

BusinessObjects Training
Skilled Knowledge Worker (SKW)
Literacy Exercise Manual

**North Carolina Community Colleges
Data Warehouse**

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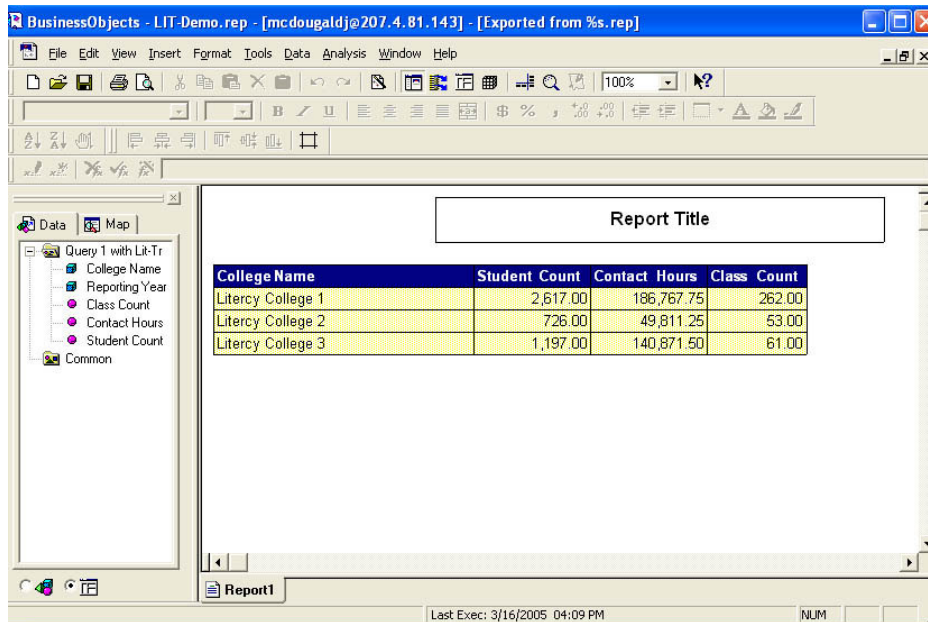
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Exercise #1: The Basics of BusinessObjects

1. Login in to BusinessObjects.
 - Your user name will be Trainxy (x= location of your class, y= number on desk). Make sure the letters are lowercase.
 - Your password is train (lowercase letters).
2. Leave the **Use in Offline Mode** box blank, and click **OK**.

Exercise #2: Document Management

1. Retrieve the **Lit-Demo1** document from **Corporate Documents**.



The screenshot shows a BusinessObjects report viewer window titled "BusinessObjects - LIT-Demo.rep - [mcdougaldje@207.4.81.143] - [[Exported from %s.rep]". The report displays a table with the following data:

College Name	Student Count	Contact Hours	Class Count
Litercy College 1	2,617.00	186,767.75	262.00
Litercy College 2	726.00	49,811.25	53.00
Litercy College 3	1,197.00	140,871.50	61.00

2. Save it as **“Exercise 2”**.
3. Send it to the person sitting next to you.
4. Close document.
5. Retrieve the document that was sent to you.
6. Close the document.

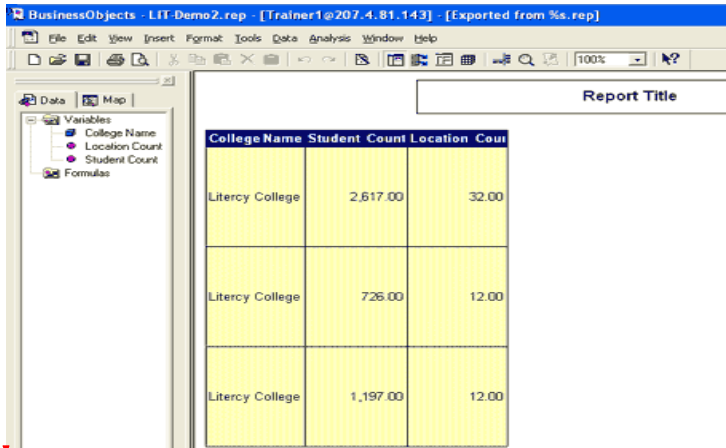
Exercise #3: Modifying Reports

1. Retrieve the **LIT-Demo2** document from Corporate Documents.

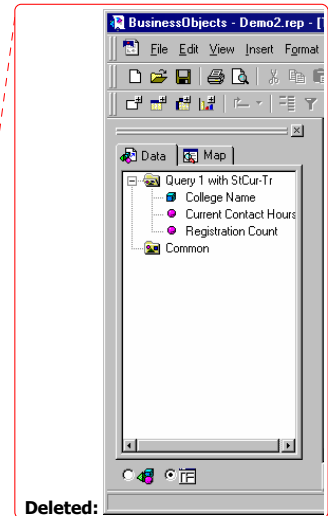
Deleted: Demo2

This document contains a table. Notice that the columns are not formatted very well. For example:

