

# SASEG 2 Exercise

## Importing an Excel File into SAS Enterprise Guide

(Fall 2015)

### **Sources** (adapted with permission)-

T. P. Cronan, Jeff Mullins, Ron Freeze, and David E. Douglas Course and Classroom Notes  
Enterprise Systems, Sam M. Walton College of Business, University of Arkansas, Fayetteville  
Microsoft Enterprise Consortium  
IBM Academic Initiative  
SAS® Multivariate Statistics Course Notes & Workshop, 2010  
SAS® Advanced Business Analytics Course Notes & Workshop, 2010  
Microsoft® Notes  
Teradata® University Network

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## Importing an External File

For this step, be sure you know where the class data files are loaded on your local computer.

In SAS EG --

- a. Select **File** ⇒ **Import Data**.
- b. Navigate to the location where we put the class files -- **File > Open > Data--> Servers > SASApp-->Files > D: > ISYS 5503--> ISYS 5503 Shared Datasets**
- c. Click **CustomerInformation.xls** and then click .

The Import Data wizard is displayed (of course, with your filename).

**Import Data from CustomerInformation.xls**

1 of 4 Specify Data

The Import Data task is used to convert non-SAS data into a SAS data file which is required by other tasks for data analysis and reporting.

Source data file

Location:

File path:

Data type:

Output SAS data set

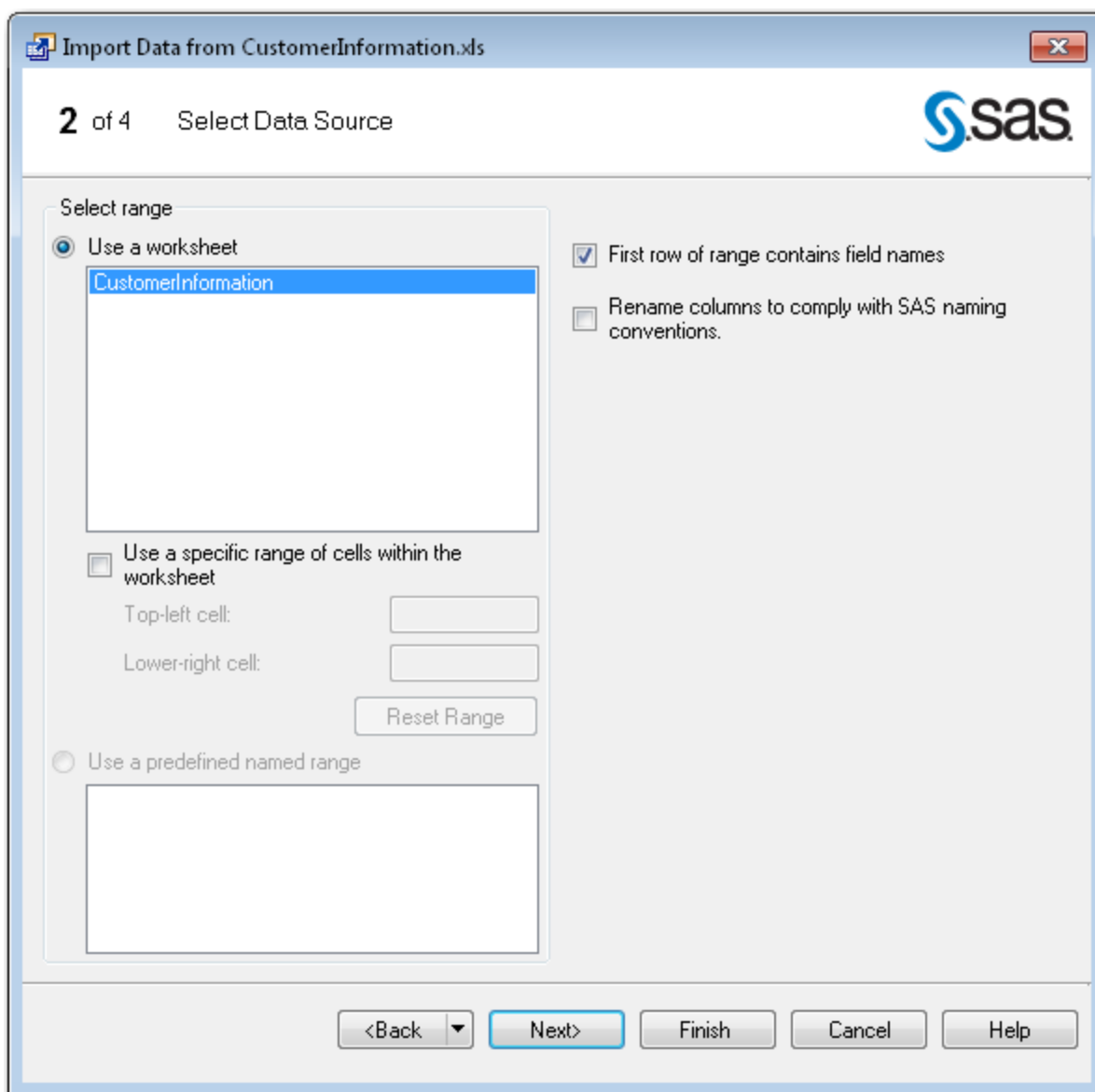
SAS server:

