the business intelligence portal (formerly known as InfoView)
- Setting SAP BusinessObjects Desktop Intelligence viewing preferences

### **Grouping Data Using Sections**

- Sectioning a report
- Enabling the outline view

### **Analyzing Data in Drill Mode**

- Using the drill-down mode
- Taking a snapshot of the data



### **For More Information**

To learn more, visit [www.sap.com/services/education/softwareproducts/knowledge-accelerator.epx](http://www.sap.com/services/education/softwareproducts/knowledge-accelerator.epx) or contact your SAP representative.

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