

Lesson #1 - Planning a Report

- Defining database concepts
- Planning and developing a report prototype

Lesson #2 - Creating a Report

- Connecting to a data source
- Adding tables
- The design environment
- Inserting objects on a report
- Previewing and saving a report
- Positioning and sizing objects
- Formatting objects

Lesson #3 - Selecting Records

- Defining the Select Expert
- Determining the record selection criteria
- Defining saved and refreshed data
- Applying record selection
- Applying additional record selection criteria
- Modifying record selection
- Applying time-based record selection

Lesson #4 - Organizing Data on a Report

- Sorting records
- Grouping records
- Summarizing data

Lesson #5 - Formatting a Report

- Adding graphical elements
- Combining text objects with database fields
- Applying specialized formatting
- Inserting fields with pre-built functions

Lesson #6 - Applying Section Formatting

- Formatting sections
- Creating a summary report

Lesson #7 - Creating Basic Formulas

- Defining formulas
- Creating formulas
- Applying Boolean formulas
- Applying If-Then-Else formulas
- Applying date calculations
- Applying number calculations
- Applying string manipulation

Lesson #8 – Applying Conditional Reporting

- Determining trends in data
- Formatting data conditionally

Lesson #9 – Representing Data Visually

- Creating a chart

Lesson #10 – Distributing a Report

- Exporting a report
- Saving a report to BusinessObjects Enterprise