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Cognos Analytics/Business Intelligence
Training Catalog

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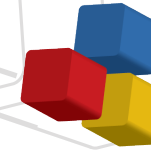
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Business Intelligence Training

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Cognos Analytics Roadmap

Analytics Administrator	Analytics Professional	Professional Author	Business Author	Business Analyst	Business Consumer
Cognos Analytics Create Dashboards (1 Day)	Cognos Analytics Create Dashboards (1 Day)	Cognos Analytics Create Dashboards (1 Day)	Cognos Analytics Create Dashboards (1 Day)	Cognos Analytics Create Dashboards (1 Day)	Cognos Analytics Create Dashboards (1 Day)
Authoring Reports Fundamentals (2 Day)	Authoring Reports Fundamentals (2 Day)	Authoring Reports Fundamentals (2 Day)	Authoring Reports Fundamentals (2 Day)		
Authoring Reports Advanced (1 Day)	Authoring Reports Advanced (1 Day)	Authoring Reports Advanced (1 Day)			
Authoring Reports with Multi-Dimensional Data (2 Days)	Authoring Reports with Multi-Dimensional Data (2 Days)	Authoring Reports with Multi-Dimensional Data (2 Days)			
Cognos Analytics Framework Manager (3 Day)	Cognos Analytics Framework Manager (3 Day)				
Create Data Models Over Web (2 Days)	Create Data Models Over Web (2 Days)				
Cognos Analytics Administration (2 Days)					

Business Intelligence Roadmap

BI Administrator	BI Professional	Professional Author	Business Author	Business Analyst	Business Consumer
Introduction to Cognos Connection (1/2 Day)	Introduction to Cognos Connection (1/2 Day)	Introduction to Cognos Connection (1/2 Day)	Introduction to Cognos Connection (1/2 Day)	Introduction to Cognos Connection (1/2 Day)	Introduction to Cognos Connection (1/2 Day)
Cognos Workspace Introduction (1/2 Day)	Cognos Workspace Introduction (1/2 Day)	Cognos Workspace Introduction (1/2 Day)	Cognos Workspace Introduction (1/2 Day)	Cognos Workspace Introduction (1/2 Day)	
Cognos Workspace Advanced (2 Days)	Cognos Workspace Advanced (2 Days)	Cognos Workspace Advanced (2 Days)	Cognos Workspace Advanced (2 Days)		
Report Studio Introduction (2 Days)	Report Studio Introduction (2 Days)	Report Studio Introduction (2 Days)			
Report Studio Advanced (1 Day)	Report Studio Advanced (1 Day)	Report Studio Advanced (1 Day)			
Framework Manager (2 Days)	Framework Manager (2 Days)				
Cognos Analysis for Excel with BI (1/2 Day)	Cognos Analysis for Excel with BI (1/2 Day)				
Dynamic Cubes (2 Days)					
OLAP Modeling (2 Days)					

Analysis Studio, Query Studio, and CAFÉ can be added onto any of the above roles except for Business Consumer.

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IBM Cognos Analytics Create Dashboards

1 day course

Cognos Analytics is a Web-based tool that professional report authors use to build sophisticated, multiple-page, multiple query reports against multiple databases. With Cognos Analytics, you can create any report that your company requires, such as sales, inventory, and statements and dashboard reports.

Overview: The student will be introduced to the product layout and functionality while gaining skills in creating interactive and informative dashboards. The student will identify data sources, customize content and presentation. In addition, the student will learn how to save a dashboard, and open a dashboard view to interact with it, how to access content, use reports, and personalize the appearance of IBM Cognos Analytics portal.

Prerequisites: Knowledge of your business requirements is expected.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course, students will be able to:

- **Understanding IBM Cognos Analytics**
- **Accessing Content in IBM Cognos Analytics**
- **Work with Report Output**
- **Create a Simple Dashboard**
- **Create a Complex, Interactive Dashboard**

IBM Cognos Analytics Authoring Reports Fundamentals
2 day course

Cognos Analytics is a web-based tool that professional report authors use to build sophisticated, multiple-page, multiple query reports against multiple databases. With Cognos Analytics, you can create any report that your company requires, such as sales, inventory, and statements and dashboard reports.

Overview: Students will learn to create new reports with aggregation, summaries, grouping and sorting. Students will create filters and prompts, add detail and summary calculations, format reports, create list and crosstab reports, and drill-through to other reports.

