

BOAN10

SAP BusinessObjects Analysis For Microsoft Office

COURSE OUTLINE

Course Version: 18

Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Business Analyst
- Business Process Owner/Team Lead/Power User
- Development Consultant

Lesson 1: Positioning of SAP BusinessObjects Analysis

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the positioning of SAP BusinessObjects Analysis for Microsoft Office

Lesson 2: Getting an Overview of SAP BusinessObjects Analysis

Lesson Objectives

After completing this lesson, you will be able to:

- Provide an Overview of the Tool

Lesson 1: Starting the Microsoft Excel Addin and Inserting a Data Source

Lesson Objectives

After completing this lesson, you will be able to:

- Start the Analysis Add-In
- Insert a Data Source to your workbook
- Reset a Data Source
- Log Off Workbook from the System

Lesson 2: Navigating in Data Sources

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate in Data Sources

Lesson 3: Sorting and Filtering

Lesson Objectives

After completing this lesson, you will be able to:

- Sort data
- Filter by Member
- Filter selected workbook members by measure
- Suppress Zeros

Lesson 4: Creating Measures in the Workbook

Lesson Objectives

After completing this lesson, you will be able to:

- Add a New Measure Based on a Simple Calculation
- Add a New Measure Based on a Dynamic Calculation

- Add a New Measure Based on a Free-Form Calculation
- Add a Restricted Measure for HANA Data Sources

Lesson 5: Working with Hierarchies

Lesson Objectives

After completing this lesson, you will be able to:

- Include Dimensions with Hierarchies in an Analysis Workbook
- To Display Single Dimensions as Hierarchy

Lesson 6: Working with Variables

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how different types of variables are used in Analysis
- Use the prompt dialog
- Use Variants
- Select Workbook Properties for Prompting

Lesson 7: Working with Formulas

Lesson Objectives

After completing this lesson, you will be able to:

- Configure filter components using SAP Functions to enhance the workbook layout
- Convert Crosstab Cells to Formulas

Lesson 8: Setting Preferences

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain the user, workbook, data source, crosstab, and other settings.

Lesson 1: Adding Components to the Workbook

Lesson Objectives

After completing this lesson, you will be able to:

- Use inserted components to supplement the result set
- Insert Info Fields
- Insert Filter Components

Lesson 2: Defining Formatting Options for the Crosstab

Lesson Objectives

After completing this lesson, you will be able to:

- Define conditional formatting options for Workbooks
- Insert and Delete New Rows and Columns
- Format New or Existing Cells
- Configure Display Options for the Crosstab
- Use styles to customize workbook appearance

Lesson 3: Creating a Default Workbook

Lesson Objectives

After completing this lesson, you will be able to:

- Create a Default Workbook

Lesson 4: Synchronizing Crosstabs

Lesson Objectives

After completing this lesson, you will be able to:

- Group Crosstabs
- Link Dimensions

Lesson 5: Using Workspaces

Lesson Objectives

After completing this lesson, you will be able to:

- Create and Use Workspaces

Lesson 1: Publishing and Scheduling Analysis Workbooks

Lesson Objectives

After completing this lesson, you will be able to:

- Publish analysis documents to the Business Intelligence (BI) Platform server
- Schedule Analysis Workbooks

Lesson 2: Using Profiles

Lesson Objectives

After completing this lesson, you will be able to:

- Create and Use Profiles

Lesson 3: Converting BEx Analyzer Workbooks

Lesson Objectives

After completing this lesson, you will be able to:

- Convert BEx Analyzer Workbooks

Lesson 4: Introducing the Usage of VBA in Analysis

Lesson Objectives

After completing this lesson, you will be able to:

- Extend workbook display options with functions and Microsoft Excel Visual Basic for Applications (VBA).

Lesson 5: Using OpenDoc with Analysis Workbooks

Lesson Objectives

After completing this lesson, you will be able to:

- Use OpenDoc with Analysis Workbooks

Lesson 6: Transporting between Environments

Lesson Objectives

After completing this lesson, you will be able to:

- Use Life Cycle Manager to Transport between Environments

Lesson 7: Troubleshooting Workbooks

Lesson Objectives

After completing this lesson, you will be able to:

- Troubleshoot Workbooks

Lesson 1: Starting the Microsoft Power Point Add-in and Inserting a Data Source

Lesson Objectives

After completing this lesson, you will be able to:

- Present Analysis data for business users