

> Business Reporting with ShowCase® Query

This class provides comprehensive end user training for ShowCase Query. The class begins with an introduction to basic query building and ends with a discussion of ways in which queries can be run. Learning experiences include creating joins, adding variables and prompts, formatting the data in a report, and creating new columns and conditions with SQL functions. Additional topics include how to use certain Windows applications as alternate data viewers and how to use the add-in features provided by Query for Microsoft Excel and Lotus 1-2-3 spreadsheets to add additional function to your existing spreadsheet applications. Lab exercises are included to reinforce the learning.

Target Audience

This class is intended for anyone with limited or no prior experience in building queries or reports with Query. The class content minimizes “behind the scenes” technology and presents information from an end user perspective through presentations and hands-on learning experiences.

Prerequisites

The student should have a basic understanding of what a query is and a thorough understanding of Microsoft Windows. Experience with Query is not required, however, a general understanding of the purpose of the Query product is helpful. Experience with either Microsoft Excel or Lotus 1-2-3 is helpful.

Course Content

- Introduction to Query
- The Basics of Query Building
- Join Concepts
- Variables and Prompts
- Data Formatting Options
- New Columns and Conditions with SQL Functions
- Alternate Data Viewers and Spreadsheet Reporting
- Interactive and Batch Processing

Cost:
HK\$4,000.00 per person

Duration
1 Day (7 hours)

> Business Reporting with ShowCase® Report Writer

This class provides comprehensive end user training for Report Writer, a data presentation tool that utilizes Query for data retrieval. This class emphasizes using Report Writer functions for creating columnar reports, crosstab reports, form reports, label reports, as well as using charting and graphics to enhance the look of a report. Report Writer features are also emphasized through creating complex derived fields with macros. Lab exercises are included to reinforce the learning.

Target Audience

This class is intended for students who have some experience in creating queries with Query and who want to use the Report Writer interface to create reports with the special report features not provided in Query.

Prerequisites

The student should have completed the Query for End Users class or have equivalent experience in creating queries. A thorough understanding of Microsoft Windows is required.

Course Content

Introduction to Report Writer

Basics of a Report

Columnar Report

Crosstab Report

Form Report

Label Report

Macros and Derived Fields

Cost:

HK\$4,000.00 per person

Duration

1 Day (7 hours)

> Business Reporting with ShowCase® Enterprise Reporting

This class provides comprehensive technical training for end users on the usage of ShowCase Enterprise Reporting, a component of the ShowCase Suite of business intelligence products. Training will emphasize the use of the ShowCase Suite of products for performing the following tasks:

- ◆ Creating ShowCase Suite reports, and saving reports and results to the Enterprise Reporting repository
- ◆ Using the Enterprise Reporting browser interface to view and manage content in the repository
- ◆ Running ShowCase reports dynamically
- ◆ Scheduling ShowCase reports to run automatically
- ◆ Publishing non-ShowCase documents to the repository
- ◆ Using report templates for creating reports in the browser interface
- ◆ Linking multiple reports together for viewing related data
- ◆ Setting up e-mail notification so users can be notified when content changes
- ◆ Performing Administrator functions for managing and organizing content, setting security, and managing the environment

Lab exercises are included to reinforce the learning experience.

Target Audience

This class is intended for I/T professionals (administrators) who have responsibility for setting up and maintaining the Enterprise Reporting environment, for users (publishers) who create and distribute ShowCase Suite reports and results, and for end users (consumers) who need to access the stored reports and documents.

Prerequisites

Experience with ShowCase Query or Report Writer is required. A thorough understanding of Microsoft Windows and experience with using a Web browser are required.

Course Content

- Overview of Enterprise Reporting
- Using the Browser Interface
- Working with ShowCase Content
- Setting Preferences and Locating Documents
- Designing Reports with Report Designer
- Publishing Non-ShowCase Suite Documents
- Scheduling ShowCase Reports
- Creating Composite Documents
- Using Administrator Functions

Cost:
HK\$8,000.00 per person

Duration
2 Days (7 hours x 2 days)

TO: SPSS (Hong Kong) Ltd.
FAX: +(852) 2811 3042

SPSS Clementine® and ShowCase® Training Course
Enrollment Form

Please register the following person(s) for the SPSS Program:

* Please Complete The Form In Block Letters*

Company: _____ **Department:** _____

Name (Mr./Mrs./Ms.): _____ **Job Title:** _____

Tel.: _____ **Fax:** _____ **Email:** _____

Address: _____

I would like to enroll the following courses:

* Please tick the boxes *

- Data Mining Overview with Clementine®
- Introduction to Clementine®
- Data Manipulation with Clementine®
- Advanced Modeling with Clementine®
- Business Reporting with ShowCase® Query
- Business Reporting with ShowCase® Report Writer
- Business Reporting with ShowCase® Enterprise Reporting

Venue: SPSS (Hong Kong) Ltd.
Rm.4, 18/F, Westlands Centre, 20 Westlands Road, Quarry Bay, HK.
(or on-site - negotiable)

Please fill in the attached enrollment form and fax back at +(852) 2811 3042 for reservation.
Application is accepted on first-come-first served basis.

- Training Materials are included in the enrollment fee

**For more information and other courses details, please contact Mr. Adam S. Bux at
+(852) 2811 9662 or email at abux@spss.com.hk.**