

# Basic Report Designer Class Agenda

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*A four-day instructor class*

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V.1 | 2017



# Basic Report Designer Class

## Summary

Our online BI designer class offers a total of 11 hours of instructor led hand-on labs. By the end of our 4-day class, attendees will have created at least 30 custom analytics. Attendees will leave this course with more than just a series of tips and tricks. The objective of this course is to reinforce dynamic report building and automated distribution.

### Day One

- Introduction
- What is BI and key Terminology
- Image
- Begin analysis reports

### Day Two

- Analysis reports – Including:
- Filter
- Cascading Slicers & slicer types
- Re-usable named sets
- Re-usable calculated member
- Drill up/down/through
- Conditional formatting
- Formatting features

### Day Three

- Analysis Reports – Including:
- Re-usable header set
- Custom formula
- Functions
- Charts – Including:
- Chart Types and formatting
- Pie
- Donut
- Word Clouds
- Small multiples
- Three axes
- Geographic chart types

### Day Four

- Dashboard
- Rich text
- Report Pack
- Events – Conditional, Scheduled, Cube changed, and Resource Changed
- Publication Rules

### Time Optional if Allows

- Export/Import .zap files
- Additional functions

