

Accessing Data

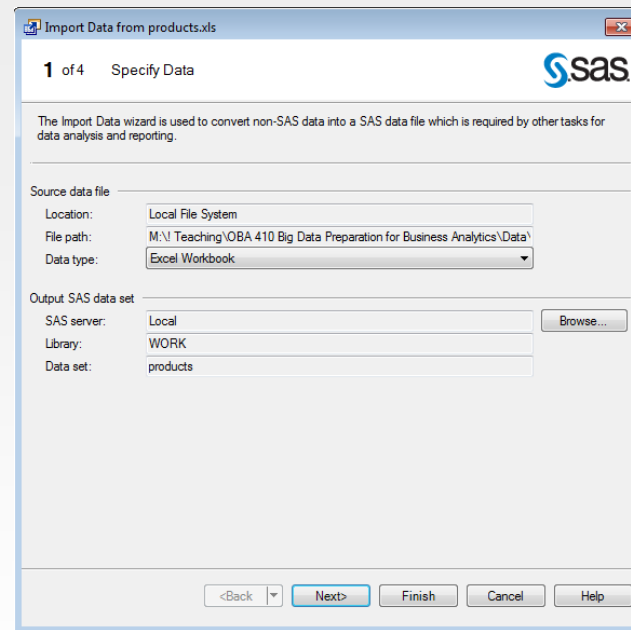
- Demonstration: Adding a Local Excel Spreadsheet

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 1. Create a new project in SAS Enterprise Guide. To access the excel file, select **File > Open > Data...** from the menu bar.
 2. Select **Local Computer** to find the file in the local windows directory. Navigate to the location of the course data and select **products.xlsx > Open.**

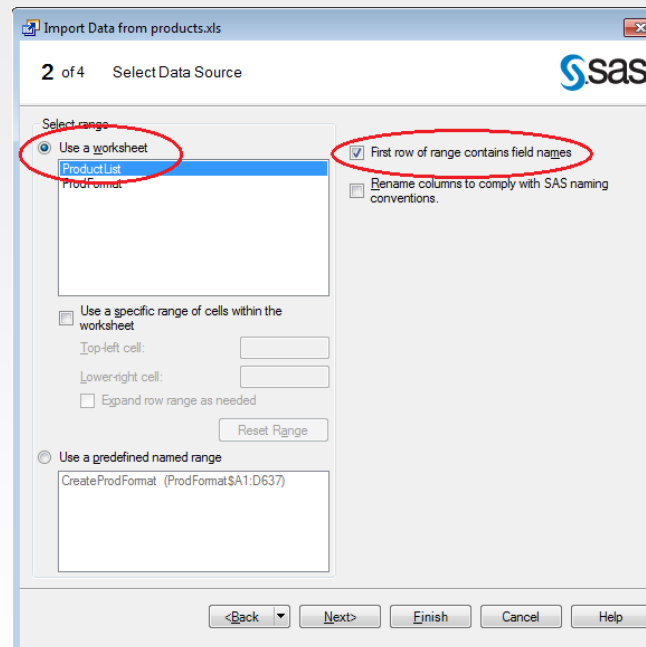
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 3. The Import Data wizard automatically launches. Verify that **products.xlsx** is the source data file and that the output SAS data set is **products**. Select **Next** >.



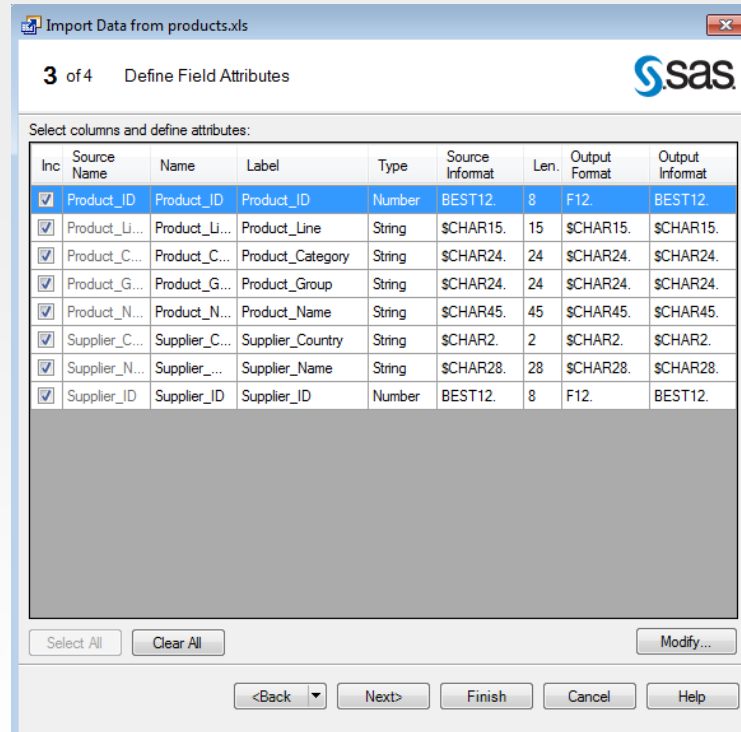
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 4. In step 2, verify that the **ProductList** worksheet is highlighted and that the **First row of range contains field names** check box is selected. Select **Next** >.



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 5. In step 3, verify the default field attributes and select **Next** >.