Prerequisites: Knowledge of the use of a web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation is expected.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, students will be able to:

- **Understand the Cognos Analytics Environment**
- **Navigate the Cognos Analytics Interface**
- **Design Effective Reports**
- **Customize Reports with Conditional Formatting**
- **Drill-through from one Report to Another**

- **Create and Modify Reports**
- **Focus Reports using Prompts**
- **Extend Reports using Calculations**
- **Present Data using Maps**

IBM Cognos Analytics Authoring Reports Advanced

1 day course

Cognos Analytics is a web-based tool that professional report authors use to build sophisticated, multiple-page, multiple query reports against multiple databases. With Cognos Analytics, you can create any report that your company requires, such as sales, inventory, and statements and dashboard reports.

Overview: Students will learn to use Cognos Analytics to create new reports. The following will be covered: working with the report specification, create query models, join relationships between queries, bursting reports, query macros, and advanced prompts.

Prerequisites: IBM Cognos Analytics Authoring Reports Fundamentals or equivalent knowledge is required.

Knowledge Level: Advanced

Performance Goals: Upon successful completion of this course, students will be able to:

- Examine the Report Specification
- Create Query Models
- Create Reports based on Query Relationships
- Distribute Reports through Bursting
- Create Advanced Dynamic Reports
- Design Effective Prompts

- Enhance User Interaction with HTML
- Create Additional Advanced Reports
- Design Effective Prompts
- Enhance User Interaction with HTML
- Create Additional Advanced Reports
- Drill through Definitions

IBM Cognos Analytics Authoring Reports w/ Multi-Dimensional Data
2 day course

IBM Cognos Analytics is a web-based tool that professional report authors use to build sophisticated, multiple-page, multiple query reports against multiple databases. With Cognos Analytics, you can create any report that your company requires, such as sales, inventory, and statements and dashboard reports.

Overview: This course is designed to guide report authors in building on their expertise with IBM Cognos Analytics by applying dimensional techniques to reports. Through interactive demonstrations and exercises, participants will learn how to author reports that navigate and manipulate dimensional data structures using the specific dimensional functions and features available in IBM Cognos Analytics.

Prerequisites: Knowledge of the use of a web browser to access the corporate internet environments is assumed. Familiarity with Microsoft Windows and basic navigation is expected. Knowledge of dimensional data is recommended, but not required.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, attendees will be able to:

- Discuss Dimensional Reporting
- Understand Dimensional Data and Report Context
- Explore Dimensional Functions and Calculations
- Navigate Dimensional Hierarchies with Functions
- Review Relative and Relative Time Functions
- Examine Advanced Drilling Techniques and Member Sets
- Discuss Drill-Through Reports

IBM Cognos Analytics Framework Manager

3 day course

Framework Manager is used by the Cognos administrator to develop the model and packages that manage the data that can be read by Cognos Analytics Reporting, Query Studio, Report Studio, Analysis Studio, Workspace Advance and/or CAFÉ.

Overview: Students will learn best practice modeling in Framework Manager. They will learn to create models that perform well and provide valid results while being intuitive to use and easy to maintain.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation. Knowledge of SQL and database concepts. Knowledge of OLAP cubes and dimensional modeling, familiarity with IBM Cognos reporting and administration is desired.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course, students will be able to:

- **Start and Run Framework Manager**
- **Work with Data Sources and Connections**
- **Use the Import Metadata Wizard**
- **Work with Query Subjects and Query Items**
- **Use the Diagram Window and Work with Relationships**

- **Add Filters and Calculations**
- **Work with Query Subjects and Query Items**
- **Understand Cardinality**
- **Customize Packages**

IBM Cognos Analtyics Create Data Models (Over Web)

2 day course

IBM Cognos Analytics delivers the complete range of analysis on a single, service-oriented architecture. Author and share reports that draw on data across all enterprise sources for better business decisions.

Overview: This course provides business users with knowledge of metadata modeling concepts and how to model metadata using IBM Cognos Analytics. Participants will learn the full scope of the metadata modeling process, from creating Data Sources, creating Data Modules, to the sharing of metadata to other users, facilitating reports and analyses by themselves and colleagues. Participants will learn to use data servers and uploaded files as data sources, and to add intent to their data model. They will learn how to add tables to their models, set and modify object properties, create calculations, identify joins, as well as how to clean, format, and group their data for reporting purposes.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment. Familiarity with Microsoft Windows and basic navigation. Basic knowledge of Microsoft IIS and Microsoft SQL Server is assumed

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Identify Data Modules**
- **Create a Data Server**
- **Understand Modeling Basics**

- **Understand how to use Data Modules with other Data Sources**
- **Explore Additional Modeling Concepts**
- **Customize Data Modules**

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IBM Cognos Analytics Administration

2 day course

Cognos Analytics is a web-based tool that professional report authors use to build sophisticated, multiple-page, multiple query reports against multiple databases. With Cognos Analytics, you can create any report that your company requires, such as sales, inventory, and statements and dashboard reports.