- You can't see the values listed in the columns properly.
- The row height is too big.



College Name	Student Count	Location	Count
Litercy College	2,617.00		32.00
Litercy College	726.00		12.00
Litercy College	1,197.00		12.00



2. Increase the width of the **all** the columns.
3. Decrease the row height of the table.
4. Change the title on the **Student Count** column to **“Total Students”**.
5. Center the table on the report page.
6. Change the report title to **“Exercise 3”**.
7. Center the report title over the table.
8. Save the document as **“Exercise 3”** and close it.

Exercise #4: Applying Calculations

Use the **Exercise 3** document for the following exercise.

Exercise 3

College Name	Total Students	Location Count
Literacy College 1	2,617.00	32.00
Literacy College 2	726.00	12.00
Literacy College 3	1,197.00	12.00

1. Apply a sum to the **Total Students** column.
2. Apply a percentage to the same column.
3. Apply a count to the **College Name** column.
4. Remove all calculations.
5. Close the document without saving it.

Exercise #5: Applying Sorts & Filters

Use the **Exercise 3** document for the following exercise.

1. Apply an ascending sort on the **Total Students** column.
2. Remove the ascending sort.
3. Apply an ascending sort on the **Location Count** column.
4. Apply an ascending sort on the **College Name** column.
5. Make the sort on **College Name** the first sort.
6. Remove the sort on the **College Name** column.
7. Apply a filter on the **College Name** column so that the report only displays data for **Literacy College 2**.
8. Remove the filter.
9. Save the document as "**Exercise 5**" and close it.

Exercise #6: Simple Queries

Start BusinessObjects and create the following query on the **Literacy – Training** universe.

1. Select **NRS Level and Initial Lit Program Code** from the **Student Information** class, **Startup Parameters** subclass.
2. From the **Student Information** class/**Student Reporting Measures** subclass select **Student Count** and **Location Count**.
3. Run the query.
4. Remove **Location Count** from the query.
5. Add **Contact Hours**.
6. Run the edited query.
7. Save the report as “**Exercise 6**”.

Exercise #7:

1. Open Exercise 6.
2. Apply the condition – **Total Contact Hours greater than or equal 12**. Note: Total Contact Hours is in the Student Information class / Progress subclass.
3. Apply a prompted condition that requests the user to enter or select **Initial Program Code**
4. Run the query.
5. At the prompt, enter **ABE**.
6. Change the report title to “**ABE Students with 12 or more hours**”.
7. Change the width of the columns to fit the data.
8. Add a total to the bottom of **Student Count & Contact Hours**.
9. Save the report as “**Exercise 7**” and close it.

BONUS EXERCISES

Quick Queries Q&A

1. On the **Literacy – Training** universe, build a query that presents the number of students by NRS Level for Literacy College 1, reporting year 2004, then manipulate and analyze the query to answer the following questions:
 - a. How many students are enrolled in ESL programs?
 - b. How many students are enrolled in ABE programs?
 - c. What percentage of students is enrolled in the ASE High program?

2. On the **Literacy – Training** universe, build a query that presents the number of students for each initial lit program with 12 or more total contact hours for Literacy College 2, reporting year 2004, then manipulate and analyze the query to answer the following questions:
 - a. How many students does Literacy College 2 have with 12 or more hours?
 - b. How many programs does Literacy College 2 have students enrolled?
 - c. What is the average number of students enrolled in programs at Literacy College 2?

