Getting Started with Tasks

3.1 Introduction to Tasks and Wizards
3.2 Creating a Frequency Report
3.3 Generating Different Output Formats
3.4 Creating a Listing Report
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Developing a Project

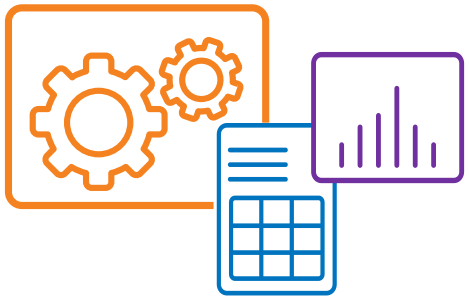
Access data

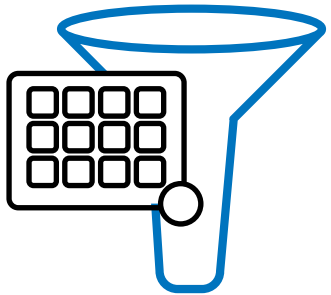
Explore data

Prepare data

Analyze and report on data

Share results





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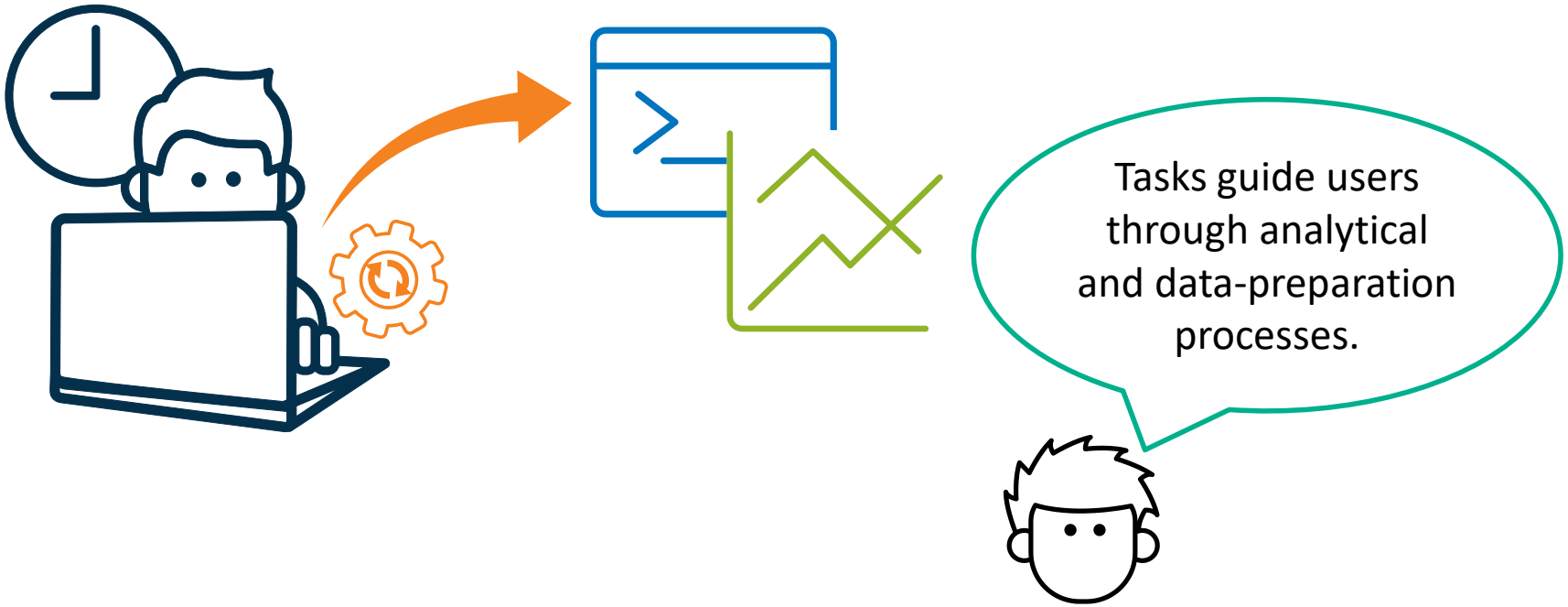
What Is a Task?



