

Insight[®]

Core Training

The Core Training course combines the introductory Functional User and Advanced User Training courses. New users of Insight will learn the basic features and gain in-depth knowledge of the advanced functions enabling them to become expert

users. The course will cover module specific training and a dedicated report creation workshop to build key business reports. The course is 3 days and eligible for 17 CPE credits. Pre-requisite course: None. Advanced preparation: None. Topics include:



- ▶ **Selecting Data, Layout and Display**
 - ▶ Filters, Visual Assist, and Query By Example
 - ▶ Value and Label Columns
 - ▶ Formatting Descriptions, Titles and Captions
- ▶ **Structuring, Ranking and Export to Excel/PDF**
 - ▶ Pivoting and Sorting Data
 - ▶ Exporting Data to Excel and/or PDF
- ▶ **Selectors and Time Series**
 - ▶ Reporting, Financial, and User Defined Selectors
 - ▶ Creation and Configuration of Time Series
- ▶ **Calculations Hierarchy and Custom Columns**
 - ▶ Conditional Calculations
 - ▶ Custom and Date-Based Calculations
- ▶ **Managing and Distributing Inquiries**
 - ▶ Folder Management
 - ▶ Setting Permissions