



## Base 3 Systems delivers knowledge

Through exceptionally well-documented training courses delivered by highly qualified trainers, re-enforced with relevant industry specific exercises and, if required, one to one mentoring.

### About Base 3 Systems

Base 3 Systems is an established, highly regarded Software Consultancy and SAS® Institute Consulting Alliance Partner, specialising in solutions to business problems using SAS Software.

Our trainers are all experienced SAS consultants who have been using SAS software for many years. The approach we use is to tackle learning needs by reinforcing the technical information delivered on our training courses with comprehensive practical sessions, leading to much more workshop based, rather than 'stand and deliver' courses.

Our standard courses are appropriate for a wide range of abilities and centre around the core of the SAS System. All are developed with MS Windows in mind, however, they can be tailored to suit your operating system requirements.

The costs of courses are extremely competitive and will vary according to number of attendees, duration of course and individual requirements. Please note that, unlike our competitors, we do not offer public courses. Instead, our standard courses are delivered exclusively to your organisation at public course prices.



Location of Base 3 Systems Head Office and Training Rooms

## SAS Enterprise Guide 4

### Course Aims

After completing this course attendees should have a thorough knowledge of Enterprise Guide, and be able to run tasks to: access data stored in a variety of formats; query data; produce reports in many different formats (HTML, RTF and PDF); and produce graphical reports.

### Duration

2 days.

### Required Knowledge

No previous knowledge of SAS or Enterprise Guide is assumed, however familiarity with MS Windows, a keyboard and a mouse is essential.

## SAS Enterprise Guide 4 - Concepts Covered

### *Introducing SAS Enterprise Guide*

- *What is Enterprise Guide?*
- *Why use Enterprise Guide?*
- *How does Enterprise Guide work?*
- *The “principles” of Enterprise Guide*
- *The Enterprise Guide environment*
- *Enterprise Guide help facilities*
- *SAS data*

### *Accessing Data Sources*

- *Starting or using a project*
- *Accessing data sources*
- *Formats*

### *Manipulating Data*

- *Preparing & manipulating data*
- *Adding rows & columns*
- *Sorting data tables*
- *Joining tables*

### *Data Analysis*

- *Analysis tasks*
- *Producing summary statistics*
- *Producing frequency tables*

### *Reporting*

- *Reporting tasks*
- *Producing list reports*
- *Producing graphs*
- *Customising results*
- *Customising list reports*
- *Customising graphs*

### *Introducing SAS Enterprise Guide Administrator*

- *Servers*
- *Libraries*
- *Binders*
- *Users*
- *Groups*

### *Exploiting Enterprise Guide*

- *Scheduling projects & tasks*