Library:


Data set:

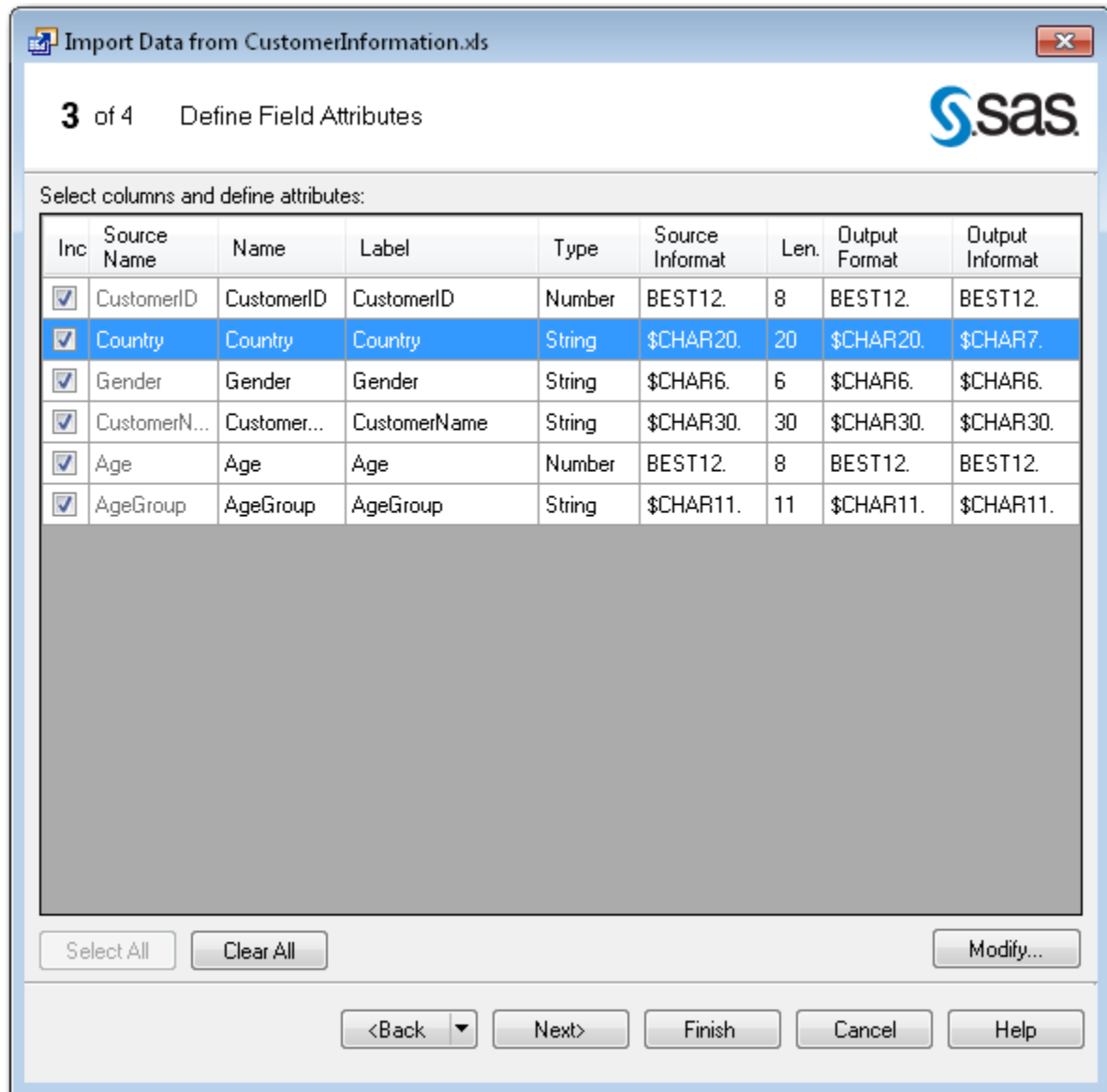
- d. Accept the defaults for step 1 and click .

