



Business and Technology Consulting<sup>SM</sup>  
Education Solutions

## Enterprise Guide™ Querying and Reporting

**Course Length:** 2 days **CEUs** 1.2

**Format:** Hands on Training

### 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 a 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 scene with error-free syntax. Knowledge of writing SAS® code is not required. Processes may be executed directly or set to run at a scheduled time. 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

### COURSE TOPICS

#### Introduction to SAS Enterprise Guide

- What is Enterprise Guide
- New Features
- Projects

#### Enterprise Guide Windows

- Structure
- Enterprise Guide Start up
- Windows

#### Importing Data

- Importing Raw Data
- Importing Database Data
- Importing Data from Excel
- SAS Data Import
- Listing Report and List Report Wizard

#### Additional Reports and Describing Data Sets

- Introduction to Reports
- Creating and exporting Summary Statistics

## Enterprise Guide™ Querying and Reporting

- Variable Roles Description
- Saving to a Data Set
- Saving to an Excel Spreadsheet
- Summary Statistics and Summary Tables Wizard
- Creating One-way Frequencies
- Table Analysis

### Queries

- Joining Data
- Building and creating a Query
- Select Records and Using Filters
- Adding a Column to a Query

### Modifying Data

- Copying a Data Set
- Column Properties
- Data Deletion from a Project
- Adding a New Data Set to Project
- Editing Data
- Adding New Rows and Columns
- Ranking and Sorting of Data
- Hiding and Showing Columns and Rows
- Row and Column Deletion
- Standardizing Data
- Append Table
- Transposing Data
- Splitting and Stacking Columns of Data
- Random and Sample

### Graphing Data

- Demonstrates the various Graphical Output
- Formats available
- Various Types of Graphs
- Vertical and Horizontal | Bar Graphs
- Filter Prior to Line Plot
- Simple Line Plots
- Smooth Points of a Line Plot (Spline)
- Scatter Plots with Regression Line
- Correlation of Data
- Regression
- Pie Charts

### Formats

- Introduction: Format Definition
- Formatting Examples
- Categories and Types of Formats

## Enterprise Guide™ Querying and Reporting

- Creating a Custom Format
- Applying Formats
- Grouping Data with an Identifying Label

### Document Utilities

- Creating Reports
- Combine Reports with Document Builder
- Attaching Files
- Using the Style Manager

### Scheduling and Automation of Projects

- Schedule Project and automation

### Modifying Code

- Introduction to SAS code
- Code Changes

### Options and Help

- Supplementary Utilities
- Options and Settings
- Panels and Tabs
- SAS Help
- Publishing reports

### Coding Syntax Rules and Principles

- Syntax Rules and Principles (Data Steps and Proc Steps)
- Program Flow
- Writing SAS Statements and Creating SAS Data Sets
- Data Set Variables

### Parameters (Macro Variables)

- Introduction to Parameters
- List Data Example
- Adding a Statement with Macro Variable
- Adding a Macro Variable to a Task
- Conditional Processing

### Working with Libraries and Code

- The Project Log
- Understanding Libraries
- Assigning a Project Library
- Building Multiple Code Components
- Process Flow

### Creating an Oracle Library (Appendix)