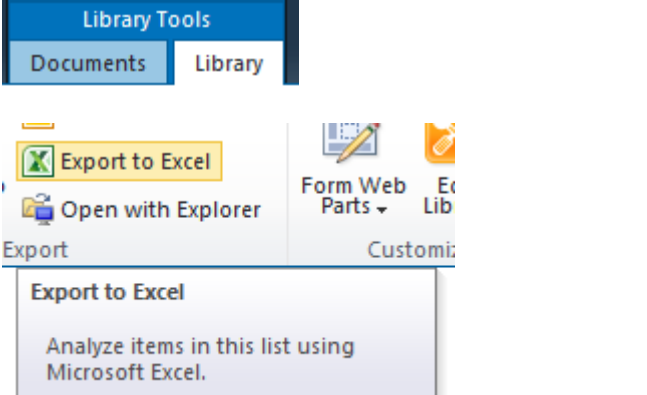
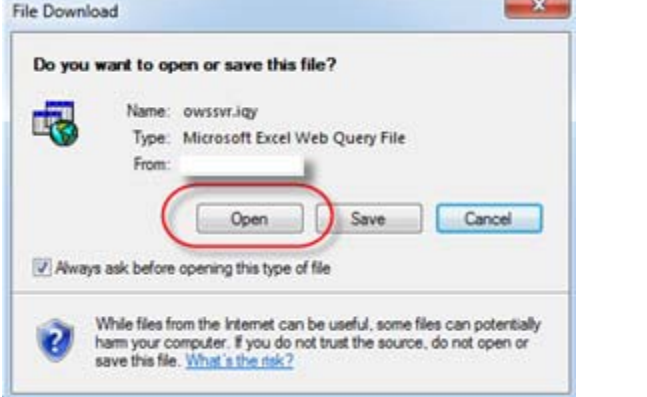
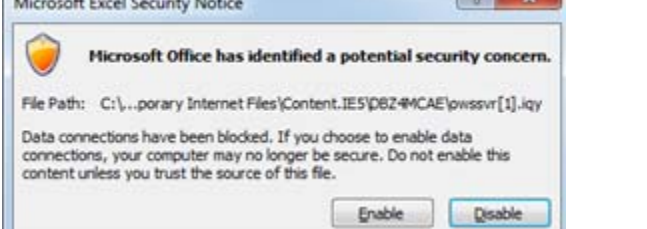





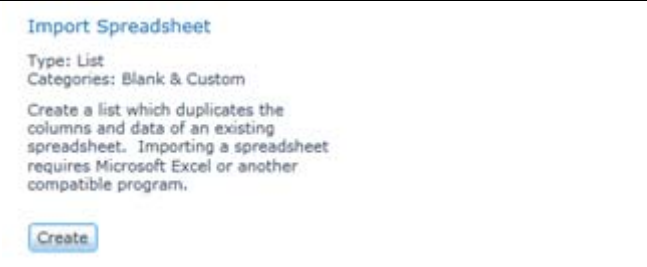
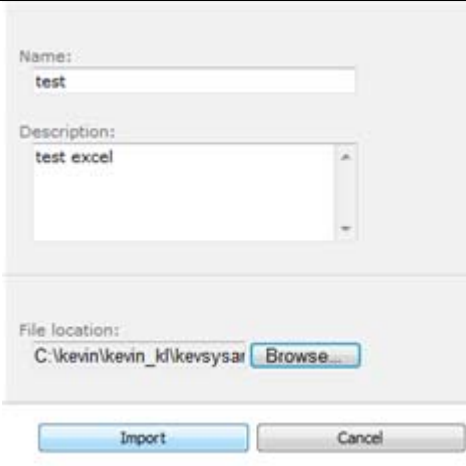
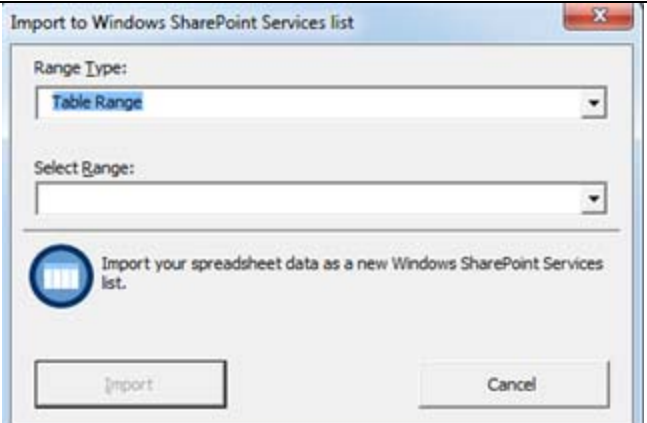
SharePoint 2010 Exporting and Importing using Excel

In SharePoint 2010 – users now have the ability to better export and import using tools such as Excel.

