



**YOUR TEAM PLAYER**  
ONSITE EDUCATION SERVICES



## Your Team Player Course Summary

#147 - SAS Enterprise Guide point and click query and reporting

### **YourTeamPlayer**

-

Admin

#### **This document contains:**

Welcome to the team

Course Topics

Course Logistics

Terms and Conditions

© 2010 TeamPlayer Pty Ltd  
1300 340 098 or (Mobile) 0408 054 893  
info@yourteamplayer.com



Thank you for visiting TeamPlayer onsite education website ([www.YourTeamPlayer.com](http://www.YourTeamPlayer.com)) and constructing your own customised course.

This proposal outlines your course topics and delivery details. Admin [info@yourteampayer.com](mailto:info@yourteampayer.com) can access these details at [www.YourTeamPlayer.com](http://www.YourTeamPlayer.com) at any time. From the website, you can make any changes you like, copy this course, create new ones and reproduce this document at your own discretion.

All our training offerings are designed to be conducted at your premises and can be entirely customised to use your own data and business scenarios. Our trainers are highly experienced professionals and have a broad range of practical experience.



## #147 - SAS Enterprise Guide point and click query and reporting

What name would you like to give to this course?

**#147 - SAS Enterprise Guide point and click query and reporting**

Your Name

**Admin**

Your Email Address

**info@yourteamplayer.com**

Your Daytime phone number

**1300 340 098**

Approximate date(s) you would like to run this event

**-**

Approximate Number of Participants

**3**

Delivery Address

### Computing and room facilities

Where would you like to conduct this training event?

**We have a meeting room / Board room of an appropriate size**

What computer facilities would you like to use for this event?

**We would prefer to use our own computers and move them ourselves**

Do you have a SAS 9.2 computing environment we can use for this event?

**We can use our existing SAS 'Development or testing' environment**

### Provision of Web based Pre requisite testing and summary analysis

Please provide web based pre requisite testing and a resulting summary analysis for intended participants.

**No Thanks**

Please provide web based post-course testing and analysis

**No Thanks**



## Course Topics

SAS Enterprise Guide®
<b>SAS Enterprise Guide® Introduction</b> <ul style="list-style-type: none"><li>• Introduction to functionality and capability of SAS Enterprise Guide®</li><li>• Working with the SAS Enterprise Guide interface</li><li>• Create a sample report</li></ul> Introduction to functionality and capability of SAS Enterprise Guide
<b>SAS Enterprise Guide® Accessing Data</b> <ul style="list-style-type: none"><li>• Accessing Data with SAS Enterprise Guide®</li><li>• SAS tables, RDBMS tables, Excel Spreadsheets, Text files and adhoc data</li></ul>
<b>SAS Enterprise Guide® Summarisation and Reporting Tasks</b> <ul style="list-style-type: none"><li>• Working with SAS Enterprise Guide® reporting tasks</li><li>• Frequency and cros tabulation frequency reports</li><li>• Data summarisation tasks</li><li>• Cross tabulation summarised reports</li><li>• Creating graphs and data exploration tasks</li></ul>
<b>SAS Enterprise Guide® - Using SAS Functions and Formats Basics</b> <ul style="list-style-type: none"><li>• How to use common SAS software functions to help with text search and manipulation, arithmetic operations and format lookups</li><li>• Powerful date management functions</li><li>• Using SAS software formats to change how data values are viewed</li></ul>
<b>SAS Enterprise Guide® Filter and Query Basics</b> <ul style="list-style-type: none"><li>• Filtering and querying data with SAS Enterprise Guide®</li><li>• Using the SQL query builder task to perform basic data extraction</li><li>• Filtering data in any SAS Enterprise Guide® task (SAS ver 9.2)</li></ul>
<b>SAS Enterprise Guide® Querying - Intermediate</b> <ul style="list-style-type: none"><li>• Joining multiple tables in your queries</li><li>• Apply more complex filters</li><li>• Summarise data using the query building functionality in SAS Enterprise Guide®</li></ul>
<b>SAS Enterprise Guide® Using Prompts</b> <ul style="list-style-type: none"><li>• Using prompts for passing dynamic and static parameters to tasks and programs in your SAS Enterprise Guide® project</li></ul>
<b>SAS Enterprise Guide® Controlling Output Format</b> <ul style="list-style-type: none"><li>• Customising your HTML, PDF, RTF reports, reporting to Excel</li><li>• Standardise the look and feel of your reports by modifying and creating your own stylesheet to control colours, font, pictures etc...</li><li>• Managing your projects with:<ul style="list-style-type: none"><li>◦ comments, Ordered execution lists, Scheduling, Manually linking tasks, Organise your project with multiple pages</li></ul></li></ul>

Total approximate delivery time based on selected topics: 2.00 Days.  
This estimate includes breaks and is based on a 7hr training day



## Terms and Conditions

### **Course Cost**

*An invoice for the full price of the course (excluding travel expenses) will be raised upon course confirmation and is payable before the course commencement date. If the instructor needs to travel from interstate, any further travel related expenses will be invoiced separately after course completion. These expenses will be under the levels set out in current [ATO rulings](#).*

### **Course Cancellation Policy**

*Cancellations up to 2 weeks prior to the event will be refunded in full. Any expenses incurred by TeamPlayer within 2 weeks of the event will be deducted from any refunded amounts. Any cancellations one business day prior or on the day of the event will not be refunded.*

### **What happens next**

*Upon booking your course. An invoice will be raised (excluding travel expenses) and sent to you via email along with a link to authorise our client services document online via EchoSign. The document has been specifically designed to provide you with assurances YourTeamPlayer respects your intellectual property, software licences, confidential information and so forth.*

*After we receive authorisation and payment. We will send you or the students a confirmation email containing all the course details and make all the necessary arrangements for your course.*