



SAS Enterprise Guide 1: Querying and Reporting

This course is for users who do not have SAS programming experience but need to access, manage, and summarize data from different sources, and present results in reports and graphs. This course focuses on using the menu-driven tasks in SAS Enterprise Guide, the point-and-click interface to SAS, to create queries and reports. It does not address writing SAS code or statistical concepts. This course serves as a prerequisite for the [SAS Enterprise Guide 2: Advanced Tasks and Querying](#) course. It also serves as a prerequisite for the [SAS Enterprise Guide: ANOVA, Regression, and Logistic Regression](#) course, which teaches statistical concepts using SAS Enterprise Guide.

Learn how to

- ✓ access and manipulate local and remote data of various types
- ✓ create queries that filter and summarize data, compute new columns, and join multiple tables
- ✓ create frequency and tabular reports
- ✓ create interactive graphs
- ✓ automate output results.

Who should attend

Data, business, and statistical analysts who licensed or are considering licensing SAS Enterprise Guide or SAS Analytics Pro and would like training to get started with data access, management, and analysis

This course is designed for users with no programming experience or SAS knowledge. Before attending this course, you should be familiar with Windows and other software, such as Microsoft Office or spreadsheet programs.

Getting Started

- ✓ introducing SAS Enterprise Guide
- ✓ course scenarios

Working with Data in a Project

- ✓ understanding SAS data structure
- ✓ importing data files other than SAS files
- ✓ accessing data via SAS libraries

Getting Started with Tasks

- ✓ introduction to tasks and wizards
- ✓ creating a frequency report
- ✓ generating HTML, PDF, and RTF output
- ✓ creating a listing report
- ✓ filtering data in a task
- ✓ creating a graph

Creating Simple Queries

- ✓ introduction to querying data
- ✓ filtering and sorting data
- ✓ creating new columns with an expression
- ✓ grouping and summarizing data in a query
- ✓ joining tables
- ✓ joining tables including nonmatching rows (self-study)
- ✓ creating new columns by recoding values (self-study)

Creating Summarized Output

- ✓ generating summary statistics
- ✓ creating a summary report with the Summary Tables task
- ✓ creating and applying custom formats

Using Prompts in Tasks and Queries

- ✓ prompting in projects
- ✓ creating and using prompts in tasks
- ✓ creating and using prompts in queries

Customizing and Organizing Project Results

- ✓ combining results
- ✓ updating results
- ✓ customizing the output style (self-study)

Learning More

- ✓ SAS resources
- ✓ beyond this course

Writing and Submitting SAS Programs

- ✓ writing and submitting SAS programs