SMART TRIANGLES
Quality, Effectiveness, Accuracy

Class Name:	*Introduction to IBM Cognos Report Authoring (C11.x)*
Level:	Introductory
Duration:	3.0 days
Audience:	Line of Business users and BI Professionals
PreReqs:	Standard PC and web skills
Description:	An introduction to Cognos report authoring, covering understanding the Cognos system, the user interface, creating essential industry standard reports and mastering essential skills. Each module concludes with a bullet-point summary quick reference, hands on exercises, and a multi-choice and fill-in-the-blank skills test

Outline:	Module Description	Time in Hours

DAY 1

• Cognos System Overview	1.25
- Design of the Cognos Environment	
- Cognos Packages	
- The "Welcome Page" and Cognos Portal	
- Starting a new report	
• List Reports	2.50
- Purpose and Features	
- Techniques for building	
- Group, Total, Data Formatting	
- Understanding Before and After Aggregation	
• Crosstab Reports	3.25
- Purpose and Features	
- Utilizing Row and Column structures	
- Nesting Techniques	
- Creating Complex and Discontinuous Crosstabs	
- Advanced techniques	
• Package Types, Characteristics & Design	.50
- Overview of Cognos Packages	
- Understanding "Facts" and "Dimensions"	
- Features and benefits of Relational Data	
- Features and benefits and type of Dimensional Data	
- Drill down with Dimensional Packages	
- Advanced Dimensional techniques	
• I/F Navigation, Properties& Context Sensitive Pop-Ups	.50
- Left Sidebar icons and uses	
- The Properties fly-out pane	
- The importance of "Narrowing Focus"	
- Using the Ancestor Button	
- Utilizing the "Select Data Container" icon	
Approximate Total Time	8.00 hrs

DAY 2

• Applying Filters to Reports	
- Overview of filter characteristics, uses & benefits	
- Apply Detail Filters *before* aggregation	
- Apply Detail Filters *after* aggregation	
- Create and understand Summary Filters	
- Construct advanced combined filters (AND/OR grouping)	
- Including Model Filters	
- Filtering Dimensional Data with Slicers	
- Filtering reports in Interactive mode	4.00

• Filtering Reports Using Prompts   4.00
      - Overview of prompting techniques
      - Review the ten available prompting types
      - Auto prompt page prompts
      - Reusing auto prompt page prompts on a prompt page
      - Advanced construction of prompt on prompt pages
      - Adding a prompt on a page
      - Use prompt types of:
            Text Box, Value Prompt
            Data & Time Prompt, Interval Prompts
            Cascading, Select & Search, Tree Prompt

Approximate Total Time   8.00 hrs

DAY 3

• Adding & Using Calculations   2.50
      - Overview of calculation characteristics, uses & benefits
      - Using Query Calculations to create:
        • Numerical Calculations
        • Textual Calculations
      - Using and understanding Functions
      - Applications of Layout Calculations
      - Define and apply Custom Groups
      - Create author defined report variables
      - Add comment statements to reports

• Charts & Visualizations   1.50
      - Overview of Traditional Charts & IBM RAVE Visualizations
      - Building traditional charts
      - Creating Visualizations
      - Additional features of charts; applications & interactions

• Utilizing Repeaters and Repeater Tables   1.25
      - Benefits of Repeaters
      - Practical applications of using repeaters
      - Repeater report construction technique
      - Uses and application of the single Repeater object

• Additional Report Formatting Techniques   1.50
      - Adding Blocks and Tables
      - Creating a simple dashboard
      - Adding and modifying Headers & Footers
      - Force Page Breaks and Groping with "Sections"
      - Display reports returning No Data Contents

• Apply Conditional Formatting   1.25
      - Overview of Conditional Formatting
      - Application of using:
        • The X/Y Method in Properties
        • The Conditional Explorer
      - Formatting one field based on another

Approximate Total Time   8.00 hrs

Total Course Time   **24.00 hrs**