

Business Intelligence

Course Outline

Using Impromptu - Ref IMR910v7

Duration – 2 Days

- **Course Outline** To show users how to create reports using the Impromptu Reporting tool.
- **Designed For**
 - New users and existing users who want to develop their Impromptu skills.
 - Report Builders, Analysts and Administrators.
- **Pre-requisites** Practical experience of a Web browser, and Windows 95/98/2000/XP/Vista or Windows NT is required.

UNITS	CONTENT
What is Business Intelligence	What is Business Intelligence?
Basic Impromptu Skills	Impromptu, the catalog, user classes and the data source
Filtering & Organising Data	Filters (simple & complex), grouping, data definition, views, filter suspension and eliminating duplicate rows
Summary Reports & Calculations	Creating calculations, Summary filters, Summaries, and using the Prompt Manager
Frames & Formatting	Using Frames including Charting, page layout, report distribution. Formatting functions and options
Special features & Offline Reporting	Using Snapshots, caches, thumbnails and Hotfiles
Review	Review and optional workshops