



...Maximizing your investment in the SAS® System...  
and those in your organization who use it...

**This two-day class brings the power of the SAS System to your desktop via Enterprise Guide 4.1 software, which provides menu-driven, point-and-click access to SAS' vast array of data management and analysis tools without the need to learn and apply programming syntax.**

After taking this seminar you will be able to:

- Apply SAS' vast array of data management, query, graphics, analysis, and reporting tools via the EG interface rather than writing "SAS code"
- Create, save, recall and modify Enterprise Guide Project files
- Create Process Flow Diagrams that generate the analyses and reports you need
- Create frequency tables
- Make bar charts, pie charts and other graphical displays of your data
- Apply conditional logic to extract rows and/or columns from an existing file
- Apply Enterprise Guide tools to data stored in CSV and Excel files
- Join two or more data files together before executing query and analysis tasks
- Add new columns to your data files
- Avoid common pitfalls when importing Excel spreadsheets in to EG projects

**Two-Day Seminar from  
Sierra Information Services**

## **Introduction to the SAS® Enterprise Guide**

### **Overview**

This two-day session introduces non-programmers to the power of SAS System Software via the Enterprise Guide, a powerful menu-driven application providing a wide range of data query, reporting and analysis tools that do not require you to write "SAS code." By attending this class you will learn how to apply core Enterprise Guide functionalities that give you access to SAS' powerful analytic capabilities via an intuitive combination of "point and click" and graphical tools. **Note:** *This class is available for on-site presentation at organizations whose SAS license includes Enterprise Guide 4.1 software, and the content can be customized with examples and data you provide in advance. We also offer a wide range of seminars for both new and experienced users of SAS' programming tools. Please see our website for details.*

### **Intended Audience**

**Introduction to the SAS Enterprise Guide** is designed for researchers, analysts and other end-users who want to begin using the EG 4.1 application to query, report and analyze data. While the course materials do not assume any prior experience or background with computer programming, attendees should be familiar with using a computer and be comfortable with arithmetic/statistical concepts such as mean, sum, frequency and median.

### **Topics/Agenda**

- **Enterprise Guide Overview**
  - What is the Enterprise Guide and What Can I Do With It?
  - Core Elements of the EG User Interface
  - The Project Designer and Project Explorer Windows
  - Saving and Reusing Projects
- **Working with Data in the Enterprise Guide**
  - Introduction to Data Set Concepts
  - Working with Existing SAS Data Sets in the EG Environment
    - Linking Your EG Session to Libraries of SAS Data Sets
  - Working with Excel and Text Files in the EG Environment
- **Creating Enterprise Guide "Tasks"**
  - Creating a Listing Report
  - Creating Frequency Tables and Summary Reports
  - Generating Graphs and Charts
  - Customizing the appearance of your reports with Titles and Footnotes
  - Using Formats to Control Data Display
- **Creating and Executing Queries**
  - Selecting Rows/Columns from an Existing File
  - Adding New Columns to an Existing File
  - Joining Two or More Files Together
  - Creating Parameterized Queries
  - Generating Summary Statistics
  - Creating New Columns Using "Recodes"
  - Developing a Statistical Report
  - Customizing the Output Report "Style"

**Contact Sierra Information Services For More Information:**

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## About the Instructor

This seminar is written and presented by Andrew Karp, who started his own SAS Software consulting and training firm, Sierra Information Services, in 1994. Prior to starting Sierra he used SAS Software to manage and analyze data while holding positions with PriceWaterhouseCoopers, Federal Express Corporation, Pacific Gas & Electric Company and Kaiser Foundation Health Plan. A 25-year SAS user, Andrew is a SAS Certified Professional™ who has presented numerous training seminars to SAS users in the United States, England, Scotland, Belgium, Australia, New Zealand and the People's Republic of China.

He has served on the technical review teams for seven books published by SAS Institute and has been an invited speaker at thirteen consecutive SAS Global Forum/SAS User Group International conferences, as well as other events for SAS users in seven countries. Andrew earned undergraduate and graduate degrees from The George Washington University and taught SAS classes for UC Berkeley's Extension Division from 1989 to 1995. He has also been a visiting lecturer in the Department of Experimental Statistics at Louisiana State University, the School of Government and Business Administration at The George Washington University and at the University of Auckland in New Zealand.

## About Sierra Information Services

Sierra Information Services is a **leading independent provider of SAS Software** consulting and training services. Sierra offers clients a wide range of support, including SAS programming, data analysis/data mining with SAS tools, as well as the design and delivery of customized SAS Software training solutions tailored to the client's individual needs. We also present numerous public and online training seminars every year.

Since its inception in 1994 Sierra has provided consulting and/or training services to, among others, Wells Fargo Bank, Bear Creek Corporation, Limited Brands, IBM, American Honda Motor Company, Lloyd's Bank/TSB, Capitol One Financial Services, Inc., the Sacramento Municipal Utilities District, Discover Financial Services, Inc., the US Department of Commerce and the US Federal Communications Commission. We have also provided consulting and training for numerous public and private sector entities in the United Kingdom, Belgium, Australia and New Zealand.

In addition to training solutions developed by Sierra's founder, Andrew Karp (see bio above), Sierra also works with other leading SAS experts to offer their training seminars under our auspices.

For the most current list of our public on line training seminars, or to learn more about how Sierra can assist you and your organization, please visit our web site at [www.SierraInformation.com](http://www.SierraInformation.com) or call us a (707) 996 7380. We look forward to hearing from you soon!



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