

**Module Title : BOAN10-SAP BusinessObjects Analysis, Edition for Microsoft Office**

**Duration : 2 days**

## Goals

- Learn the basic functions and navigation options of Analysis, edition for Microsoft Office
- Learn the special functions and layout design options of Analysis, edition for Microsoft Office

## Audience

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

## Prerequisites

### Essential

- Microsoft Excel skills

### Recommended

- Experience with BW queries and the BI suite.

### Course based on software release

- SAP BusinessObjects Analysis 2.2, edition for Microsoft Office
- SAP BusinessObjects BI Platform 4.1

## Content

- Positioning and Overview of SAP BusinessObjects Analysis, edition for Microsoft Office
  - Positioning of SAP BusinessObjects Analysis
  - Getting an Overview of SAP BusinessObjects Analysis
- SAP BusinessObjects Analysis, edition for Microsoft Office - Excel
  - 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

- 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 SAP BusinessObjects Analysis, edition for Microsoft Office - Power Point
- Starting the Microsoft Power Point Addin and Inserting a Data Source
- Using the Fit Table Function
- Adding Charts and Info Fields
- Changing Presentation Settings
- Publishing Analysis Presentations