



The Little SAS® Enterprise Guide® Book. Full book available for purchase [here](#).

Contents

About SAS Enterprise Guide	ix
About This Book	xi
Acknowledgments	xiii

Tutorials Section 1

Tutorial A Getting Started with SAS Enterprise Guide 3

Starting SAS Enterprise Guide	3
SAS Enterprise Guide windows	4
Basic elements of SAS Enterprise Guide	5
Entering data	5
Creating a frequency report	22
Creating a scatter plot	28
Adding a note to the project	34
Saving the project	36

Tutorial B Creating Reports 39

Before beginning this tutorial	39
Starting SAS Enterprise Guide	39
Opening the Tours data table	40
Creating a simple report	45
Changing titles and footnotes	48
Changing column labels and formatting values	53
Defining your own formats	59
Adding manual links	68
Selecting a style for the report	69
Changing the output format for the report	71
Completing the tutorial	74

Tutorial C Working with Data in the Query Builder 77

Before beginning this tutorial	77
Starting SAS Enterprise Guide	77
Opening the Volcanoes SAS data table	79
Opening the Query Builder	80
Selecting columns	82

Creating a new column	84
Ordering and removing columns	96
Filtering data	98
Sorting the data rows	108
Completing the tutorial	110
Tutorial D Joining Two Data Files Together	113
Before beginning this tutorial	113
Starting SAS Enterprise Guide	113
Opening the two data files to be joined	114
Joining tables	117
Filtering the data	123
Selecting which rows to keep	128
Completing the tutorial	134

Reference Section 135

Chapter 1 SAS Enterprise Guide Basics	137
1.1 SAS Enterprise Guide Windows	138
1.2 Projects	140
1.3 Maximizing and Splitting the Workspace	142
1.4 Managing Process Flows	166
1.5 Running Projects and Process Flows	146
1.6 Linking Items in Process Flows	148
1.7 SAS Data Tables	150
1.8 Viewing Properties of Data Tables and Columns	152
1.9 Changing Properties of Columns	154
1.10 Selected Standard Formats	156
1.11 Documenting Projects with Notes	158

Chapter 2	Bringing Data into a Project	161
2.1	Sources of Data	162
2.2	Locations for Data	164
2.3	Assigning Project Libraries	166
2.4	Creating New SAS Data Tables	168
2.5	Editing SAS Data Tables in a Data Grid	170
2.6	Inserting Computed Columns in a Data Grid	172
2.7	Importing Microsoft Excel Spreadsheets	174
2.8	Importing Delimited Raw Data	176
2.9	Importing Fixed-Column Raw Data	178
2.10	Exporting Data	180
Chapter 3	Working with Tasks	225
3.1	Finding and Opening Tasks	184
3.2	Selecting Data and Assigning Task Roles	186
3.3	Reopening Tasks and Making Changes	188
3.4	Customizing Titles and Footnotes	190
3.5	Applying Standard Formats in a Task	192
3.6	Defining Your Own Character Formats	194
3.7	Defining Your Own Numeric Formats	196
3.8	Applying User-Defined Formats in a Task	198
3.9	Grouping Data with Formats in a Task	200
3.10	Saving Task Results to a Data Set	202
3.11	Changing the Result Format	204
3.12	Changing the Result Style	206
3.13	Customizing Styles Using the Style Manager	208
3.14	Exporting Results	210
Chapter 4	Producing Complex Reports in Summary Tables	213
4.1	Creating Summary Tables with Frequencies	214
4.2	Adding Statistics to Summary Tables	216
4.3	Changing Heading Properties in Summary Tables	218
4.4	Changing Class Level Headings and Properties in Summary Tables	220
4.5	Changing Table Properties in Summary Tables	222
4.6	Changing Data Value Properties in Summary Tables	224

Chapter 5	Modifying Data Using the Query Builder	265
5.1	Creating a Query	228
5.2	Selecting Columns in a Query	230
5.3	Creating Columns Using Mathematical Operators	232
5.4	Creating Columns Using Functions	234
5.5	Selected Functions	236
5.6	Adding a Grand Total to a Data Table	238
5.7	Adding Subtotals to a Data Table	240
5.8	Creating Summary Data Tables in a Query	242
5.9	Recoding Values in a Query	244
5.10	Changing the Result Type of Queries	246
Chapter 6	Sorting and Filtering Data	249
6.1	Filtering Data in a Task	250
6.2	Using the Filter and Sort Task	252
6.3	Using the Sort Data Task	254
6.4	Sorting Data in a Query	256
6.5	Filtering Data in a Query	258
6.6	Creating Compound Filters in a Query	260
6.7	Creating Advanced Filters in a Query	262
Chapter 7	Combining Data Tables	265
7.1	Methods for Combining Tables	266
7.2	Appending Tables	268
7.3	Joining Tables	270
7.4	Setting the Properties of a Join	272
Chapter 8	Basic Statistical Analysis	275
8.1	Writing and Running SAS Programs	276
8.2	Creating Process Flows from SAS Programs	278
8.3	Viewing Program and Project Logs	280
8.4	Saving SAS Programs	282
8.5	Using Tasks to Generate SAS Programs	284

Appendix A Data Used in This Book	287
A Data Used in This Book	289
Tours Data	289
Tour Dates Data	290
Tour Bookings Data	291
Volcanoes Data	293
Eruptions Data	295
Latitude and Longitude Data	298
Portland Flights Data	300
Seattle Flights Data	300
Advertising Results Data	301
Index	303