



## Gupta Programming

SAS Certified Base Professional, Simi Valley, CA

<http://www.SASSavvy.com>

Register by phone (805) 577-8877 or by e-mail [Sunil@GuptaProgramming.com](mailto:Sunil@GuptaProgramming.com)

### Getting Started with SAS Enterprise Guide for Basic Reporting

*Don't Know How to Write SAS Programs, No Problem with this Point-N-Click Data Reporting Tool!*

#### **COURSE DESCRIPTION**

Want to access a point-n-click tool to easily create basic reports to get answers quickly? This non-technical class with basic examples and interactive sessions shows how you can learn to access your data to answer your questions. A quick reference guide enables students to easily identify menu options and select tasks to be more productive. This guided, no programming required hands-on session enables professionals to create basic listings, summary tables and frequency tables. The instructor face-to-face training is ideal for question and answer sessions, group discussions, and class demonstrations. All students get a trial membership to SAS Savvy for continued support.

#### **COURSE OUTLINE**

##### **I. Getting Started with SAS Enterprise Guide 7.1**

- a. Why should I use SAS Enterprise Guide as a Data Reporting Tool?
- b. Navigating the SAS Enterprise Guide App Menu
- c. Learning how to use SAS Enterprise Guide Tasks
- d. No Programming Required Process: Access Files, Create and Save Reports

##### **II. Applying Tasks to Access and Review Files**

- a. Working with SAS datasets
- b. Understanding Data, Variables and Roles
- c. Working with Excel files

##### **III. Applying Tasks to Create Reports**

- a. Understanding your Data
  - i. Group data such as sex
  - ii. Analysis data such as age
- b. Asking the Right Questions
  - i. What do you want your question to answer - who, what or when
  - ii. Detail questions such as 'What is the age of each patient in the study?'
  - iii. Summary questions such as 'What are the maximum ages by sex?'
  - iv. Frequency questions such as 'How many males and females are in the study?'
  - v. Select and search to data of interest such as 'Report on only males in the study'
- c. Create basic listings to get detail answers
- d. Create basic and frequency tables to get summary answers

##### **IV. Saving and Accessing Reports in Project Files**

- a. Save your reports as Excel files
- b. Save your reports as Word file
- c. Opening Project files and rerunning tasks

**Course Length: 4 or 8-Hours Course, On-Line or On-Site**