



SAS Fundamentals Course Outline

Audience:

This course is designed for Computer Users as an introduction to the SAS® System.

Prerequisites:

Attendees will need some knowledge of their own computer systems and be able to use a keyboard and a mouse.

Objectives:

This course is our Essential Introduction to the SAS System. The course covers all you need to know to get started with SAS quickly and easily. After the course, attendees will be able to use SAS software to read their data, access, manage and manipulate their data, solve problems, save programs and datasets, use conditional logic, combine files, produce tables and listings of data, and use data analysis techniques.

Duration:

3 Days.

COURSE TOPICS

F1 Introduction

- What is SAS?
- SAS Solutions and Software
- Introduction to the SAS Environment
- Saving Work (Windows only)
- SAS System Walkthrough

F2 Libraries

- What is a Library?
- How to Assign Libraries
- Accessing Other Data

F3 Writing SAS Programs

- Background to Steps
- Statements
- Naming Conventions
- SAS Programs
- Table Structures

F4 Importing Data into SAS

- Program Method
- Different Text File Structures
- Accessing Other Data

F5 Manipulating Data

- Overview of Data Step Statements
- Introduction to How the Data Step Works
- Programming with the Data Step
- Where, Keep, Drop & Rename Options and Statements
- Functions
- Accumulators

F6 Formats and Labels

- Formats and Informat
- Labels

F7 Combining SAS Tables

- Sorting
- Concatenating
- Merging

F8 Dates and Times

- How Dates and Times are Stored in SAS
- Date and Time Informat/Formats
- Date and Time Functions

F9 Reporting (Optional Section)

- Controlling SAS
- Proc Print
- Proc Format
- Proc Tabulate
- Proc Report

F10 Enhancing Output Using ODS

- Introduction to ODS
- Capturing SAS Output

F11 Data Analysis (optional section)

- Proc FREQ
- Proc MEANS
- Proc UNIVARIATE