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Discussion

Use the Tasks pane in the navigation area, and expand each category. Which tasks might be helpful in your work?

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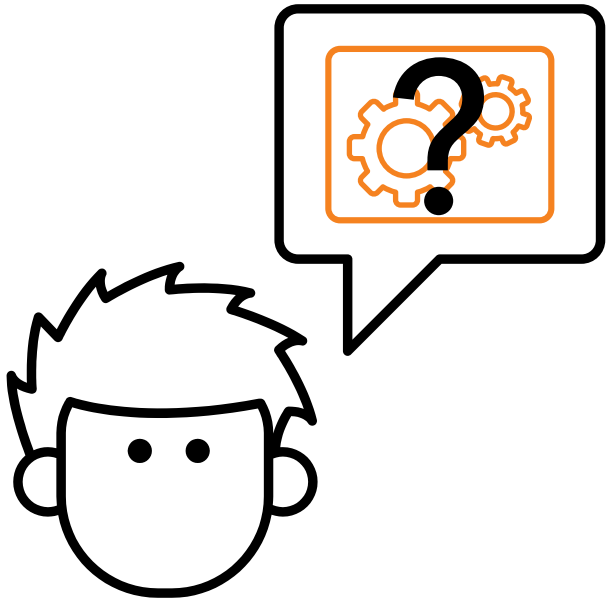
Exploring Data with Tasks



- One-Way Frequencies
- List Data
- Bar Chart

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Working with Tasks

Select the Data Source

Set Column Roles and Properties

Specify Task Options

Provide Titles and Footnotes

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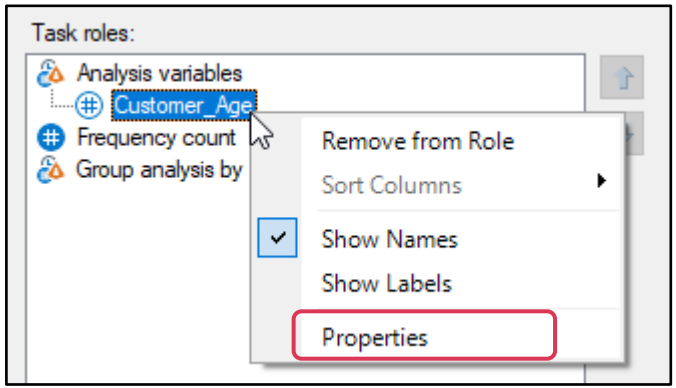
3.01 Activity

1. Close all open items and start a new project.
2. Select **File** ⇨ **Open** and navigate to the course data location.
3. Select **orion_profit** and click **Open**.
4. In the Tasks pane, expand **Describe** and double-click **One-Way Frequencies**.
5. Drag **Customer_Age** to the Analysis variables role.



6. Right-click **Customer_Age** and select **Properties**.

Which column attributes can you modify?

