

Discoverer 3.1 User

Section	Title	Page
One	Introduction	2
	– What is Discoverer?	3
	– What is Discoverer User?	4
	– Understanding Discoverer Terminology	5
	– How to run Discoverer User	15
Two	Discoverer User Interface	17
	– Connecting to Discoverer	18
	– Anatomy of Discoverer	19
	– Menu Bar	20
	– Shortcut Bars	21
	– Toolbar	22
	– Formatting Bar	24
	– Analysis Bar	26
Three	Existing Workbooks	28
	– Introduction	29
	– Opening Workbooks in Discoverer	31
	– Write Permissions in Discoverer	33
	– Using Different Accounts	34
	– Missing Items in Discoverer	37
	– Multiple EULs in Discoverer	39
	– Running the Query in Discoverer	42
	– Re-Sizing Items in Discoverer	43
	– Pivoting Items in Discoverer	45
	– Saving Workbooks in Discoverer	51
	– Using Parameters in Discoverer	52
	– <i>Exercise One</i>	55
	Four	Simple Workbooks
– Creating Workbooks in Discoverer		63
– Modifying Workbooks in Discoverer		78
– Duplicating Worksheets in Discoverer		79
– <i>Exercise Two</i>		80
Five	Formatting	86
	– Introduction to Formatting in Discoverer	87
	– Formatting Data in Discoverer	88
	– Formatting Numbers in Discoverer	93
	– Formatting Dates in Discoverer	94
	– Formatting Text in Discoverer	95
	– Setting Column Headings in Discoverer	96
	– Specifying Backgrounds in Discoverer	97
	– Creating Titles in Discoverer	99
	– Sorting Records in Discoverer	104
	– Using Exceptions in Discoverer	110
	– Creating Exceptions in Discoverer	116
	– Managing Exceptions in Discoverer	117
	– Page Setup in Discoverer	118
– <i>Exercise Three</i>	122	
Six	Advanced Worksheets	134
	– Introduction	135
	– Page Items in Discoverer	136
	– Cross-Tabs in Discoverer	138
	– <i>Exercise Four</i>	143

Discoverer 3.1 User

Section	Title	Page
Seven	Totals	148
	– Using Totals in Discoverer	149
	– Creating Totals in Discoverer	152
Eight	Percentages	157
	– Introduction to Percentages in Discoverer	158
	– Creating Percentages in Discoverer	160
	– <i>Exercise Five</i>	163
Nine	Conditions	170
	– Limiting Data in Discoverer	171
	– Administrator Conditions	173
	– Creating Conditions in Discoverer	177
	– Advanced Conditions in Discoverer	187
	– <i>Exercise Six</i>	192
Ten	Calculations	197
	– Creating Additional Items in Discoverer	198
	– Oracle Functions in Discoverer	204
	– <i>Exercise Seven</i>	207
Eleven	Parameters	214
	– Creating Parameters in Discoverer	215
	– Disabling Parameters in Discoverer	224
	– Advanced Parameters in Discoverer	225
	– <i>Exercise Eight</i>	229
Twelve	Aggregation	233
	– Totalling Values in Discoverer	234
	– Example of Aggregation in Discoverer	235
	– Data Points in Discoverer	239
	– Date Hierarchies in Discoverer	242
	– <i>Exercise Nine</i>	245
Thirteen	Drilling	250
	– Drilling Through Data in Discoverer	251
	– Using Hierarchies in Discoverer	252
	– Types of Drilling in Discoverer	253
	– Using Drilling in Discoverer	256
	– Drill Dialog in Discoverer	258
	– Drilling Up and Down in Discoverer	261
	– Drilling to a Related Item in Discoverer	262
	– Drill to Detail in Another Sheet in Discoverer	263
	– Drill to an External Application (Hyper Drill)	264
– <i>Exercise Ten</i>	265	
Fourteen	Graphs	270
	– Graphically Representing Data in Discoverer	271
	– Incorporating Graphs in Discoverer	272
	– Graphs Wizard in Discoverer	273
	– Graph Window in Discoverer	278
	– Modifying Graphs in Discoverer	279
Fifteen	Worksheet Options	288
	– Introduction	289
	– General	290
	– Query Governor	291
	– Table	293

Discoverer 3.1 User

Section	Title	Page
	- Crosstab	295
	- Formats	296
	- Cache	297
	- Advanced	298
	- EUL	299
	- Additional	300
Sixteen	Additional Features	301
	- Exporting Data from Discoverer	302
	- Copy and Paste	304
	- Excel Direct	305
	- Sharing Workbooks in Discoverer	306
	- Deleting a Workbook in Discoverer	308
	- Scheduling a Workbook in Discoverer	309
	- Managing Scheduled Workbooks in Discoverer	315
Seventeen	Line Commands	321
	- Using Line Commands Discoverer	322
	- DOS	323
	- Options	331
	- <i>Exercise Eleven</i>	336
Eighteen	Complex Queries	337
	- Creating a Worksheet Using SQL	338
	- Subqueries in Discoverer	341
	- Creating a Subquery in Discoverer	342
	- Alternative Subquery Creation	343
Twenty	Help	344
	- Introduction	345
	- <i>Exercise Twelve</i>	352
 Appendices :		
	Appendix D1 - SQL Functions	
	Appendix D2 - SQL Number Formats	
	Appendix D3 - SQL Date Formats	
	Appendix D4 - Chart Types	
	Appendix D5 - Comparison Operators	
	Appendix D6 - Command Line Options	
	Appendix D7 - Product Table	
	Appendix D8 - Stock Tables	

Delegate Questionnaire