

# IBM COGNOS AD-HOC REPORTING

## COURSE OVERVIEW

This course will enable you to understand the functionality of the IBM Cognos BI Reporting tools, Query Studio, Analysis Studio, IBM Cognos Connection and IBM Cognos Analysis for Excel (CAFÉ).

During the 1 day course you will learn how to use IBM Cognos Query Studio, IBM Cognos Analysis Studio, IBM Cognos Connection and IBM Cognos Analysis for Excel (CAFÉ).

The course focuses on the ad-hoc reporting requirements of any business and how these tools can meet that demand.

### COURSE OBJECTIVES

- Overview of the IBM Cognos 8 BI Ad-Hoc Reporting tools
- To learn how to use these tools
- Learn and apply report authoring using each studio to a case study database
- Understand report design and build techniques

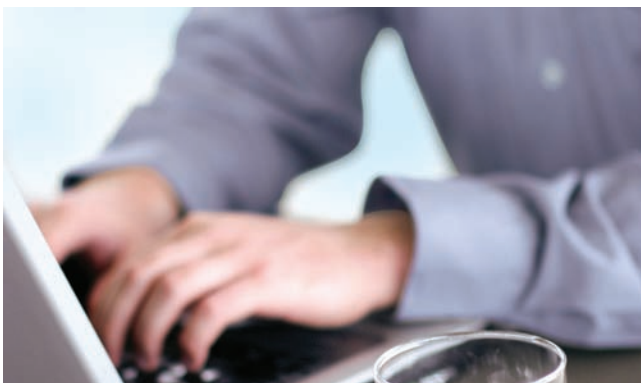
### WHO SHOULD ATTEND:

Users who are responsible for building ad-hoc reports and providing quick analysis.

**LENGTH:** One day

**COURSE CODE:** BIAHR1

**LOCATION:** Inca Academy



## COURSE OUTLINE: IBM COGNOS AD-HOC REPORTING

### LESSON 1: OVERVIEW OF THE IBM COGNOS 8 REPORTING SOLUTION

- Components of the Overall IBM Cognos 8 Solution
- Function of the Reporting Components
- The case study model used in the lessons
- Which tools are best suited to a reporting requirement.
- Deploying reports using IBM Cognos Connection

### LESSON 2: USING IBM COGNOS CONNECTION

- Logon and Navigate around the IBM Cognos Web Portal
- Access the on-line help system
- Organise Entries

### LESSON 3: IBM COGNOS QUERY STUDIO

- Creating a report
- Filter and Sort Data
- Grouping and Summarising Data
- Add calculations
- Basic Formatting

### LESSON 4: IBM COGNOS ANALYSIS STUDIO

- Creating an Analysis
- Understand Slicing and Dicing
- Use Drill Up / Down
- Add Calculations
- Swap between Reports and Charts

### LESSON 5: IBM COGNOS OFFICE CONNECTION & CAFÉ

- Create List reports using CAFÉ
- Create Exploration reports using CAFÉ
- Integration with MS Office using IBM Cognos Connection