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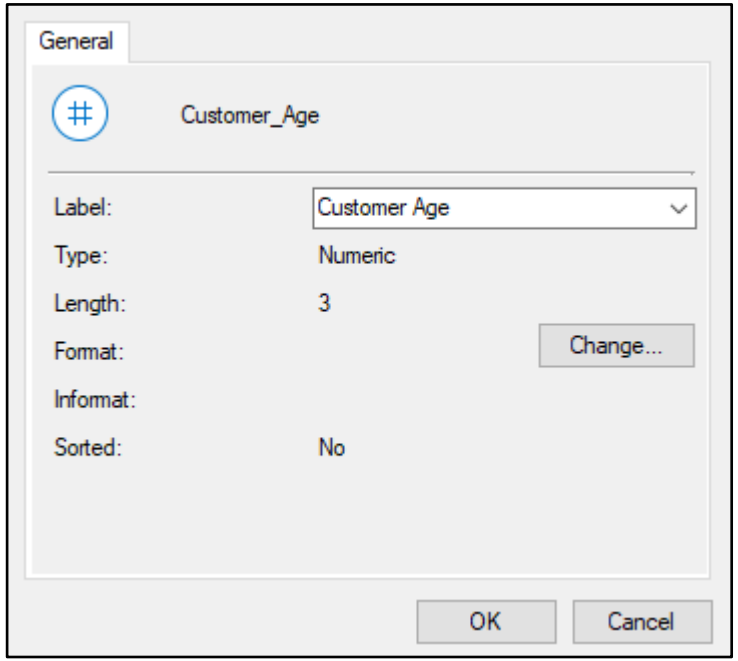
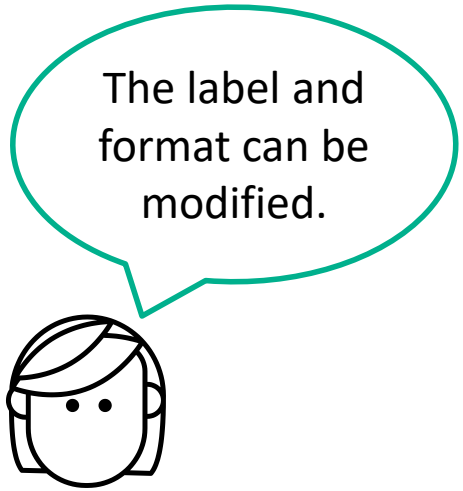
3.01 Activity – Correct Answer

Which column attributes can you modify?





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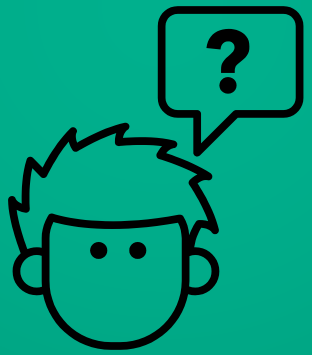
Questions?



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Frequency Reports

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3.02 Multiple Choice Question

Highlight any data source in the project and use the Tasks pane to open the One-Way Frequencies task. Which task role requires a variable assignment?

a. Analysis variables
b. Frequency count
c. Group analysis by

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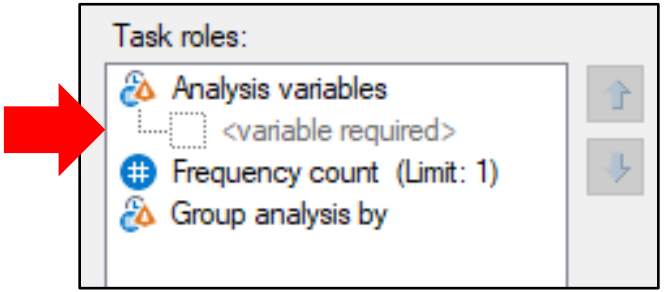
3.02 Multiple Choice Question – Correct Answer

Highlight any data source in the project and use the Tasks pane to open the One-Way Frequencies task. Which task role requires a variable assignment?

a. Analysis variables
b. Frequency count
c. Group analysis by



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Generating a One-Way Frequency Report

This demonstration illustrates using the One-Way Frequencies task to generate a report.

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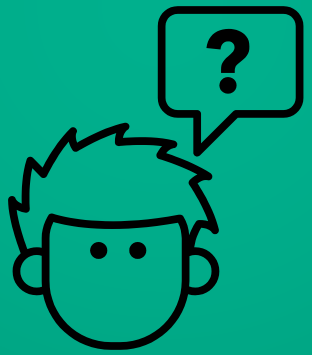
Questions?



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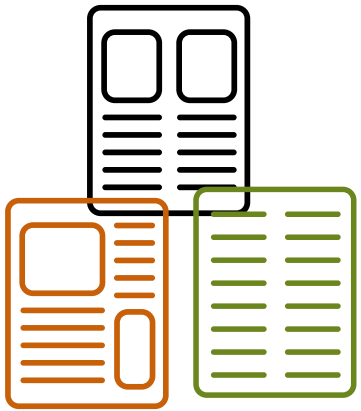
Task Output Formats



- HTML (default format)
- SAS Report
- Listing
- Excel
- PDF
- PowerPoint
- RTF

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3.03 Multiple Answer Question

Which output formats will you use in your work? (Select all that apply.)

a. HTML
b. SAS Report
c. Listing
d. Excel
e. PDF
f. PowerPoint
g. RTF

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Summary of Output Formats

	HTML	SAS Report	Listing	Excel	PDF	PowerPoint	RTF
View within Enterprise Guide	Yes	Yes	Yes	No	No	No	No
Software required for viewing outside of Enterprise Guide	Any browser	Other SAS applications	Any text viewer	Microsoft Excel	Acrobat Reader	Microsoft PowerPoint	Any word processor
Use point-and-click techniques to combine results into a single document	No	Yes	No	No	No	No	No

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Discussion

What are some advantages of each format?

