

Cognos 10 Report Studio Introduction Training

Course Description

This course is designed to provide students with an introduction to the basics of Cognos® Report Studio 10. Students will learn a variety of techniques to retrieve and modify information from databases and to generate customized reports.

Course Objectives

Upon completion of the course, students will be able to:

- Write reports using Cognos® 10 Report Studio
- Specify the sequence of a report using sorting and grouping
- Transform data from one format to another using functions
- Transfer cell values from one report to another using drill through
- Display information in a concise format using cross tab reports
- Select data to be printed using filters
- Create and customize several types of charts
- Customize the format of a report

Course Audience

- Report Authors

Course Prerequisites

- Basic experience with the Windows operating system
- Basic experience with a Web browser

Course Topics

1. Overview

- Starting up Cognos®
- Starting up Report Studio
- Open an existing report
- Run an existing report
- Insertable objects
- Package discussion
- Page explorer
- Properties
- New report
- Change page size temporarily

- Change page size permanently
- Move columns on report
- Remove column from report
- Setting column justification
- Formatting columns
- Changing column headings
- Adding Line numbers to the report
- Saving a report
- Starting an existing report from Cognos® Connection
- Other report output options
- Permanently changing report output
- Automatic summarization considerations
- Viewing Report Studio generated SQL
- Page set up
- PDF pagination options (10)

2. Sorting and Functions

- Single column sort
- Multiple column sort
- Descending sort
- Using the advanced sorting function
- Function overview
- Using query calculation with a function
- Using a function on an existing report column
- Extract function
- Years_between function
- Upper case function
- Substring function
- Pass thru function
- Report validation
- Expression editor validation
- Limited local processing

3. Grouping

- Single column group
- Multiple column group
- Group span
- Group header
- Text item
- Page breaks

4. End of Report and Group Totals

- Summarize button
- Count summary
- Total summary
- Changing summary description
- Grouped report with summaries
- Using layout calculation

5. Filters

- Numeric filter
- Filter usage
- Filter application
- Character filter
- Date filter
- Not Equal filter
- Using In filter

6. Filters Part 2

- Between
- Like
- Select values
- Functions with filters
- Is missing
- Filtering on a value not in the report
- Multiple filtering criteria with AND
- Multiple filtering criteria with OR

7. Parameters and Prompt Pages

- Text box parameter
- Value box parameter
- Date parameter
- Multiple value parameter
- Multiple parameters
- Optional filters
- Prompt pages
- Text box prompt
- Adjusting size of prompt
- Value prompt
- Auto submit property
- Use and display
- Change a single value to multiple value prompt
- Modify value prompt query
- Cascading prompts
- Tables to organize prompt page
- Using model filters

8. Calculations

- Arithmetic calculations
- If-then-else logic
- Simple case logic
- Multiple if-then-else logic
- Search case logic
- String concatenation
- Rank and percentage
- Constructs folder

9. Summaries

- Review detail report summaries
- Summary total report no details

- Summary count report no details
- Summary report with end of report summary
- Summary report showing averages
- Multiple column grouped summary report
- Running total
- Rank
- Percentage
- Detail filter review
- Summary filter on a summary report
- Summary filter on a detail report
- Summary filters with multiple summary report
- Summary report with hidden columns

10. Cross Tab Reports

- Pivot list to cross tab
- Swap rows and columns
- Using cross tab template
- Multiple statistic cross tab report
- Multiple statistic cross tab report using cross tab template
- Multiple identifier cross tab report using cross tab template
- Adding totals to a cross tab report
- Adding totals to multiple identifier cross tab report
- Row and column summarization with multiple statistic cross tab report
- Changing column headings on a cross tab report
- Cross tab detail filtering
- Cross tab summary filtering

11. Drill through Reports

- Child report
- Parent report
- Drill through property on parent report
- Multiple drill through different columns
- Multiple drill through same column
- Remove drill through report

12. Master Detail Reports

- Using list object
- Master detail relationship
- Size property
- Hiding redundant information in master detail report
- Null value impact on master detail report
- Unlinked reports

13. Charts

- Bar chart
- Palette
- Pie chart
- Add report to chart
- Multiple identifiers in a chart
- Cross tab and chart

- Modifying chart properties
- Maps

14. Formatting

- Default Formats
- Font formatting
- Conditional explorer
- Conditional cell style variable
- Conditional row style variable
- Conditional format depends on function
- Section headers
- Page breaking on sections
- Template creation
- Template use
- Tables within a list report