SAS Business Intelligence Reporting: Fast Track Overview

This course replaces the SAS Business Intelligence Reporting: Fast Track **course.**

This course provides information on how to access and build reports as well as analyze data using several of the information consumer applications in the platform for SAS Business Analytics.

Learn how to

- identify types of reports
- create and share reporting presentations
- interact with multidimensional data
- access SAS data sources
- work with SAS analyses.

Who should attend

Power user/Information consumer

Formats available

Classroom:

Duration

4.0 days

Pre Requsite

No SAS experience or programming experience is required, although you should have some computer experience. Specifically, you should

- be able to log on and off a computer and use a keyboard or mouse
- have some experience using Microsoft Word and Microsoft Excel (specifically, you should be able to open and save documents, use the menus and toolbars to accomplish tasks, and navigate Word documents and Excel spreadsheets)
- know how to use a Web browser to access information.

This course addresses Platform for SAS Business Analytics, SAS Add-In for Microsoft Office, SAS Information Delivery Portal, SAS Web Report Studio software.

Content

Reporting and the SAS Platform for Business Analytics

- exploring the SAS Information Consumer applications
- discussing the course environment and scenario

Accessing Reports Using the SAS Information Delivery Portal

- identifying report types
- interacting with SAS BI Dashboards
- working with SAS reports
- running SAS Stored Processes

Building SAS Reports on the Web

- exploring the SAS Web Report Studio roles
- considering basic reporting concepts
- creating a report with the report wizard
- creating a report in edit mode
- creating a report using a report template

Enhancing SAS Reports on the Web

- working with summarization options
- modifying the report layout
- working with report sections
- subsetting displayed data
- modifying report objects
- specifying report properties
- printing and exporting reports

Working with Data Sources in Microsoft Excel

- understanding SAS data
- accessing data in the SAS Add-In for Microsoft Office
- exploring data characteristics for a SAS table
- running analyses using the SAS Add-In for Microsoft Office
- opening a SAS information map into Microsoft Excel
- interacting with multidimensional reports

Running Analyses Using the SAS Add-In for Microsoft Office

- exploring SAS task and wizard features
- creating a one-way frequency analysis
- creating a summary tableL
- creating graphical analyses with charts and plots

Presenting Information Using the SAS Add-In for Microsoft Office

- controlling and managing the SAS Add-In output
- working with templates and SAS favorites
- accessing reports from Microsoft Outlook

Case Study: Building and Sharing Report Presentations

- sharing report presentations
- building report presentations

Learning More

- SAS resources
- beyond this course

Appendix A: Scheduling and Distributing Reports

- understanding report scheduling and distribution
- scheduling a report
- distributing a report

Appendix B: Creating a Basic Forecast using the SAS Add-In for Microsoft Office