

Cognos Workspace Advanced is a Web-based tool to create self-service reports for analysis of business data. Reports created in other IBM Cognos BI Studios including Query Studio, Analysis Studio, and Report Studio, can also be opened in Cognos Workspace Advanced, offering authors and consumers one tool that can meet many reporting and analysis requirements. This hands-on course will develop the skills needed to use IBM Cognos Workspace Advanced to create effective reports with relational and dimensional data.

### Explore the User Interface

- Menu Bar
- Rich Tooltips
- The Standard Toolbar
- Design the Report Layout
- Content Pane – Source Tab
- Content Pane – Toolbox Tab
- Properties Pane
- View Your Data
- Define the Report Layout
- Learning Exercise

### Create a Report Using Relational Data

- Relational Data
- Relational Data Tree
- List Objects
- Demo: Create a List Report
- Crosstab Objects
- Pivoting a List to a Crosstab
- Demo: Create a Crosstab Report
- Chart Report Format
- Basic Chart Types
- Pie Charts
- Column Charts
- Combine Objects in a Report
- Create a Calculation
- Learning Exercise

### Create a Report Using Dimensional Data

- Dimensional Data
- ROLAP Data
- What is a Hierarchy?
- Demo: Explore Hierarchies
- Insert Children of Members
- Member Options
- Set Operations
- Demo: Analyze Trends Using Set Operations
- Demo: Examine Set Definitions in a Report
- Learning Exercise

### Group and Sort Your Data

- Methods of Grouping and Sorting
- Summarize Data
- Sort Relational Data
- Sort Dimensional Data
- Group or Section Related Data
- Demo: Group, Section and Sort Data
- Learning Exercise

### Filter Your Data

- Filter Relational Data
- Filter Dimensional Data
- Filter Using Data Items not in the Report
- Filter Settings for Aggregation
- Filtering After Aggregation
- Filtering Before Aggregation
- Operate on Data Sets
- Learning Exercise

### Highlight Report Data

- Identify Data Properties
- Format Properties
- Formatting Options
- Copy Styles between Objects
- Demo: Format a Report
- Change Displays Based on Conditions
- Create a Conditional Style
- Learning Exercise

### Analyze Data Using Charts and Graphs

- Four Analysis Processes
- Time Series
- Time Series Processes
- Time Series Line Chart
- Rank Process
- Rank Data
- Comparison Process
- Comparison Report
- Learning Exercise

