

## Querying and Reporting Using SAS Enterprise Guide

**Duration:** 2.0 days

*This Level I course is designed for end users who are not programmers but who need to retrieve information from different sources, summarize it, and present it in tables and graphs.*

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

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This course focuses on how to access, manage, summarize, and present data using SAS Enterprise Guide. The course teaches students how to navigate the menu-driven interface of SAS Enterprise Guide to accomplish tasks such as accessing local SAS and Microsoft Excel tables and remote relational databases; creating user-defined formats; managing, manipulating, and joining data using the SQL query builder; generating descriptive statistics, tabular summary reports, and ActiveX graphs; and automating and scheduling tasks. This course does not cover statistical analysis tasks.

### Prerequisites

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This course is designed for end 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.

### Course Contents

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#### Getting Started

- introducing SAS Enterprise Guide

#### Working with Data in a Project

- introducing tabular data
- adding a local SAS table
- accessing remote data
- adding local data in other software formats
- importing text files
- working with tables in the Data Grid (self-study)

#### Getting Started with Tasks

- introducing task dialogs
- creating a listing report
- creating a frequency report
- creating a two-way frequency report

#### Creating Simple Queries

- introducing the Query task
- setting a filter and selecting columns
- creating new columns in a query
- replacing values in a query
- joining tables
- performing outer joins (self-study)

## Creating Summarized Output

- generating and exporting summary statistics
- creating and applying custom formats
- creating a tabular summary report
- creating a graph
- interacting with an ActiveX graph (self-study)

## Creating Advanced Queries

- controlling query output
- creating parameterized queries
- grouping and filtering data in a query (self-study)

## Working with Results and Automating Projects

- customizing the output style
- combining results
- building a Process Flow Diagram
- automating projects and processes

## Introducing SAS Programming

- getting started with SAS syntax
- editing SAS code
- working with SQL syntax

## Classroom Course Materials

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