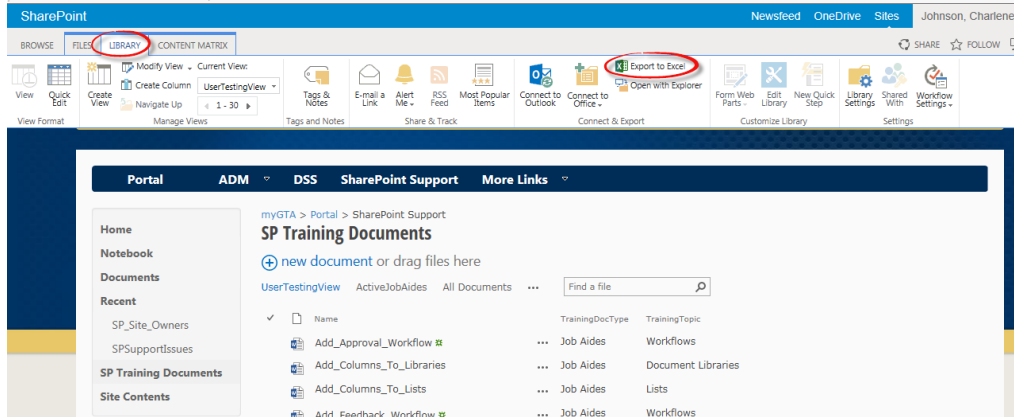
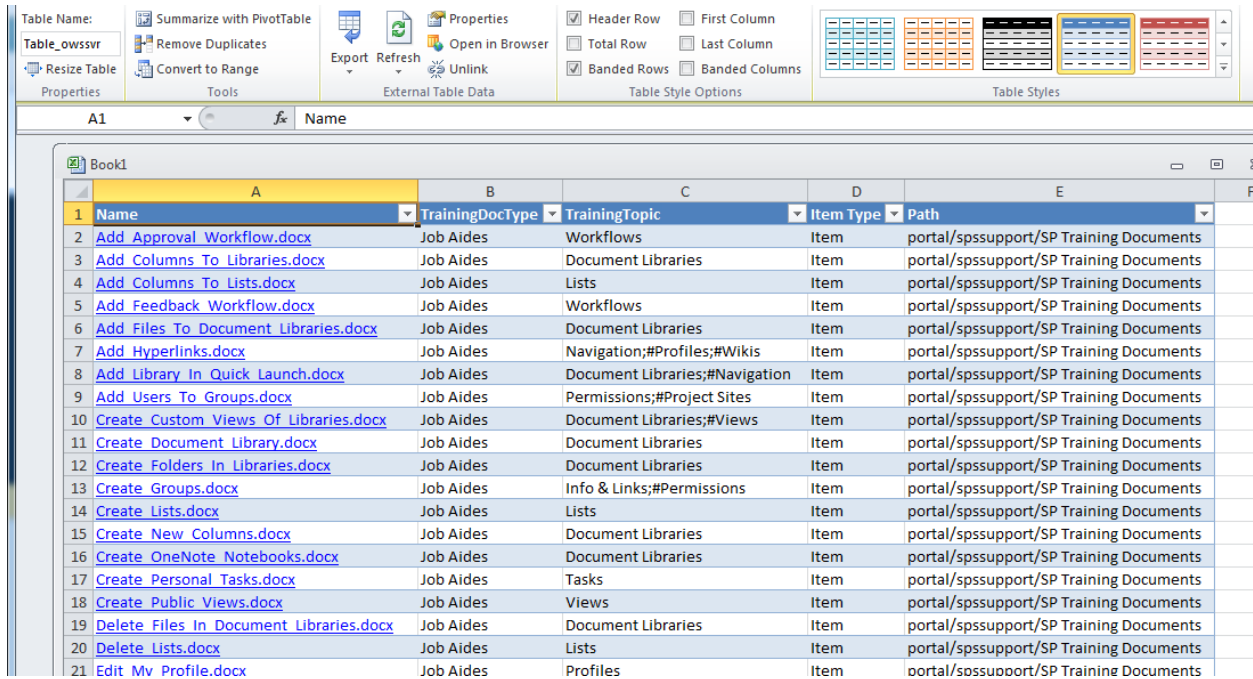


Export To Excel

1. Select a list or library, e.g. **SP Training Documents**
2. Click on the **List or Library** tab and click **Export to Excel**.



3. A copy of the list or library is exported to Excel



The screenshot shows the Microsoft Excel interface with the exported data from the SharePoint list. The data is organized into a table with the following columns: Name, TrainingDocType, TrainingTopic, Item Type, and Path. The table contains 21 rows of data, including document names like 'Add Approval Workflow.docx' and 'Add Columns To Libraries.docx'.

Name	TrainingDocType	TrainingTopic	Item Type	Path
Add Approval Workflow.docx	Job Aides	Workflows	Item	portal/spssupport/SP Training Documents
Add Columns To Libraries.docx	Job Aides	Document Libraries	Item	portal/spssupport/SP Training Documents
Add Columns To Lists.docx	Job Aides	Lists	Item	portal/spssupport/SP Training Documents
Add Feedback Workflow.docx	Job Aides	Workflows	Item	portal/spssupport/SP Training Documents
Add Files To Document Libraries.docx	Job Aides	Document Libraries	Item	portal/spssupport/SP Training Documents
Add Hyperlinks.docx	Job Aides	Navigation;#Profiles;#Wikis	Item	portal/spssupport/SP Training Documents
Add Library In Quick Launch.docx	Job Aides	Document Libraries;#Navigation	Item	portal/spssupport/SP Training Documents
Add Users To Groups.docx	Job Aides	Permissions;#Project Sites	Item	portal/spssupport/SP Training Documents
Create Custom Views Of Libraries.docx	Job Aides	Document Libraries;#Views	Item	portal/spssupport/SP Training Documents
Create Document Library.docx	Job Aides	Document Libraries	Item	portal/spssupport/SP Training Documents
Create Folders In Libraries.docx	Job Aides	Document Libraries	Item	portal/spssupport/SP Training Documents
Create Groups.docx	Job Aides	Info & Links;#Permissions	Item	portal/spssupport/SP Training Documents
Create Lists.docx	Job Aides	Lists	Item	portal/spssupport/SP Training Documents
Create New Columns.docx	Job Aides	Document Libraries	Item	portal/spssupport/SP Training Documents
Create OneNote Notebooks.docx	Job Aides	Document Libraries	Item	portal/spssupport/SP Training Documents
Create Personal Tasks.docx	Job Aides	Tasks	Item	portal/spssupport/SP Training Documents
Create Public Views.docx	Job Aides	Views	Item	portal/spssupport/SP Training Documents
Delete Files In Document Libraries.docx	Job Aides	Document Libraries	Item	portal/spssupport/SP Training Documents
Delete Lists.docx	Job Aides	Lists	Item	portal/spssupport/SP Training Documents
Edit My Profile.docx	Job Aides	Profiles	Item	portal/spssupport/SP Training Documents