

## [BOAN10\_17]: SAP BusinessObjects Analysis For Microsoft Office

Length : 2 Days  
Delivery Method : Instructor-led (Classroom)

### Audience Profile

- Application Consultant
- Business Analyst
- Business Process Owner/Team Lead/Power User
- Development Consultant

### Course Outline

#### Module 1: Positioning and Overview of SAP BusinessObjects Analysis, edition for Microsoft Office

##### Lessons

- Positioning of SAP BusinessObjects Analysis
- Getting an Overview of SAP BusinessObjects Analysis

##### After completing this module, you will be able to:

- Explain the positioning of SAP BusinessObjects Analysis for Microsoft Office
- Provide an Overview of the Tool

#### Module 2: SAP BusinessObjects Analysis, edition for Microsoft Office - Excel

##### Lessons

- Starting the Microsoft Excel Addin and Inserting a Data Source
- Navigating in Data Sources
- Sorting and Filtering
- Creating Measures in the Workbook
- Working with Hierarchies
- Working with Variables
- Synchronizing Crosstabs
- Defining Formatting Options for the Crosstab
- Adding Components to the Workbook
- Working with Formulas
- Creating a Default Workbook
- Converting BEx Analyzer Workbooks
- Setting Preferences
- Publishing and Scheduling
- Introducing the Usage of VBA in Analysis

##### After completing this module, you will be able to:

- Start the Analysis Add-In

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- Insert a Data Source to your workbook
- Reset a Data Source
- Navigate in Data Sources
- Sort data
- Filter by Member
- Filter selected workbook members by measure
- Suppress Zeros
- Add a New Measure Based on a Simple Calculation
- Add a New Measure Based on a Dynamic Calculation
- Add a New Measure Based on a Free-Form Calculation
- Add a Restricted Measure for HANA Data Sources
- Include Dimensions with Hierarchies in an Analysis Workbook
- To Display Single Dimensions as Hierarchy
- Explain how different types of variables are used in Analysis
- Use the prompt dialog
- Use Variants
- Select Workbook Properties for Prompting
- Link Dimensions
- Group Crosstabs
- Define conditional formatting options for Workbooks
- Insert and Delete New Rows and Columns
- Format New or Existing Cells
- Configure Display Options for the Crosstab
- Use styles to customize workbook appearance
- Use inserted components to supplement the result set
- Insert Info Fields
- Insert Filter Components
- Configure filter components using SAP Functions to enhance the workbook layout
- Convert Crosstab Cells to Formulas
- Create a Default Workbook
- Convert BEx Analyzer Workbooks
- Maintain the user, workbook, data source, crosstab, and other settings
- Publish analysis documents to the Business Intelligence (BI) Platform server
- Schedule Analysis Workbooks
- Extend workbook display options with functions and Microsoft Excel Visual Basic for Applications (VBA)

### **Module 3: SAP BusinessObjects Analysis, edition for Microsoft Office - Power Point Lessons**

- Starting the Microsoft Power Point Add-in and Inserting a DataSource

#### **After completing this module, you will be able to:**

- Present Analysis data for business users

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