destiny
Business & Technology Consulting ℠
Education Solutions

Add-In to Microsoft Office: The Excel and Word Interface to SAS®

Course Length: 1 day   **CEUs** 0 .6
Format: Hands on Training

AUDIENCE

This introductory course is designed for individuals with little or no programming experience. It allows non SAS Programmers to access SAS data files and SAS data sets from the pull down menu within Excel.

BENEFITS

This course provides an overview of the SAS Add-In for Microsoft Office. It demonstrates how this software works in conjunction with Word and Excel and allows access to SAS information without writing a SAS program. It provides a new way to access and process data within your Microsoft Excel and Microsoft Word environment. Learn how to access SAS procedures and existing programs. Create graphs and modify your output using the Add-In tool.

PREREQUISITES
No formal prerequisites for this course.

COURSE TOPICS

Course Introduction
- Overview and features of the SAS Add-In for Microsoft Office tool
- Introduction to the Software and becoming familiar with the User Interface

Working with Existing Data from Excel
- Accessing SAS data files
- Customizing your Settings and Options
- Selecting data and navigation within the software
- Accessing and Selecting Data
- Filtering and Subsetting Data
- Creating, Saving and Customizing Output
- Inserting Data into Word and Excel

Accessing Stored Procedures and Running SAS Programs
- Learning about the Stored Procedures
- Executing and modifying the Stored Procedures
- Analysis using these Stored Procedures

Analysis, Reporting and Descriptive Statistics
- Overview of Various SAS Tasks
- Creating Listing Reports through the List Data Task
- Building and structuring tables through the Table Analysis Task
- Frequency Analysis through Frequencies Task
- Structuring and Modifications available
- Summary Statistics and Data Presentation
- Graphical Output through Bar Charts and Active X
- Creating Bar Charts and customization points