

Accessing SAS from Microsoft Office Applications

Duration: 1.0 days

This Level I course is intended for Microsoft Office users with little or no programming experience who want to access the power of SAS directly from Microsoft Excel and/or Microsoft Word. This course requires the SAS 9 Intelligence Platform.

Course Description [\[Click to register ONLINE \]](#)

This course provides an overview of SAS Add-In for Microsoft Office and shows how it can be used to directly access SAS information from Microsoft Office applications. You learn how to run SAS Stored Processes and use SAS tasks for processing data directly from inside a Microsoft Excel or Microsoft Word document. In addition, you learn how to access and work with existing SAS data from Microsoft Excel.

Prerequisites

No SAS experience or programming experience is required although you should have some experience using Microsoft Word and Microsoft Excel. Specifically, you should be able to

- open and save documents
- use the menus and toolbars to accomplish tasks
- navigate Word documents and Excel spreadsheets.

Course Contents

SAS Business Intelligence and Course Introduction

- SAS Business Intelligence Overview
- Introduction to the Course Data
- Introduction to the Course Scenarios

Exploring the SAS Add-In for Microsoft Office

- Overview of the SAS Add-In for Microsoft Office
- Using the SAS Add-In for Microsoft Office in Excel
- Using the SAS Add-In for Microsoft Office in Word

Inserting SAS Data into Microsoft Excel

- SAS Data Set Concepts and Terminology
- Using SAS Data Sources with Microsoft Excel

Inserting SAS Results into Microsoft Office

- An Overview of Stored Processes
- Customizing the Output Style

Analyzing Data with SAS Tasks in Microsoft Office

- Overview of SAS Tasks

- List Data Task
- One-Way Frequencies Task
- Table Analysis Task
- Bar Chart Task
- Interacting with an ActiveX Graph (Self-Study)

Course Materials

Students attend classroom courses in one of our public training centers. You receive a hardcopy of the course notes.