Overview: Students will learn the fundamental tasks of installing and configuring IBM Cognos Analytics, and administering servers and content in the environment. Participants will install and configure the IBM Cognos Analytics software, implement security, and manage the server components. Students will also monitor and schedule tasks, create data sources, and manage and deploy content in the portal and IBM Cognos Administration.

Prerequisites: Knowledge of Web application server architectures, security systems administration, experience using basic Windows functionality and using a Web browser, as well as, knowledge of your business requirements is expected.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course, students will be able to:

- **Understand the IBM Cognos Analytics Environment**
- **Identify IBM Cognos Analytics Architecture**
- **Secure the IBM Cognos Analytics Environment**
- **Administer the IBM Cognos Analytics Server Environment**
- **Manage Run Activities**
- **Manage Content in IBM Cognos Administration**
- **Modify Configuration and Customization**

IBM Cognos Introduction to Cognos Connection

1/2 day course

Cognos Connection is the web portal used to run reports, or create reports using Query Studio, Report Studio, or Analysis Studio. Cognos Viewer displays reports on the web.

Overview: Students will learn how to use IBM Cognos to view, save and print standard reports. Running reports, responding to prompts, saving prompt values, exporting to Excel and PDF, scheduling reports, and customizing Cognos Connection will be covered.

Prerequisites: Knowledge of the use of a web browser to access a corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Start and Log-In to IBM Cognos Connection**
- **Run Standard Reports**
- **Respond to Prompts**
- **Export to Excel, PDF and other Formats**
- **Print and Email Reports**

- **Customize Cognos Connection Home Page**
- **Schedule Reports to Run Unattended**
- **Create Portal Tabs & Dashboards**

IBM Cognos Workspace Introduction

1/2 day course

IBM Cognos Workspace is a web-based tool that allows you to use IBM Cognos content and external data sources to build sophisticated interactive workspaces that provide insight and facilitate collaborative decision making.

Overview: Students will learn to open and modify dashboards and then create their own dashboards for deeper analysis.

Prerequisites: Familiarity with browsers and navigation is assumed.

Knowledge Level: **Introduction**

Performance Goals: Upon successful completion of this course, students will be able to:

- **Understand Cognos Workspace**
- **Create Workspaces**
- **View and Interact with Workspaces**
- **Collaborate with Cognos Workspace**

IBM Cognos Workspace Advanced

2 day course

IBM Cognos Workspace Advanced is a web-based tool that allows users to create list reports, crosstabs, and visualizations using relational and/or dimensional data.

Overview: Students will learn to perform deeper analysis and report authoring such as adding additional measures, conditional formatting, and advanced calculations. Attendees will create reports that show data in lists, crosstabs, and charts.

Prerequisites: Familiarity with browsers and navigation is assumed.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Create Crosstab, Chart, and List Reports**
- **Format Reports**
- **Manage Existing Reports**
- **Work with External Data**

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IBM Cognos Analysis for Excel (CAFÉ) wth BI

1/2 day course

Built for use with existing versions of Microsoft Excel CAFÉ's single, intuitive interface for all exploration and analysis functions integrates seamlessly with the existing Excel workspace.

Overview: Students will learn to use IBM Cognos Analysis for Excel (CAFÉ) with BI to create ad-hoc reports. Topics covered will include building reports, sorting, filtering and calculation features. In addition, students will be introduced to CAFÉ formula mode.

Prerequisites: Knowledge of the use of a web browser to access a corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Start and Log in to IBM Cognos Analysis for Excel**
- **Create New Reports in Exploration Mode and Formula Mode**
- **Modify Existing Reports**
- **Add Calculation**
- **Create Filters**
- **Nest Items in Columns and Rows**

IBM Cognos Query Studio

1/2 day course

Query Studio is a web-based tool used for ad-hoc queries. This tool is used by the business user. Query Studio can create simple reports showing a region of sales with automatic summaries. The reports can be opened in Report Studio for further design changes. *Query Studio has been replaced with Workspace Advanced.*

Overview: Students will learn to use Query Studio to create ad-hoc reports. Topics covered will include building queries, sorting, grouping, filtering and calculation features. In addition, students will be introduced to charts, crosstab reports, and Query Studio advanced features.

