

Practice Level 1: Producing a One-Way Frequency Task Report

In this practice, you use the One-Way Frequencies task to produce a report of employees by **Department**

1. Establish the List Data and the One-Way Frequencies tasks as favorites.
 - In the Tasks pane, expand the **Describe** category.
 - Click the **Star** icon for the **List Data** task and the **One-Way Frequencies** task.

2. Remove the SAS procedure title from generated results.
 - Select **Tools > Options**.
 - Select **Tasks - General** from the selection pane.
 - Clear the **Include SAS procedure titles in results** check box.
 - Click **OK** to close the Options window.

3. In the **Lesson3** project, add a new process flow and rename it **Practices**. Then add the **employee_master** table. **Note:** If you do not have the **Lesson3** project, you can create a new project.
 - Select **File > New > Process flow**.
 - Right-click **Process Flow** in the Project pane and select **Rename**. Enter **Practices**.
 - Select **File > Open** and navigate to the course data location.
 - Select **employee_master > Open**. The data appears on a new tab in the work area.

4. Use the One-Way Frequencies task to analyze the **Department** column.
 - Include a horizontal bar chart as part of the report.
 - Add the title **Employee Count by Department** and delete the footnote.
 - Modify the task properties to change the task label to **Dept Freq Report**.
 - Generate the report and examine the results.
 - From the data grid toolbar, select **Tasks > One-Way Frequencies**.
 - In the Data panel, drag and drop **Department** to the **Analysis variables** role.
 - Include a horizontal bar chart as part of the report.
 - Select **Plots** in the selection pane.
 - Select the **Horizontal** check box.
 - Add the title **Employee Count by Department** and delete the footnote.
 - Select **Titles** in the selection pane.
 - Select **Analysis** in the Section pane and clear the **Use default text** check box.
 - Delete the current text and enter **Employee Count by Department**.
 - Select **Footnote** in the Section pane and clear the **Use default text** check box.
 - Delete the default footnote text.
 - Modify the task properties to change the task label to **Dept Freq Report**.
 - Select **Properties** in the selection pane.
 - Click **Edit**.
 - Delete the text in the Label field and enter **Dept Freq Report**.
 - Click **OK**.
 - Generate the report and examine the results.
 - Click **Run**. The Dept Freq Report tab appears in the work area.
 - If necessary, click the **Results** tab to view the report.

5. Modify the One-Way Frequencies task to display only frequencies and percentages. Run the task. How many employees are in the Marketing Department?
 - Click the **Modify Task** icon from the task toolbar to reopen the One-Way Frequencies task.

- Select **Statistics** in the selection pane and select the **Frequencies and Percentages** radio button in the Frequency table options pane.
- Click **Run**.
- There are 20 employees in the Marketing Department.

6. Close all tabs except for the process flow, and save the **Lesson3** project.

Hide Solution