



# IBM Cognos 8 Report Studio: Fundamentals

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+44 (0) 1937 586 880

Simpson  
Associates

The course will provide participants with a fundamental understanding of the functionality available in IBM Cognos 8 Report Studio. This instructor-led course shows participants report building techniques using relational data models, and ways of enhancing, customizing, and managing professional reports. Attendees will participate in hands-on demos and workshops that illustrate key concepts while learning how to use the product.

Topics covered include:

- Building simple reports using Report Studio
- Reporting on specific data using filters
- Linking reports together
- Adding user interactivity by adding prompts
- Designing sophisticated reports using adaptive layouts

## Course content

1. Introduction to the reporting application
  - Examine Report Studio and its interface
  - Explore different report types
  - Create a simple, sorted, and formatted report
2. Author and format simple reports
  - Group Data
  - Level span to repeat data when grouped items change
  - Add summary totals for each group of data
  - Include headers and footers
  - Create a crosstab report
  - Create a chart report
  - Create a repeater report
  - Create a map report
3. Filter your data
  - Create filters to narrow the focus of reports
  - Determine when to apply filters
  - Create a drill-through connection to link reports
4. Create and use prompts
  - Examine the use of parameters and prompts
  - Examine various prompt types
  - Navigate between pages using the Page Explorer
5. Add advanced formatting to your reports
  - Enhance reports using tables, blocks, and text items
  - Add headers and footers
  - Examine the Report Expression
  - View Object placement

## Who should attend ?

Professional report authors.

## Prerequisites

- Experience using basic Windows functionality
- Experience using a Web browser

## Duration

One day.

## Type

Class room.

## Related courses

- IBM Cognos 8 Query Studio
- IBM Cognos 8 Report Studio Advanced
- IBM Cognos 8 Analysis Studio
- IBM Cognos Framework Manager

## Contact

For further information contact:

m | +44 (0) 1937 586 880

e | [info@simassoc.co.uk](mailto:info@simassoc.co.uk)

w | [www.simpson-associates.co.uk/training](http://www.simpson-associates.co.uk/training)

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