



# COGNOS TRAINING

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## COGNOS REPORTNET 1.1 – AD HOC QUERYING

**Cognos ReportNet 1.1 – Ad Hoc Querying** is a one-day, instructor-led course designed for business authors. It teaches users how to create, modify, and organize ad hoc reports. The course also covers basic administrative tasks, such as scheduling reports and delivering reports in different formats (HTML, PDF, Excel, etc.).

### Introduction to Cognos Connection

- Examine Cognos Connection
- Set ReportNet preferences
- Examine objects in Cognos Connection
- Customize Cognos Connection

### Introduction to Query Studio

- Examine Query Studio
- Open ad hoc reports
- Add data to ad hoc reports
- Examine report types
- Examine charting
- Create report views
- View report outputs

### 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

### Manage Reports in Cognos Connection

- View the run history of reports
- Save reports to a publicly accessible location
- Distribute reports by email
- Print reports
- Schedule reports

### End-to-End Workshop

- Customize Cognos Connection
- Create a list report
- Create a filter
- Format a report
- Add a chart to a report
- Create report outputs
- Schedule multiple reports

## INTENDED AUDIENCE

This course is recommended for business authors who want to create, modify, and organize ad hoc reports.

## PREREQUISITES

- Knowledge of business requirements
- Experience using the Windows operating system
- Experience using a Web browser