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Modifying Output Format

This demonstration illustrates modifying the properties of a task to produce additional result formats, including PDF.

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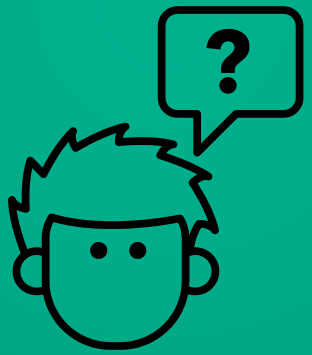
Questions?



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3.04 Activity

1. Double-click any One-Way Frequencies task in the project.
   On the Results tab, select **Modify Task**.
2. Select **Properties** ⇨ **Edit** ⇨ **Results**.
3. Select **Customize result formats, styles, and behavior** and select **SAS Report** as a report format in addition to HTML.
4. In the drop-down list for the SAS Report style, select **Meadow**.
5. Click **OK** ⇨ **Run**.
6. View the SAS Report and HTML results.

Do the result styles match for each type of output?

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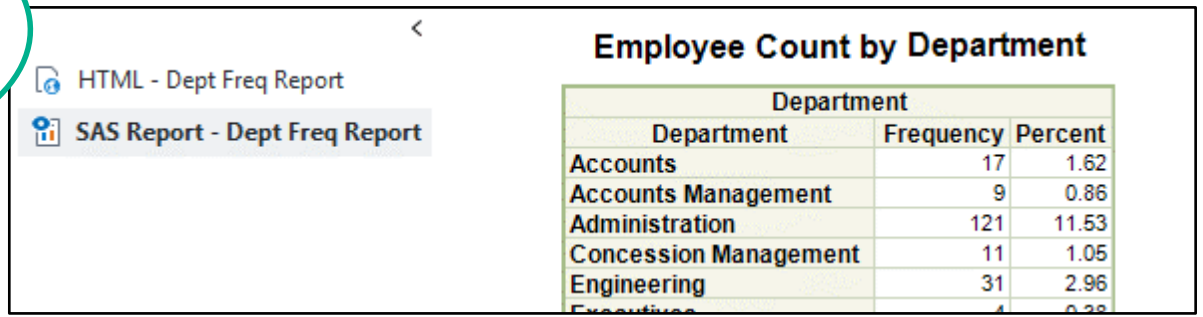
3.04 Activity – Correct Answer

Do the result styles match for each type of output?

Department		
Department	Frequency	Percent
Accounts	17	1.62
Accounts Management	9	0.86
Administration	121	11.53
Concession Management	11	1.05
Engineering	31	2.96



Department		
Department	Frequency	Percent
Accounts	17	1.62
Accounts Management	9	0.86
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Engineering	31	2.96

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Listing Reports

customers

ID	Group	Age	BirthDate
570	Orion Club Gold members	23	19JAN1996
571	Orion Club members	19	23JAN2000
572	Orion Club members	.	.
573	Orion Club members	.	.
574	No membership	19	24SEP2000
575	Orion Club members	73	28JAN1946

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Using the List Data Task to Create a Report

This demonstration illustrates how to use the List Data task to create a listing report.

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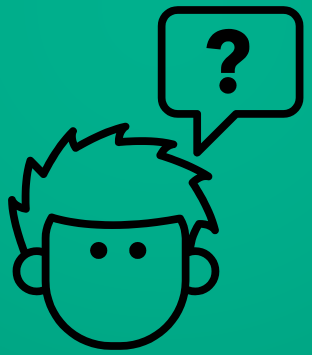
Questions?



