



Gupta Programming

SAS Certified Base Professional, Simi Valley, CA

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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