Querying and Reporting using Enterprise Guide

Duration: 2 days   CEUs: 1.2

AUDIENCE

This course is designed to show software users how to access, manage and summarize data using Enterprise Guide. It teaches individuals how you can use a point and click interface to perform analysis, reading data, simple data manipulations, reporting, graphing and web publishing, scheduling and automation of tasks.

BENEFITS

This course will demonstrate an incredible tool that will allow you to create reports, statistics, and graphs. You will be able to transform data into tailored information in seconds.

This product will also build the programs behind the scenes with error-free syntax. Knowledge of writing SAS code is not required.

This is the best tool SAS Institute has developed for daily SAS user needs. Your programming and process will improve tremendously. Processes may be executed directly or set to run at a scheduled time. Data may be fully explored with drill down capabilities using OLAP (Online Analytical Processing).

Enterprise Guide serves as an interface. Data may originate as raw data files, reside in Excel spreadsheets, or other databases. The output from Enterprise Guide may be represented as a listing or tabular report, or a statistical summary report in the form of an RTF, PDF, or HTML file. In addition, data may be exported to other systems.

For users who develop code in SAS, Enterprise Guide may be used to organize, edit, and utilize pre-written code.

PREREQUISITES

None: designed for individuals with any prior programming experience.

COURSE TOPICS

Introduction to SAS Enterprise Guide
- What is Enterprise Guide
- The basics of what it does

Data and Projects
- How to create a Project
- Managing Multiple Projects

Getting Started with Enterprise Guide
- Enterprise Guide Start up
- Enterprise Guide Windows

Importing Data
- Introduction to Manipulating Data
- Importing Raw Data
- Importing Database Data
- Importing data from Excel
- SAS Data Import
- Listing Report

Additional Reports and Describing Data Sets
- Introduction to Reports
- Creating and exporting Summary Statistics
- Saving to a Data Set
- Saving to an Excel Spreadsheet
- Summary Tables
- Creating One-way Frequencies
- Tabular Analysis

Queries
- Joining Data
- Building and creating a Query
- Creating calculated Columns and Sorting Data Output
- Select Records and Using Filters
- Adding a Column to a Query

Modifying Data
- Introduction: Modifying Data
- Copying a Data Set
- Column Properties
- Adding a New Data Set to Project
- Adding New Rows and Columns
- Ranking of Data
- Sorting of Data
- Hiding and Showing Columns and Rows
- Standardizing Data
- Appending Data
- Transposing Data
- Splitting and Stacking Columns of Data

Graphing of Data
- Demonstrates the various Graphical Output Formats available
- Various Types of Graphs
- Vertical Bar Graphs
- Horizontal Bar Graphs
- Filter Prior to Line Plot
- Simple Line Plots
- Smooth Points of a Line Plot
- Scatter Plots with Regression Line
- Correlation of Data

Formats
- Introduction: Format Definition
- Formatting Examples
- Categories and Types of Formats
- Creating Custom Formats
- Applying Formats
- Grouping Data with an Identifying Label

Exporting Information to the Web
- Creating HTML Files
- Creating JPG and BMP files
- Creating RTF and PDF files

Document Utilities
- Creating Reports
- Combining Separate Reports
- Combine Reports with Document Builder
- Using the Style Manager

Scheduling and Automation of Projects
- Schedule Project and automation
- Process Flow Diagrams

Modifying Code
- Introduction to SAS code
- Code Changes
- Editing SAS code and modifying code using the
- Project Window
- Inserting and Modify Code
- Working with SQL syntax

Options and Help
- Supplementary Utilities
- System Options
- SAS Help
- Publishing reports

Software Used: Base SAS Software, Enterprise Guide Software.