

COGNOS TRAINING CURRICULUM

Cognos Impromptu Introductory to AD-Hoc Reporting

- Impromptu basics, the interface and on-line Help
- Introduction to an Impromptu catalog and reports
- Writing reports, adding and removing data from the display and query
- Adding value to your report through data organization
- Filtering the data in a report using the filter button, expression editor, catalog conditions and prompts
- Use the Impromptu Wizard.
- Creating calculations in the expression editor
- Performing summary calculations in the expression editor and summary buttons
- Using numeric, string, and date functions in calculations
- Using Impromptu frames to determine data display and exploring frame properties
- Applying formatting to create professional looking reports and highlight exceptional corporate data.

Cognos Impromptu Ad-Hoc Reporting

- Introduction to an Impromptu catalog and reports
- Writing reports, adding and removing data from the display and query
- Adding value to your report through data organization
- Filtering the data in a report using the filter button, expression editor, catalog conditions and prompts
- Use the Impromptu Wizard to create list reports and introduce Crosstab reports
- Creating calculations in the expression editor

- Performing summary calculations using the expression editor and summary buttons
- Using numeric, string and date functions in calculations
- Using Impromptu frames to determine data display and exploring frame properties
- Applying formatting to create professional-looking reports and highlight exceptional corporate data

Cognos PowerPlay Analysis on the Web

Overview of Cognos ReportNet Components

- Overview
- Cognos Connection Interface
- Navigating in Cognos Connection
- Personalizing the Environment
- Viewing a Cube or Report

Power Play Basics

- Definitions
- Dimensions
- The PowerPlay Web Interface
- Crosstabs

Data Analysis

- Reset Data
- Change rows and columns
- Swap rows and columns
- Change measures
- Measures as percentages
- Filters
- Drill down

Enhancing Your Analysis

- Sorting

- Ranking
- Nesting
- Charts
- Split Displays

Advanced Techniques

- Calculations
- Hide and Show
- Compare multiple measures
- Zero suppression
- Exception Highlighting
- Subsets
- Basic
- Search
- Measures
- Saving
- Exporting
- Printing

Cognos Power Play Fundamentals of Multidimensional Analysis

- Introduction to multidimensional data analysis, features and concepts
- Skills for multidimensional data exploration
- Applying and removing filters and layers
- Working with nested crosstabs
- Changing and formatting measures
- Changing graphical displays and modifying their properties
- Using Reporter mode vs. Explorer
- Performing calculations and creating intersected categories
- Creating standard reports with subset definitions

- Sorting and ranking
- Applying formatting techniques

Cognos PowerPlay Administrator

- Multidimensional modeling: planning dimensions, hierarchies and measures
- Model logic and the structure of data sources
- Organizing and creating data sources optimized for cube building
- Creating a new model, importing data sources, defining dimensions and levels
- Time dimensions: using the create-date command, setting up non-standard time dimensions, relative time categories
- Alternate rollup settings with regular and calculated measures
- Allocation of measures in a cube
- Manual levels, special categories, sub-dimensions, calculated categories and alternate drill paths
- Dimension views and cube groups
- Drill-through to Impromptu and PowerPlay
- Balancing build time against run-time performance
- Auto-partitioning and creating manual partitions
- Scheduler and the command-line to automate tasks
- Incremental and partial cube updates
- Security issues: pass-code protection, using Authenticator
- Pitfalls and workarounds for the PowerPlay administrator

Cognos ReportNet Queries on the Web

Overview of Cognos ReportNet Components

- OverviewCognos Connection Interface
- Navigating in Cognos Connection
- Report Views

- Personalizing the Environment
- Viewing a Report

Introduction to Query Studio

- Definitions
- The Query Studio Interface
- Creating a Report – Best Practices
- List Reports
- Remove and Move Subject Items
- Summarized Measures

Sorting and Grouping

- Grouping
- Add and Remove Grouping
- Expand and Collapse
- Custom Groups
- Sections

Introduction to Crosstabs and Charts

- Crosstab Basics
- Swap Rows and Columns
- Simple Charts
- Display Charts and Tables

Filters & Prompts

- Defining Filters
- Model Filters
- Numeric and Date Filters
- Text Filters
- Edit and Remove Filters
- Prompts

Subtotals & Calculations

- Subtotals
- Disabling Subtotals
- Calculations

Run and Manage Reports

- Run Report Menu
- Save Reports
- Export Reports
- Report Definitions
- Scheduler

Cognos ReportNet Reporting on the Web:

- Overview of Cognos ReportNet Components
- Cognos Connection
- Navigating in Cognos Connection
- The Cognos Connection Interface
- Adding and Removing Folders & Items
- Run Reports
- Report Views
- Personalizing the Environment

Introduction to Report Studio

- Query Studio Overview
- Report Studio Overview
- Framework Manager Overview
- Definitions
- The Report Studio Interface
- Creating a Report – Best Practices.
- Templates

- Create a List Report
- Add and Remove Data
- Summarized Measures
- Grouping
- Page Breaks

Introduction to Crosstabs and Charts

- Crosstab Basics
- Swap Rows and Columns
- Create and Modify Charts
- Display Crosstabs and Charts

Introduction to Filters

- Definitions
- Editing and Removing Filters

Parameters & Prompts

- Definitions
- Create Prompt Pages
- Multiple Prompts in a Single Report

Calculations

- Define Calculations
- Subtotals
- Detail Calculations
- Group Calculations
- Layout Calculations
- Edit Calculations
- Use Functions in Calculations

Formatting

- Fonts & Styles

- Headers and Footers
- Sections
- Blocks
- Tables
- Graphics in Reports
- Reuse Objects

Advanced Charting

- Bubble Charts
- Tooltips

Complex Reports

- Multi-display Reports
- Drill Through Reports
- Master-Detail Reports
- Condensed Reports

Conditional Formatting

- The Condition Explorer
- Creating a Conditional Format

Saving and Scheduling Reports

- Save Reports
- Export Reports
- Schedule