Course Outline

Introduction to the SAS Enterprise Guide

Course Summary

Description
The course is mostly lecture with some time for exercises, demonstrations, and working on problems students bring to class. The exercises at the end of most chapters use data sets shipped with the SAS system. Students can also work through the exercises at their own pace after the conclusion of the course. This course can be taught as a public course or as an on-site course. Comprehensive textbooks for students are included in the course fee.

Objectives
At the completion of this course, students will be able to:
- Write more efficient programs
- Utilize more features of the SAS System through the point and click interface of Enterprise Guide

Topics
- Creating Simple Reports
- Data Preparation: Part 1: Subsetting Data
- Data Preparation: Part 2: Joining Data
- Data Preparation – Part 3: Summarizing Data
- Doing More with Enterprise Guide
- Enterprise Guide Administrator Setup

Audience
This course is intended for two groups of students: those who are brand new to the SAS System, and those who have been using the SAS System for a few years, but want to learn about the new features of Enterprise Guide.

Prerequisites
There are no prerequisites for this course.

Duration
Two days
Introduction to the SAS Enterprise Guide

Course Outline

I. Introduction
   A. What is Enterprise Guide?

II. Getting Started
   A. How to Begin
   B. Taking the Enterprise Guide Tour
   C. Overview of the Course

III. Creating Simple Reports
   A. Creating and Modifying a Listing Report
   B. Creating a Bar Chart and Exploring Graph Options
   C. Customizing Reports.

IV. Data Preparation: Part 1: Subsetting Data
   A. How to Subset Data
   B. Generating Reports from the Subsetted Data

V. Data Preparation: Part 2: Joining Data
   A. Joining Data with a Query
   B. Working with Columns in a Query
   C. Creating a Frequency Count.
   D. Creating a Listing Report.

VI. Data Preparation – Part 3: Summarizing Data
   A. Summarizing Data
   B. Adding Data to an Existing Query
   C. Creating a Bar Chart From Query Data
   D. Creating a Summary Table

VII. Doing More with Enterprise Guide
   A. Creating Documents
   B. FAQ

VIII. Enterprise Guide Administrator