

SAS Tip Sheet

How to:

- Filter data in a table
 - Right click on an empty space on the table
 - Click on “Filter and Rank...”
 - Select the dimension you wish to filter, i.e. Department
 - Select “Filter”
 - Select the department(s) you wish to see in your table, and move them to the “Selected Values” section by clicking the top arrow. [The bottom arrow will select all departments]
 - Click “OK”
 - Now only the department(s) you selected will show up in your table
 - Repeat this process for any of the other dimensions
- Hiding a column
 - Right click on the column you wish to hide
 - Select “Hide [insert name of column here]”
 - Now that column will be hidden
- Unhiding a column
 - Right click on an empty space on the table
 - Click “Assign Data...”
 - Any items that are in the “Hidden” category can be moved by selecting the item, clicking “Move Items”, and choosing whether you want it to go to Columns or Rows.
 - Click “OK”
- Add totals to rows and columns
 - Right click on an empty space on the table
 - Click on “Total...”
 - In the window that pops up, you can choose to add totals and/or subtotals to your rows and/or columns
 - Click “OK”
- Change positioning of columns
 - To change the position of a particular column, click and hold on the title of the column you want to move, and position your cursor to where you would like the column
 - Once you see a black arrow, release the click and it will move the column
 - You can also right-click on the column, click “Move” and you can move the column left or right.
- Export a table
 - Right click on an empty space on the table
 - Click “Export Table...”
 - You can choose whether to export it to Excel or to Word
 - You can also select a specific range of rows/columns, or the entire table
 - Click “OK”
- Print a table
 - The easiest and most effective way of printing from SAS is to export the report to Excel and print from there. You can customize your window and print range to fit your needs. The Print to PDF function in SAS is not currently working.