



Training Course catalog

Course description: IBM Cognos Analysis for Microsoft Excel: Analyze Data (V10.1) - eLearning

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Course code	P8125	Skill level	Basic
Duration	0.1 days	Delivery type	Web Based Training
Course type	Public only		
Public price	USD \$99.00 plus tax		

Qty: 6

NOTE: THIS IS AN ONLINE SELF-PACED COURSE. PLEASE DO NOT MAKE TRAVEL ARRANGEMENTS FOR THIS COURSE.

Due to the nature of the enrollment mechanism, you see this course marked as a classroom course. However, this course is delivered as an online self-paced course, and will be available to you 24 hours a day, seven days a week, for a 1-year period from the time of enrollment. There is no instructor for this course. Choose any of the course instances listed under the course schedule to enroll, and you will receive information on how to access the course in 2-3 business days. After the enrollment, you will have access to the course for 1 year. (Please note: once you enroll in this course, you will not be able to unenroll.) Please do not make any travel plans for this class.

This eLearning offering is a vignette, and is a collection of professionally recorded product demonstrations that introduce you to the features and capabilities of an IBM Cognos application. Using video and audio, each multimedia demonstration within the vignette shows you how to perform an essential task using an IBM Cognos application.

IBM Cognos Analysis for Microsoft Excel: Analyze Data (V10.1) multimedia vignette introduces analysts and business users to the features and capabilities of Analysis for Microsoft Excel. Through task-based product demonstrations, you will learn how to connect to IBM Cognos data sources from within Microsoft Excel and integrate IBM Cognos data into spreadsheets for further analysis, formatting, and layout options.

[View this course in other countries](#)

Training Paths that reference this course are:

[IBM Cognos Analysis for Microsoft Excel \(v10.1\) - Analyst and Business User Role](#)

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Special note

IBM Education Advantage Program Eligibility:

Yes - Education Pack - online account

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Audience

This basic course is for Analysts and Business users.

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Prerequisites

You should have:

- Knowledge of your business requirements
- Experience using Microsoft Office Excel

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Skills taught

Please refer to Course Overview for description information.

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Course outline

Access IBM Cognos Data Sources

Define a connection to IBM Cognos 10

Log on to IBM Cognos 10

Select a data package

Create an Exploration

Build a basic crosstab in an exploration

Explore the crosstab by filtering, nesting, and drilling down on data

Open the exploration in Analysis Studio for further analysis

Create a Detailed Analysis within an Exploration

Add a calculations to the analysis

Rename and reorder the rows and columns of the analysis

Create a List

Build a basic list report

Organize the list report by grouping items together

Publish the report to IBM Cognos Connection

Use Excel Capabilities with Formulas

Convert the exploration to formulas

Customize the crosstab by adding and removing rows and columns

Add calculations to the crosstab

Use conditional formatting

Create charts

Create a Custom Cell-Based Analysis

Add single items to an Excel sheet to create a custom analysis

Change Items in the Formulas

Use the search function to locate items in the package

Change the view of the analysis by replacing items in the formulas

Apply Filters to Reports

Apply a filter to return specific data

Combine two filters to perform more complex filtering

Explore Style Sheets and Custom Sets

Display a complete level of data

Save a custom set of items for reuse in other reports

Explore style sheets to customize the appearance of the crosstab

Work with Multiple Packages

Open a second package and create an exploration

Create a single report using data from two different packages

Create Multi-Sheet Reports

Create duplicate sheets

Create and edit a global filter

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Machine requirements

System Requirements:

Pentium III 128 MB RAM

1024 X 768 screen resolution

Windows XP

Sound card

Internet Explorer 6.0, 7.0 or 8.0, or Firefox 3.5 or 3.6

Macromedia Flash Player 7.0 or higher

Flash Global Security Setting must be set to allow Flash content to use older security rules

Minimum color depth/quality (monitor settings) of Medium (16-bit)

Minimum Bandwidth 56K

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