Ad-Hoc Reporting Scenarios

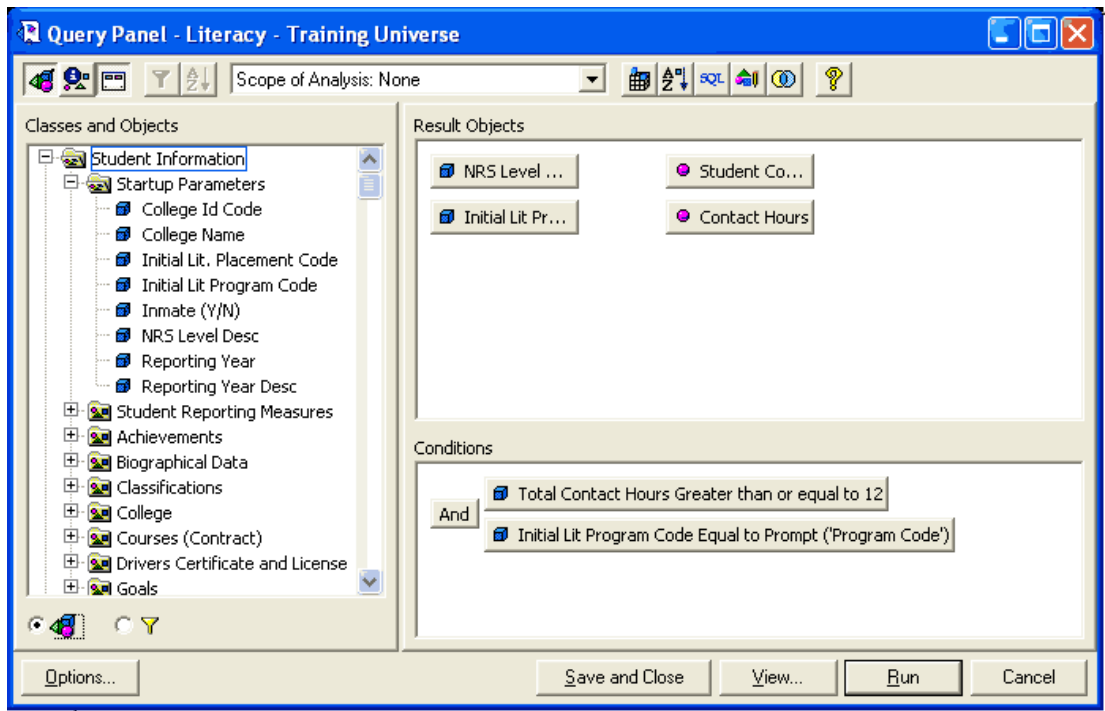
1. The Director at Literacy College 3 would like to know which programs minorities were enrolled in at the college in 2004. She wants the data presented in a crosstab format with totals.
2. The Director at Literacy College 1 would like to know how many Hispanic students are enrolled in programs other than ESL for reporting year 2004. He wants to know of those students which program the students are enrolled in and how many completed a level.
3. The Director at Literacy College 2 would like to know how many students have taken the GED Practice test in 2004 and at which NRS Level they are enrolled.

EXERCISE 6 SOLUTION:

Report Title

NRS Level Desc	Initial Lit Program Code	Student Count	Contact Hours
ABE Beginning Basic Education	ABE	354.00	31,716.75
ABE Beginning Literacy	ABE	332.00	44,122.50
ABE Intermediate High	ABE	1,448.00	127,395.50
ABE Intermediate Low	ABE	549.00	48,463.50
ASE High	AHS	107.00	13,488.25
ASE High	GED	202.00	12,092.25
ASE High	HSG	29.00	280.25
ASE Low	AHS	145.00	20,453.00
ASE Low	GED	391.00	25,626.50
ASE Low	HSG	35.00	1,366.50
ESL Beginning	ESL	371.00	12,404.00
ESL Beginning Literacy	ESL	120.00	2,837.25
ESL High Advanced	ESL	25.00	3,560.25
ESL Intermediate High	ESL	105.00	8,698.25
ESL Intermediate Low	ESL	220.00	11,522.50
ESL Low Advanced	ESL	107.00	13,423.25

EXERCISE 7 SOLUTION:



ABE Students with 12 or more hours

NRS Level Desc	Initial Lit Program Code	Student Count	Contact Hours
ABE Beginning Basic Education	ABE	261.00	31,192.75
ABE Beginning Literacy	ABE	288.00	43,839.00
ABE Intermediate High	ABE	1,081.00	125,117.50
ABE Intermediate Low	ABE	408.00	47,636.25
	Sum:	2,038.00	247,785.50