Prerequisites: Knowledge of the use of a web browser to access a corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, attendees will be able to:

- Start and Log-In to Cognos Connection
- Understand the Differences Between Query Studio & Report Studio
- Create Reports in Query Studio
- Filter Reports
- Create Detail and Summary Calculations
- Format a Report

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IBM Cognos Report Studio Introduction

2 day course

Report Studio is a web-based tool that professional report authors use to build sophisticated, multiple-page, multiple query reports against multiple databases. With Report Studio, you can create any report that your company requires, such as sales, inventory, statements and dashboard reports.

Overview: Students will learn to create new reports in IBM Cognos Report Studio. Aggregation, summaries, grouping, and sorting will be covered. Students will create filters and prompts, add detail and summary calculations, format reports, and create list and crosstab reports.

Prerequisites: Completion of IBM Cognos Introduction to Congnos Connection or equivalent skill set is required.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course, students will be able to:

- **Navigate the Report Studio Interface**
- **Create and Modify Reports**
- **Focus Reports Using Prompts**
- **Extend Reports Using Calculations**
- **Present Data Using Maps**
- **Design Effective Reports**

- **Customize Reports with Conditional Formatting**
- **Drill-Through from One Report to Another**
- **Enhance Report Layout**

IBM Cognos Report Studio Advanced

1 day course

Report Studio is a web-based tool that professional report authors use to build sophisticated, multiple-page, multiple-query reports against multiple databases. With Report Studio, you can create any report that your company requires, such as sales, inventory, statements and dashboard reports.

Overview: Students will learn to use Report Studio to create advanced dashboard-styled reports with multiple objects per page and briefing book-style reports with multiple pages.

Prerequisites: Completion of Introduction to IBM Cognos Connection and Report Studio Introduction or equivalent knowledge is mandatory.

Knowledge Level: Advanced

Performance Goals: Upon successful completion of this course, students will be able to:

- **Create Query Models & Reports**
- **Distribute Reports through Bursting**
- **Create Advanced Dynamic Reports**
- **Design Effective Prompts**
- **Enhance User interaction with HTML**
- **Create Additional Advanced Reports**

- **Drill Through Definitions**
- **Create Active Reports**

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IBM Cognos BI Administration

2 day course

IBM Cognos Business Intelligence (BI) delivers the complete range of BI capabilities on a single, service-oriented architecture. Users will author, share, and analyze reports that draw on data across all enterprise sources for better business decisions.

Overview: Students will gain deep practical knowledge of the tasks necessary to maintain the Cognos system. They will learn about the architecture and components of the system and installation options. Students will also learn how to monitor the health of the system, secure the environment, and manage data sources and content. They will also learn how to enable auditing and customize the Cognos experience for their environment.

Prerequisites: Knowledge of the use of a web browser to access a corporate intranet environment is assumed. Basic knowledge of Microsoft IIS and Microsoft SQL Server is assumed.

Knowledge Level: Advanced

Performance Goals: Upon successful completion of this course students will be able to:

- **Start and Run Cognos Configuration and Cognos Administration Console**
- **Monitor the Health and Performance of the System & Manage Data Sources**
- **Create Import and Export Packages for Backup and Disaster Recovery**
- **Apply Security to Control User Permissions and Capabilities**
- **Enable Auditing to Track Usage Patterns**
- **Create Skins to Customize the User Experience**

OLAP Modeling (Transformer)

2 day course

This course will cover creating online, analytical, processing (OLAP) multidimensional models using Transformer. Transformer is the administrator's tool used to build PowerCubes. Transformer has a point and click interface, providing a front end for the creation of cubes.

Overview: Students will learn how to work with Transformer to create Cognos PowerCubes. Datasources, dimensions, levels, measures, security, and cubes will be created by the students and published to the Cognos server for reporting.

Prerequisites: Knowledge of the use of a web browser is assumed. Knowledge of SQL and database concepts, OLAP, and dimensional modeling is required.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course students will be able to:

- **Start and Run IBM Cognos Transformer**
- **Add and Work with Data Sources**
- **Define Dimensions and Levels in the Dimension Map and Diagram**
- **Create New Measures and Measure Folders**
- **Customize Views with Security**
- **Create and Publish Cubes**

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Contact Information
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