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continued...

Filtering Data in a Task

customers

ID	Type	Birthdate	Age
3	Club high activity	01Jul1986	33
5	Gold medium activity	09Jul1991	28
14	Club inactive	26Oct1976	43
18	Club low activity	02Feb1966	53
19	Gold high activity	23Feb1976	43
22	Club medium activity	05Jun2000	19

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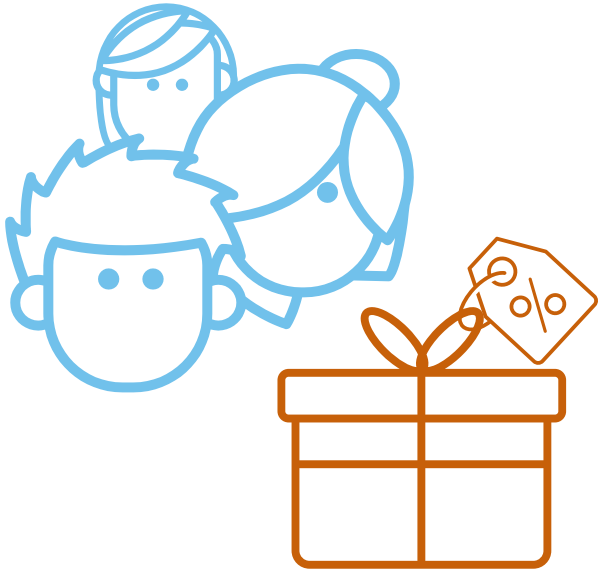
Filtering Data in a Task



customers

ID	Type	Birthdate	Age
3	Club high activity	01Jul1986	33
5	**Gold medium activity**	**09Jul1991**	**28**
14	Club inactive	26Oct1976	43
18	Club low activity	02Feb1966	53
19	Gold high activity	23Feb1976	43
22	**Club medium activity**	**05Jun2000**	**19**

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Filtering Data in a Task

This demonstration illustrates how to filter the input data for a task.

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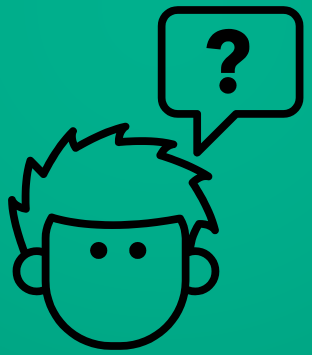
Questions?



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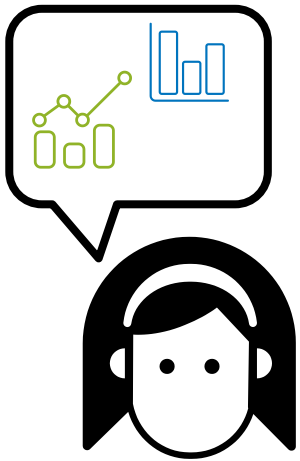
Using Graphs to Explore Data



