



# IBM Cognos 8 Query Studio

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Simpson  
Associates

This course will provide participants with a thorough understanding of the functionality available in IBM Cognos 8 Query Studio. This instructor-led course show participants how to create, modify and organise ad-hoc reports. The course covers how to use different report capabilities, how to graphically display the data and how to create reports with a consistent look and feel through the use of templates.

There will be extensive hands on experience with each delegate building their own reports and learning how to schedule the running of those reports automatically.

## Course content

- 1. Introduction to Cognos Connection**
  - Examine Cognos Connection
  - Set Cognos 8 preferences
  - Examine objects in Cognos Connection
  - Customise Cognos Connection
- 2. Introduction to Query Studio**
  - Examine Query Studio
  - Open ad hoc reports
  - Add data to ad hoc reports
  - Examine report types
  - Examine charting
- 3. Create reports in Query Studio**
  - Create list, grouped list and crosstab reports
  - Display data graphically with charts
  - Filter data in reports
  - Use prompts to specify filter criteria
  - Create custom groups
  - Format data
  - Calculate and sort report data
- 4. Changing the Appearance of Reports**
  - Apply a template
  - Format text and data
  - Format borders
  - Collapse a report
  - Change the report item name
- 4. Changing the Appearance of Reports (continued)**
  - Swap rows and columns
  - Specify the rows per page
  - Highlight key information
  - Set page breaks
- 5. Explore and modify reports in Query Studio**
  - Run a report in Query Studio
  - Explore run options
  - Render reports in HTML, PDF and CSV format
  - Format report elements
  - Create report views
  - View output reports
- 6. Administer reports in Cognos Connection**
  - View the run history of reports
  - Save ad hoc reports to a publicly accessible location
  - Distribute ad hoc reports by email
  - Print ad hoc reports
  - Schedule ad hoc reports
- 7. End to End Workshop**

## Who should attend ?

End users who want to learn how to create, modify and organise ad-hoc reports.

## Prerequisites

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

## Duration

One day.

## Type

Class room.

## Related courses

- IBM Cognos 8 Report Studio Fundamentals
- IBM Cognos 8 Report Studio Advanced
- IBM Cognos 8 Analysis Studio

## Contact

For further information contact:

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