

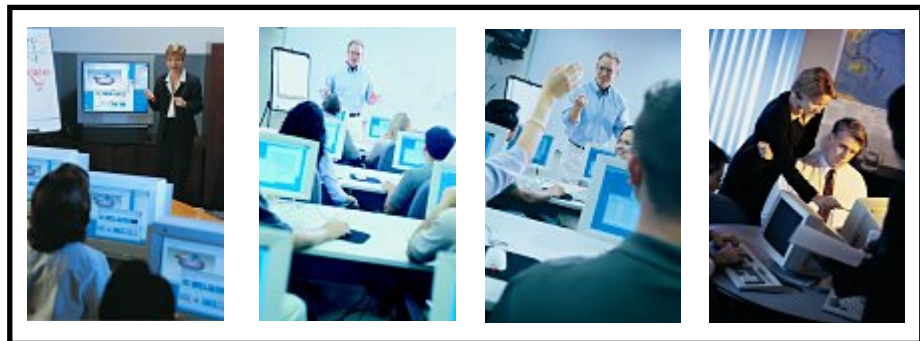
COGNOS IMPROMPTU - BASIC TRAINING

Audience

Impromptu users who needs to utilize a powerful reporting tool to gather information in an ad hoc manner from databases and report on it.

Duration

3 days



Course Abstract

The student begins immediately building an introductory but instructive report. As this hands-on course progresses, the report is enhanced, yielding a final report that utilizes all the power and functionality of Impromptu. Throughout, other smaller reports are built to introduce and underscore concepts and to reinforce the use of the Impromptu user interface. Reports are built using ReportStyle templates, HeadStart templates and some are built from scratch. More sophisticated reports from the Impromptu Gallery are studied. On the afternoon of the second day, students log onto their own databases and work with their company's defined catalogs to produce useful reports. In this way the course makes students productive with the tool even before they leave the classroom.

Course Objectives

Upon completion of this course students will be able to:

- Design reports from templates
- Create reports from scratch
- Utilize powerful techniques as seen in gallery reports
- Be productive with their enterprise's catalogs
- Create columnar, CrossTab, label and form reports
- Understand the basics of SQL as it applies to reporting
- Make reports interactive



- Customize report layout and content
- Tap the power of OLE to combine information from various sources and formats into one report
- Utilize graphics, color and pictures to create effective, eye-catching reports

Course Topics

- Report creation from templates and from scratch
- Report formatting
- Working with catalogs
- Setting up queries
- Sorting and Grouping
- Calculations
- Charting
- Pictures and color
- Object linking and embedding

Class Format

Lecture/Lab with many exercises.

Prerequisites

Basic knowledge of using Windows and Windows applications is helpful but not necessary. Basic understanding of SQL is helpful but not necessary.

