Page 1 – Web Intelligence – Applying Formatting

The following lesson contains screenshots of the actual BusinessObjects 4.1 application, with text and narration explaining how to use BusinessObjects to perform certain functions.

Please ensure that you are currently sitting at a computer that has sound playing capabilities and that the speakers are turned up to an acceptable volume.

When the narration has finished on a page, please press the [spacebar] to continue. If you would like to review a page, press the [backspace] key.

Page 2 – Add Text to a Document

In addition to the tables that are automatically generated to display the results of your query, you can also add individual cells to your Web Intelligence document to hold plain text and pre-defined document information.

In this tutorial, you will add a blank cell for a label and a predefined cell for the date the document was last refreshed.

Page 3 – Add a Blank Cell to the Document Header

First, let's add a blank cell to the document header to act as a label for the refresh date.

Page 4 – Add a Blank Cell to the Document Header (continued)

Click the **Cell** tab.

Page 5 – Add a Blank Cell to the Document Header (continued)

Click **Blank**.

Position the crosshair where you want to place the cell, then click to insert it.

Page 6 – Add a Blank Cell to the Document Header (continued)

Hover over the handle on the edge of the text cell, then click and drag to lengthen the cell.

Page 7 – Manually Define the Content

Double-click the blank cell to edit, then type **Last Executed:**.

Page 8 – Manually Define the Content (continued)

Click **Validate**.

Page 9 – Add Refresh Date

Now we'll add the refresh date.

Click the **Pre-Defined** list.

Page 10 – Add Refresh Date (continued)

Select **Last Refresh Date**.

Page 11 – Add Refresh Date (continued)

Position the crosshair where you want to place the cell, then click to insert it.

Page 12 – Add Refresh Date (continued)

Note the date is calculated as part of the document information.

Page 13 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.