



# SAS Fundamentals

## Three Days

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### Audience

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

### Prerequisites

There are no prerequisites for this course.

### 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.



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### Topics

#### F1 Introduction

- > What is SAS?
- > SAS Software and Solutions
- > Introduction to the SAS Environment
- > Using the Display Manager System (DMS)
- > Using SAS Enterprise Guide
- > Working with SAS Programs in Enterprise Guide
- > Using SAS Studio
- > SAS System Walkthrough

#### F2 Writing SAS Programs

- > Working with SAS Data Libraries
- > Structure of a SAS Program
- > Rules of the SAS Language
- > Table Structures
- > Interpreting the SAS Log
- > Cancelling Submitted Code

#### F3 Importing Data into SAS

- > Reading Data
- > Accessing Other Data Sources
- > Importing Text Files
- > Accessing PC Files and Databases
- > IMPORT Procedure
- > EXPORT Procedure

#### F4 Programming with the DATA Step

- > Creating SAS Variables
- > Reading SAS Data Sets
- > Conditional Processing
- > Creating Multiple Subsets
- > Missing Values
- > Common DATA Step Statements

#### F5 Manipulating Data

- > Introduction to How the DATA Step Works
- > WHERE, KEEP, DROP & RENAME Options and Statements
- > Functions
- > Accumulators

#### F6 Labels and Formats

- > Labels
- > Formats and Informats
- > Proc FORMAT

#### F7 Combining SAS Tables

- > Sorting
- > Appending
- > Merging

#### F8 Dates and Times

- > How Dates and Times are stored in SAS
- > Date and Time Informats/Formats
- > Date and Time Functions
- > YEARCUTOFF Option (Optional)



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### F9 Data Analysis

- > Proc FREQ
- > Proc MEANS
- > Proc UNIVARIATE (Optional)

### F10 Reporting

- > Controlling SAS
- > Titles and Footnotes
- > Proc PRINT
- > Proc TABULATE

### F11 Enhancing Output Using ODS

- > Introduction to ODS
- > Capturing SAS Output
- > Styles in ODS