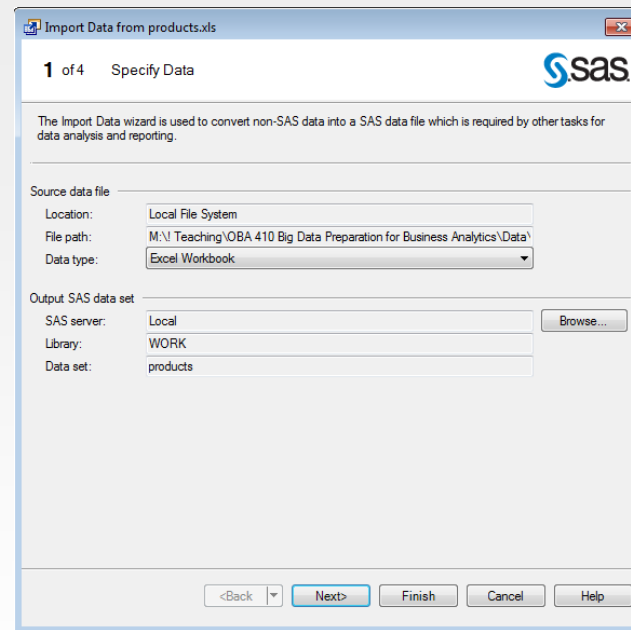# Accessing Data

- Demonstration: Adding a Local Excel Spreadsheet

Accessing Data

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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**.
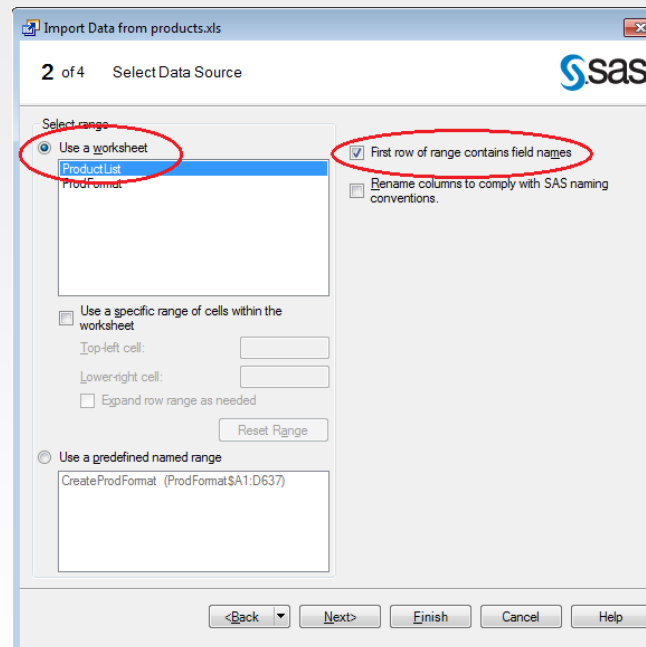
Accessing Data

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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** >.
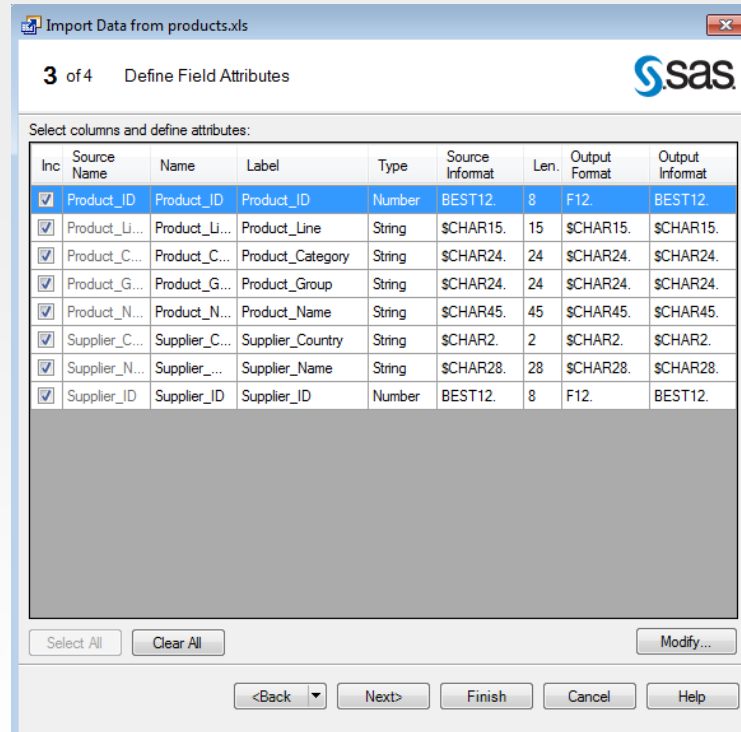
Accessing Data

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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** >.

Accessing Data

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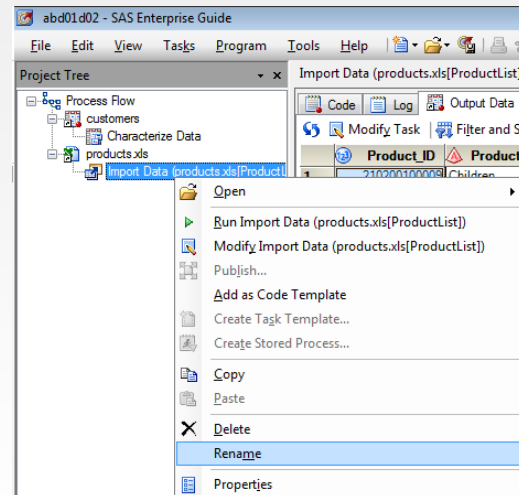
Accessing Data

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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.
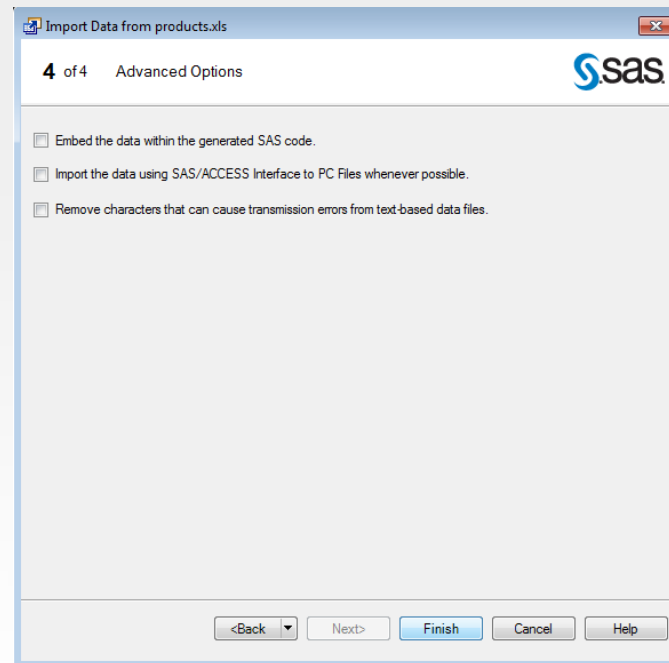
Accessing Data

- Demonstration: Adding a Local Excel Spreadsheet

7. A new SAS data set is created and added to the project. You can renames 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**.

Accessing Data

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  7. Verify the results and save the project.