- e. Accept the defaults in step 2. (Note \_ this will contain your file name and likely Sheet1)

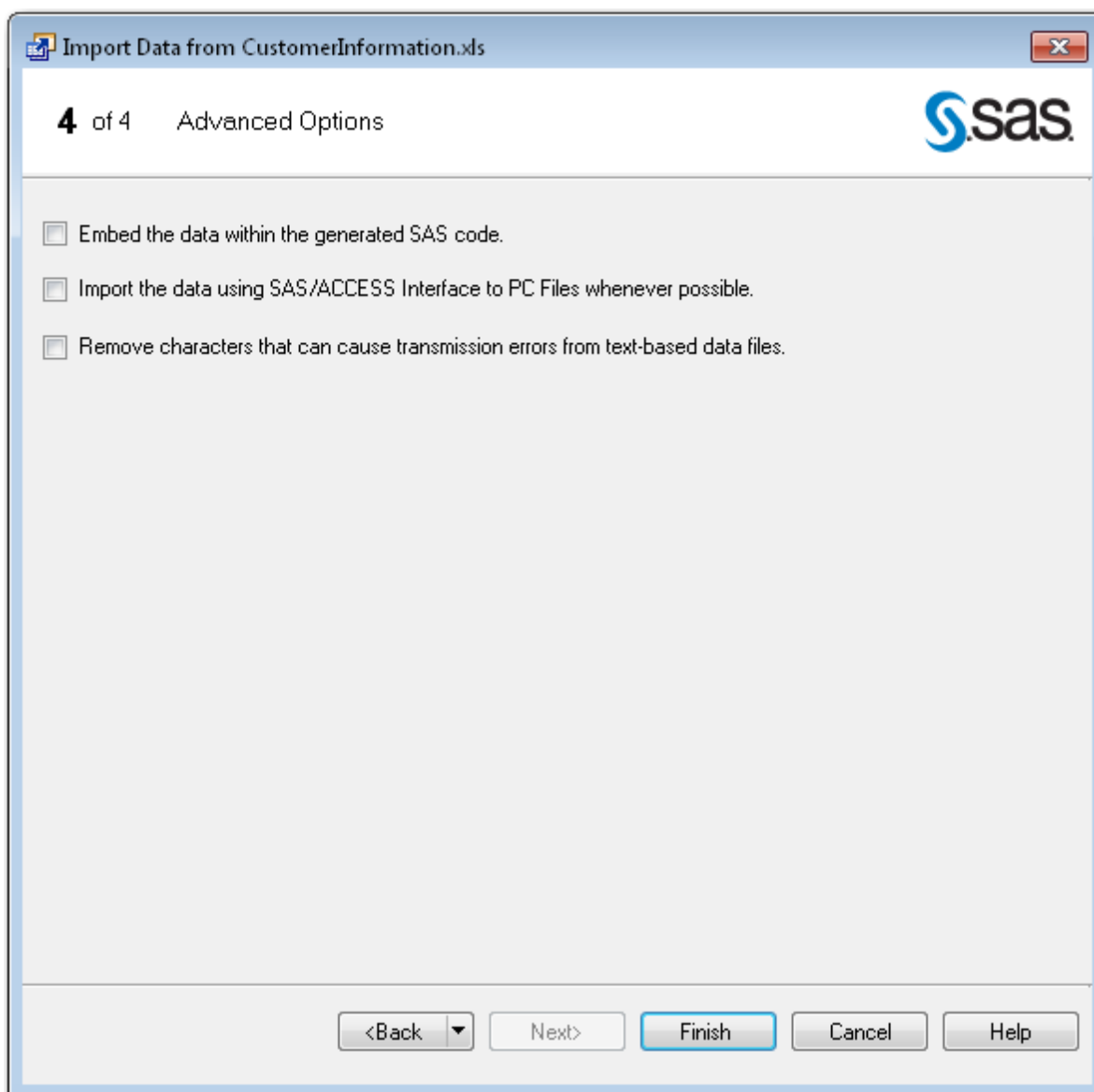


- f. Click  to advance to step 3.

At this point, you can **Adjust a data field while importing** – but, I suggest this be accomplished prior to import. So, Click  to advance to step 4.



- g. Accept the defaults for the step.



- h. Click .

**The Import Data wizard processes and produces a SAS view of the data.**

**At this point you have a SAS dataset that you can work with.**

- **This may be a good time to save your newly created SAS Dataset.**
- **Get into the “Process Flow”**
- **Right click on the newly created SAS Dataset and choose Export > Export Imported Data from CustomerInformation.xls.**
- **Then, when the Window opens, rename your SAS Dataset to a shorter more appropriate name (CustomerInformation) and save it in your Library –**
  - o **Servers > SASApp--> Libraries > <your name> (this is your private library - where you would store your SAS datasets)**

**Note – when you want to access your SAS dataset - File > Open >Data--> Servers > SASApp--> Libraries > <your name> CustomerInformation (this is in you your private library)**