These instructions will show how to import a dataset from MS Excel format into SAS 9.1 for Windows. SAS may also import from other data formats, including, Comma Separated Values (*.csv), Tab Delimited Files (*.txt) and others.

This example exports an instructional dataset called `arrestrates.xls` that we downloaded is a derivative of one we found on the SAS website, and which may in turn be downloaded from the MCSR Stats Camp website at www.mcsr.olemiss.edu/mathcamp. The description of this dataset is `arrestrates.txt`, downloadable from the same site. Th

If you have access to MS Excel, you might want to open the spreadsheet in Excel and view the data there before trying this exercise.
1. Choose **Import Data** from the SAS **File Menu**.
2. From the **Import Wizard Window**, check the **Standard data source** box, and select the desired Microsoft Excel data format from the dropdown list. Then, click **Next**.

3. From the **Connect to MS Excel** window, **Browse** to the location of the Excel Workbook that you want to open, select the Workbook, then click **Open**.
4. Then, click **OK** in the **Connect to MS Excel** window:
5. From the **Import Wizard Select Table** window dropdown list, select the worksheet within the workbook that contains the data you want to import, then click the **Options** button, to customize the import.
6. From the **SAS Import Spreadsheet Options** window, select whether or not the first row in the spreadsheet contains the column/field names of the data, and then click **OK**; then click **Next** from the **Import Wizard Select Table** window.
7. From the **Import Wizard Select Library and Member** window, choose the **Library** to import this spreadsheet into (such as WORK or SASUSER), and then either enter the **Member** name (the name of the SAS data set) or select an existing Member (SAS data set) to replace with the imported data. Then, click **Next**.
8. Next is the **Import Wizard Create SAS Statements Window**. Use this window if you want to create a short SAS program that you can call in the future to re-import this data set quickly. For instance, if you will need to frequently import an updated version of the data from Excel, you might choose to do this. If you do, you’ll need to first **Browse** to the location where you want to create the SAS program, and then enter a name for the program, in the **File Name** text box on the **Save As** window. Click **Save** on this window, and then **Finish** on the **Create SAS Statements Window**.

![Image of Save As and Create SAS Statements windows]

9. You can verify in the log whether the data was successfully created:

```
NOTE: The SAS System stopped processing this step because of errors.
NOTE: PROCEDURE IMPORT used (Total process time):
       real time          1.97 seconds
       cpu time            0.99 seconds

NOTE: WORK.ARRESTS was successfully created.
```
10. If the import was successful, your imported data will appear as a member in the library you imported it to (e.g., WORK or SASUSER). (Note: all data sets in the WORK library are temporary, and go away once you exit SAS. If you want to be able to access these datasets in future SAS sessions, save them to the SASUSER library, by choose Save As from the File menu.)
11. If, the next time you access SAS, you want to re-import the data from the same Excel workbook/worksheet, then you can just run the SAS program you created when building the original import conditions, by selecting **Open Program** from the **File Menu**, browsing to, selecting, and opening the SAS program from the **Open Window**, and then selecting **Submit** from the SAS **Run** menu.
12. You can check the success of your import in the Log, and then view your updated SAS Data Table in the appropriate library. Again note that if the import specifies that a SAS Data Table in the WORK library will be the home of the imported data, then you will have to save your data to the SASUSER library if you want it to persist after you exit SAS, and be available again during your next SAS session.