

# BusinessObjects Live Office XI R2 Productivity Pack BU241eR2P

## Course Description

This three-to-four hour eLearning course is designed to give you an overview of the functionality available in BusinessObjects™ Live Office™ XI R2 Productivity Pack. You should take this course to learn how to insert new content from Crystal Reports®, Web Intelligence™ and the Query Panel, and how to use the full range of functionality available in Live Office to integrate BusinessObjects content into Microsoft Office documents.

## Course Audience

The target audience for this course is business users.

## Course Topics

### Lesson #1 - Getting Started with Live Office

- Describe the benefits of using Live Office
- Connect to the repository
- Navigate the Live Office menu
- Find help documentation
- Set general options

### Lesson #2 - Inserting Live Office Objects

- Insert charts, crosstabs, and fields from a Crystal report
- Insert report parts from a Web Intelligence document
- Insert a new query based on a Universe

### Lesson #3 - Managing Live Office Objects

- Navigate and refresh Live Office objects
- Enable consolidated prompts
- Set refresh settings for objects
- Set parameter binding
- Take a snapshot

### Lesson #4 - Publishing and Viewing Live Office Documents

- Save Live Office documents to the repository
- Open and view Live Office documents from the repository

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<http://www.businessobjects.com/services/training/elm/default.asp>

## Prerequisite Education

Not applicable for this offering.

## Prerequisite Knowledge/Experience

Not applicable for this offering.

## **Additional Education**

Not applicable for this offering.

## **Delivery & Duration**

This core eLearning offering is a three-to-four hour course.

## **Applicable Certification**

This course is not applicable to any Business Objects Certified Professional programs.

## **More Information**

Visit <http://www.businessobjects.com/services/training/default.asp>.

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