

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
-

Creating Templates and Styles

- Creating templates
 - Applying templates
 - Applying styles
-

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

All rights reserved. SAP, R/3, SAP NetWeaver, Duet, PartnerEdge, ByDesign, SAP Business ByDesign, and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP AG in Germany and other countries.

Business Objects and the Business Objects logo, BusinessObjects, Crystal Reports, Crystal Decisions, Web Intelligence, Xcelsius, and other Business Objects products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Business Objects S.A. in the United States and in other countries. Business Objects is an SAP company.

All other product and service names mentioned are the trademarks of their respective companies. Data contained in this document serves informational purposes only. National product specifications may vary.

These materials are subject to change without notice. These materials are provided by SAP AG and its affiliated companies ("SAP Group") for informational purposes only, without representation or warranty of any kind, and SAP Group shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP Group products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

www.sap.com/contactsap