

## **IBM Cognos BI Overview v10.1 (1 day)**

### **Course Description**

IBM Cognos BI Overview is a one-day course and it can be delivered onsite or in instructor-led online format. It is designed to provide participants with a high level overview of the IBM Cognos BI suite of products.

Using a combination of lectures, instructor led demos and hands-on exercises in a high-quality learning environment, participants will be introduced to the elements of IBM Cognos BI.

### **Audience**

This is a course intended for consumers, business authors, professional authors, developers, administrators, modelers, and project managers.

### **Prerequisites**

- Knowledge of your business requirements
- Experience using Windows and Web functionality
- Understanding of your organizations reporting needs

### **You will learn**

- Recognize various components of IBM Cognos BI
- Benefits of creating reports with IBM Cognos BI
- Understand report types
- Create and save ad-hoc reports
- Create list, grouped list, and crosstab reports
- View, print, or distribute a report in Cognos Connection
- Identify Consumer Access to BI Content
- Understand Cognos Connection – Administrator and User Capabilities
- Dashboard Concepts
- Examine Business Insight
- Manage Published Reports
- Change Preferences
- Access External Files with Links
- Create a new portal page
- Modify a portal page
- Add pages or dashboards to Cognos Connection
- Enhance reports by adding filters
- Add titles/subtitles
- Format report objects
- Reorder and rename columns
- Create groupings, sections, and page breaks
- Understand aggregation and summarization
- Use different types of prompts
- Understand calculations and parameters

## Course Outline

Introduction: Overview of course	Objectives, Content and Schedule
Module 1 New Reporting Studio	Business Insight Advanced Workshop 1
Module 2 New Reporting Dashboards	Business Insight Workshop 2
Module 3 Improvements in Report Studio	Report Studio enhancements and IBM Cognos Statistics and Active Reports Workshop 3, 4
Module 4 System and platform enhancements	Memory, Administration and Framework Manager enhancements Workshop 5 & 6
Module 5 Additional Information	Optional appendices for additional information: Accessibility, IBM Cognos Mobile and Office, Additional Administrative Improvements
Course Summary	Course and Objectives summary
Module Workshops and References	Workshops (taught within modules – optional as independent exercises)