# SAS Enterprise Guide 1: Querying and Reporting Training

Duration: **2 Day**

BİLGİNÇ IT Academy
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## Overview

This course is designed for users **with no prior SAS programming experience** who need to access, manage, and summarize data from multiple sources, and present results in reports and graphs.

Using **SAS Enterprise Guide**, the point-and-click interface to SAS, participants will learn to perform menu-driven tasks to create queries, reports, and visualizations.

Although this course does **not cover writing SAS code or statistical analysis**, it serves as a foundation for advanced SAS Enterprise Guide courses such as:

- **SAS Enterprise Guide 2: Advanced Tasks and Querying**
- **Creating Reports and Graphs with SAS Enterprise Guide**
- **SAS Enterprise Guide: ANOVA, Regression, and Logistic Regression**

## Prerequisites

No prior SAS or programming experience required. Basic understanding of spreadsheets and data concepts is helpful.

## Who Should Attend

- Data Analysts
- Business Analysts
- Statistical Analysts
- Professionals who have or plan to license **SAS Enterprise Guide** or **SAS Analytics Pro** and want to get started with **data access, management, and analysis**

## Outline

### Getting Started

- Introduction to SAS Enterprise Guide
- Course scenarios and environment overview

### Working with Data in a Project

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- Understanding SAS data structure
- Accessing SAS and DBMS data sources
- Importing external data files

### Getting Started with Tasks

- Introduction to tasks and wizards
- Creating frequency reports
- Generating HTML, PDF, and RTF output
- Creating listing reports
- Filtering data within a task
- Creating basic graphs

### Creating Simple Queries

- Filtering and sorting data
- Creating new columns with expressions
- Grouping and summarizing data
- Joining multiple tables

### Creating Summarized Output

- Generating summary statistics
- Creating a summary report using the Summary Tables task

### Using Prompts in Tasks and Queries

- Understanding prompting in projects
- Creating and using prompts in tasks
- Creating and using prompts in queries

### Customizing and Organizing Project Results

- Combining results into a single report
- Updating and organizing projects effectively

### Learning More

- Exploring SAS resources beyond this course

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### Writing and Submitting SAS Programs

- Writing and submitting SAS programs within SAS Enterprise Guide