3 of 4 Define Field Attributes

Select columns and define attributes:

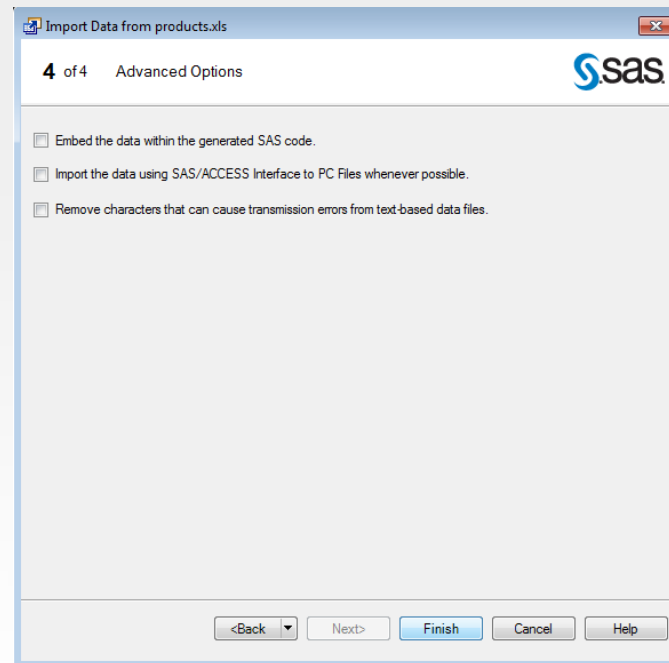
Inc	Source Name	Name	Label	Type	Source Informat	Len.	Output Format	Output Informat
<input checked="" type="checkbox"/>	Product_ID	Product_ID	Product_ID	Number	BEST12.	8	F12.	BEST12.
<input checked="" type="checkbox"/>	Product_U...	Product_U...	Product_Line	String	\$CHAR15.	15	\$CHAR15.	\$CHAR15.
<input checked="" type="checkbox"/>	Product_C...	Product_C...	Product_Category	String	\$CHAR24.	24	\$CHAR24.	\$CHAR24.
<input checked="" type="checkbox"/>	Product_G...	Product_G...	Product_Group	String	\$CHAR24.	24	\$CHAR24.	\$CHAR24.
<input checked="" type="checkbox"/>	Product_N...	Product_N...	Product_Name	String	\$CHAR45.	45	\$CHAR45.	\$CHAR45.
<input checked="" type="checkbox"/>	Supplier_C...	Supplier_C...	Supplier_Country	String	\$CHAR2.	2	\$CHAR2.	\$CHAR2.
<input checked="" type="checkbox"/>	Supplier_N...	Supplier_...	Supplier_Name	String	\$CHAR28.	28	\$CHAR28.	\$CHAR28.
<input checked="" type="checkbox"/>	Supplier_ID	Supplier_ID	Supplier_ID	Number	BEST12.	8	F12.	BEST12.

Select All Clear All Modify...

<Back Next> Finish Cancel Help

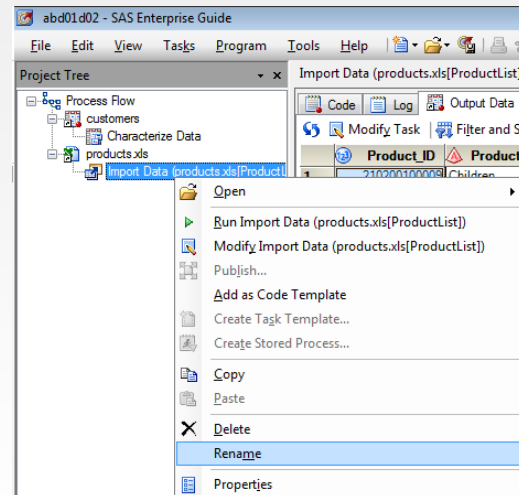
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 6. In step 4, accept the default setting for Advanced Options (nothing checked) and select Finish to complete the import process.



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 7. A new SAS data set is created and added to the project. You can rename the Import Data task to emphasize the name of the SAS table created in the import process. Right-click on the **Import Data** icon in the Project Tree or Process Flow and select **Rename**. Type **Import Products**.



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7. Verify the results and save the project.

Import Products ▾

Code Log Output Data

Modify Task Filter and Sort Query Builder Data ▾ Describe ▾ Graph ▾ Analyze ▾ Export ▾ Send To ▾

	Product_ID	Product_Line	Product_Category	Product_Group	Product_Name	Supplier_Country	Supplier_Name	Supplier_ID
1	210200100009	Children	Children Sports	A-Team, Kids	Kids Sweat Round...	US	A Team Sports	3298
2	210200100017	Children	Children Sports	A-Team, Kids	Sweatshirt Childre...	US	A Team Sports	3298
3	210200200022	Children	Children Sports	Bathing Suits, Kids	Sunfit Slow Swim...	US	Nautlius Sports\We...	6153
4	210200200023	Children	Children Sports	Bathing Suits, Kids	Sunfit Stockton S...	US	Nautlius Sports\We...	6153
5	210200300006	Children	Children Sports	Eclipse, Kid's Clot...	Fleece Cuff Pant...	US	Eclipse Inc	1303
6	210200300007	Children	Children Sports	Eclipse, Kid's Clot...	Hsc Dutch Player...	US	Eclipse Inc	1303
7	210200300052	Children	Children Sports	Eclipse, Kid's Clot...	Tony's Cut & Sew...	US	Eclipse Inc	1303
8	210200400020	Children	Children Sports	Eclipse, Kid's Sho...	Kids Baby Edge M...	US	Eclipse Inc	1303
9	210200400070	Children	Children Sports	Eclipse, Kid's Sho...	Tony's Children's...	US	Eclipse Inc	1303