

MicroStrategy Office Essentials

Overview:

This one day course provides students with a solid understanding of the capabilities of MicroStrategy Office™ and how it utilizes the full power of MicroStrategy in the familiar environment of Microsoft® Office. Participants will leave with an understanding of how to run live business intelligence reports while leveraging the formatting capabilities of MicroStrategy and Microsoft. Additionally, participants will be versed in the different types of reports available to them, how to format and share reports, and how to maintain the security of data while sharing reports. Participants will also be provided with the best practices of using MicroStrategy Office, including analyzing data from multiple data sources, adding metrics and calculations to an existing report, and leveraging Microsoft Outlook to distribute MicroStrategy Office documents. The lecture will be reinforced with hands-on exercises.

Cost:

- US\$650 per person, or 1 LU

MicroStrategy Products Covered:

- MicroStrategy Office

Number of Days:

- 1 day

Who Should Attend:

- Business Analysts
- Anyone that would like to utilize the power of MicroStrategy within a comfortable Microsoft Office environment

Prerequisites:

- None

Topics:

- Introduction to MicroStrategy Office
 - MicroStrategy Office Overview
 - MicroStrategy BI Architecture
 - MicroStrategy Terminology
- Using MicroStrategy Office
 - MicroStrategy Office Interface
 - MicroStrategy Interface Options
 - Creating MicroStrategy Office Documents
 - Layout and Formatting
 - Grid, Chart, Outline, PivotTable, PivotChart, Flattened, Quick Grid
 - Maintain Formatting on Refresh
- Using Advanced Features of MicroStrategy Office
 - Personalizing Report Data Display
 - Prompts
 - Page-by Reports
 - Creating Reports
 - Creating Documents
 - Scorecards and Dashboards
 - Flash
 - Working with Smart Tags
 - Exporting from MicroStrategy Web™
 - Advanced Options
 - Diagnostics
 - Incremental Fetch
 - Security
- MicroStrategy Office Best Practices
 - Securely Sharing MicroStrategy Office Documents
 - Adding Additional Calculations and Metrics
 - Combining Results from Multiple Sources
 - Multiple MicroStrategy Projects
 - External Data
 - Auto Generate Microsoft PowerPoint® Presentations
 - Building Richly Formatted Microsoft Word Documents
 - Leveraging Microsoft Outlook