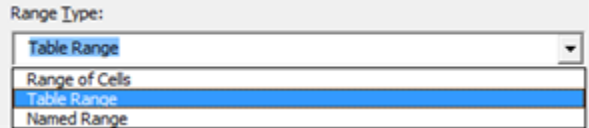

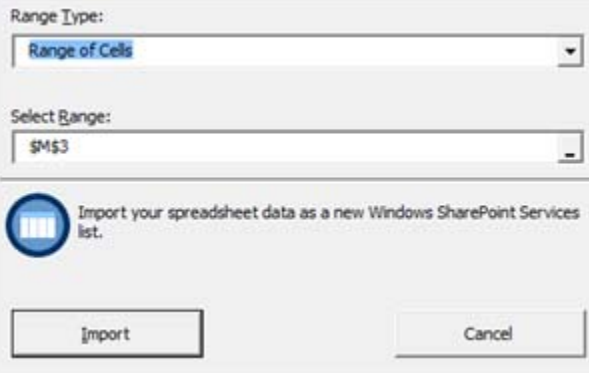
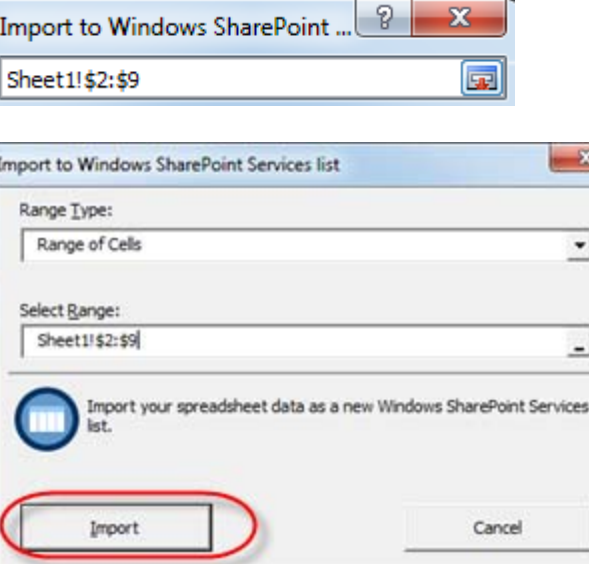
To utilize this functionality, follow the steps below.

<p>1. From a document library select the Library Tools tab – select Library then select Export to Excel.</p>	 <p>The screenshot shows the 'Library Tools' ribbon with the 'Library' tab selected. The 'Export to Excel' button is highlighted with a yellow box. Below the ribbon, a dropdown menu is open, showing the 'Export to Excel' option.</p>
<p>2. Click the Open button when prompted</p>	 <p>The screenshot shows a 'File Download' dialog box. The file name is 'owssvr.iqy' and the type is 'Microsoft Excel Web Query File'. The 'Open' button is circled in red.</p>
<p>3. Click Enable if prompted</p>	 <p>The screenshot shows a 'Microsoft Excel Security Notice' dialog box. The text indicates a potential security concern and offers to 'Enable' or 'Disable' data connections. The 'Enable' button is highlighted.</p>
<p>4. The data set will open in excel</p>	
<p>5. Optionally – one could instead of Open select Save and save it to their desktop</p>	 <p>The screenshot shows the 'File Download' dialog box again, but this time the 'Save' button is circled in red.</p>

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<p>6. Then open the data file which will connect with SharePoint and open the item</p>	
<p>7. If one has Excel installed on the computer – then importing from Excel into SharePoint is an option to do so from Site Actions -> More Options -> select Import Spreadsheet</p>	
<p>8. On the right hand side select Create:</p>	
<p>9. Name the item, enter in a description then browse out to where the Excel file is located and click Import</p>	
<p>10. The Excel document will then open up and display the Import to Windows SharePoint Services list menu:</p>	

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<p>11. In the Range Type one has three options Range of Cells, Table Range or Named Range to choose from:</p>	
<p>12. In this example, I have chosen Range of Cells and then selected the option under Select Range which brings up a selector so one can select the Range of Cells to Import. When done one clicks the  button then selects Import:</p>	 
<p>13. The data will appear in the SharePoint list</p>	