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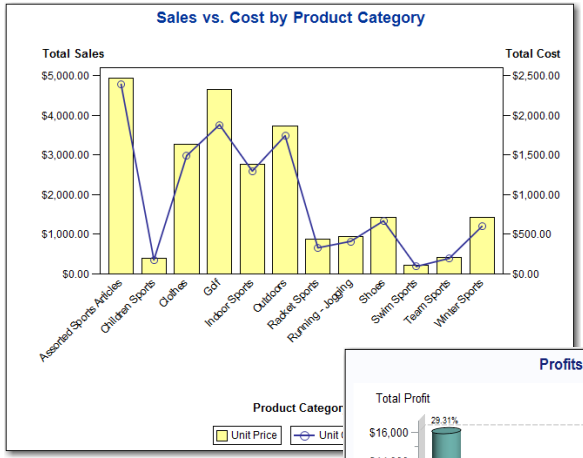
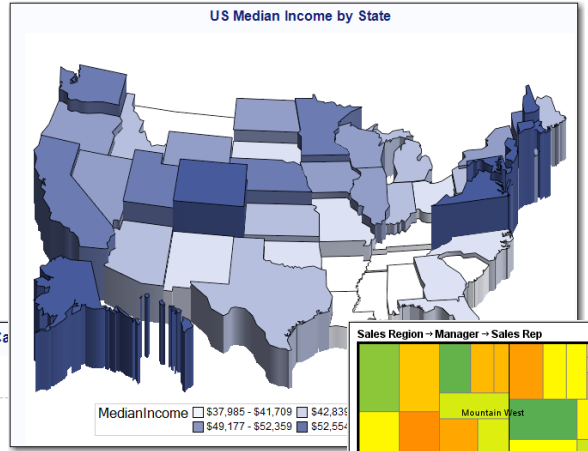
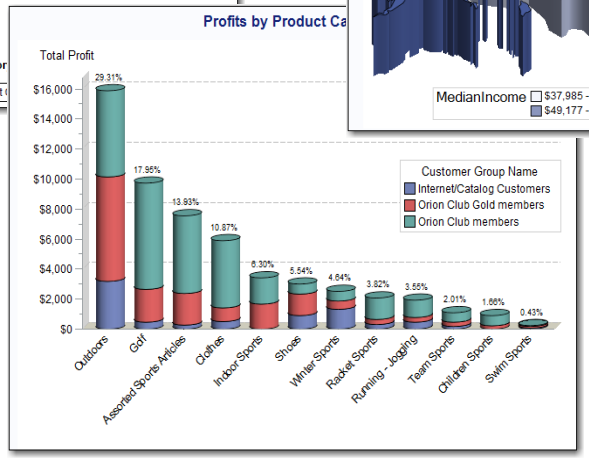
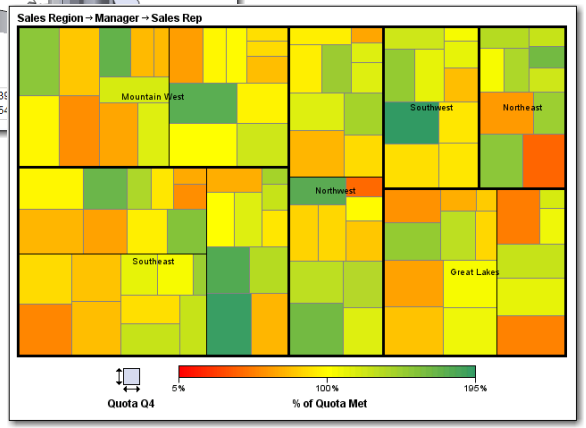
Graphs Using SAS Enterprise Guide









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3.05 Multiple Answer Question

In the Tasks pane, expand the Graph category. Which types of graphs would you like to use to display your data? (Select all that apply.)

a. bar chart
b. pie chart
c. line plot
d. scatter plot
e. map chart
f. other

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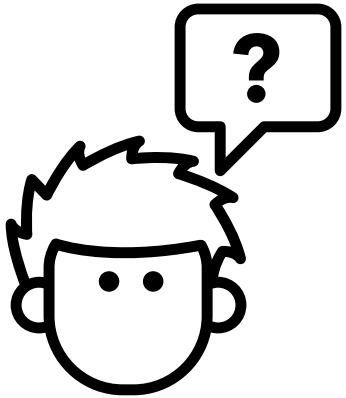
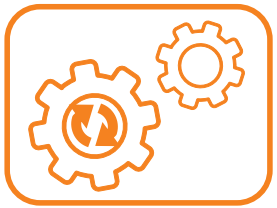
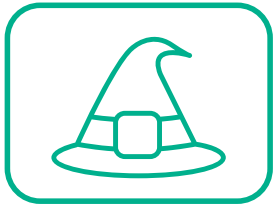
Tasks versus Wizards







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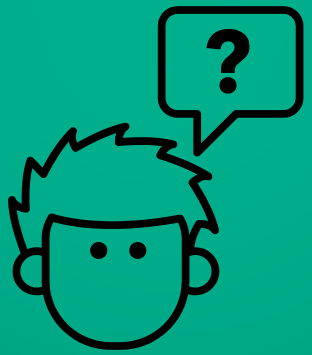
Questions?



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Practice Exercise 2

This exercise reinforces the concepts discussed previously.

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