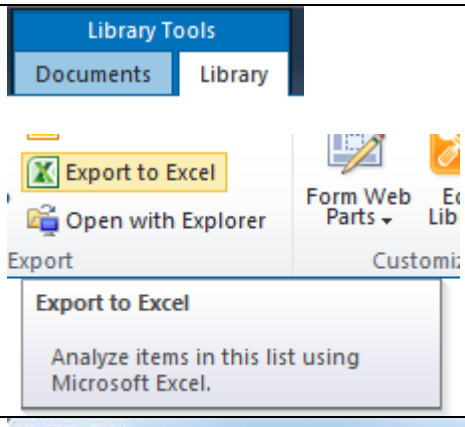
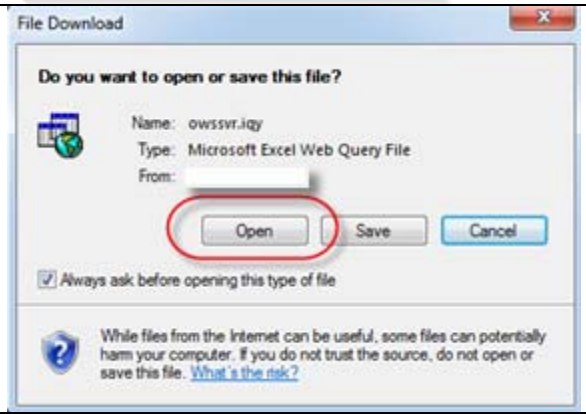
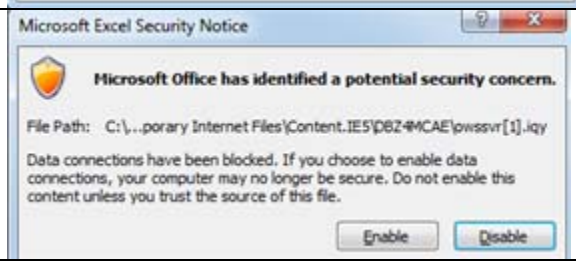
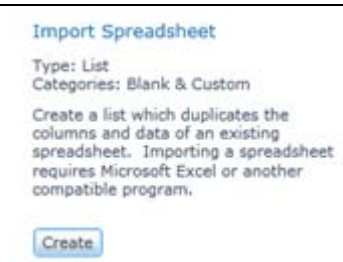
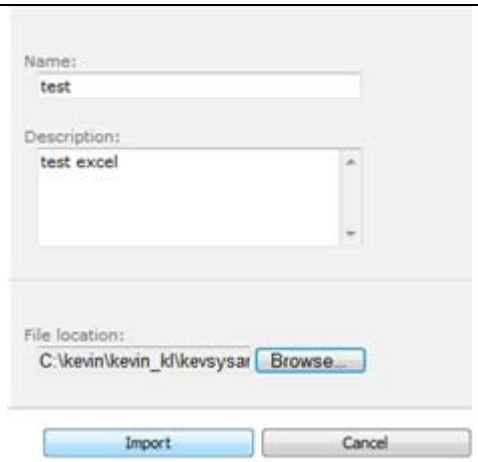
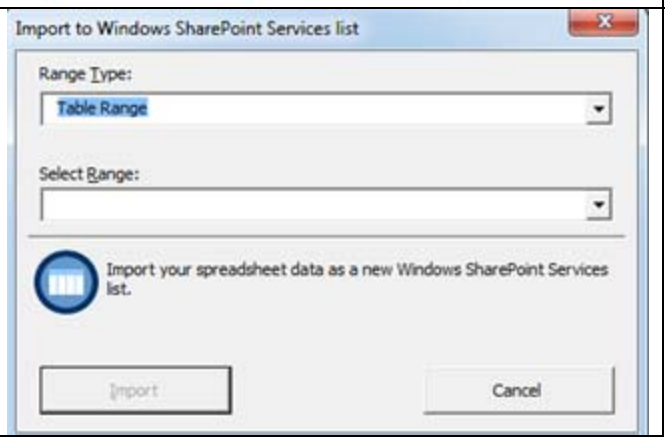
KEVIN O'NEILL

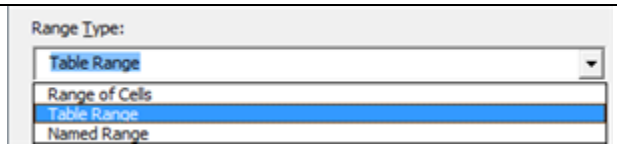
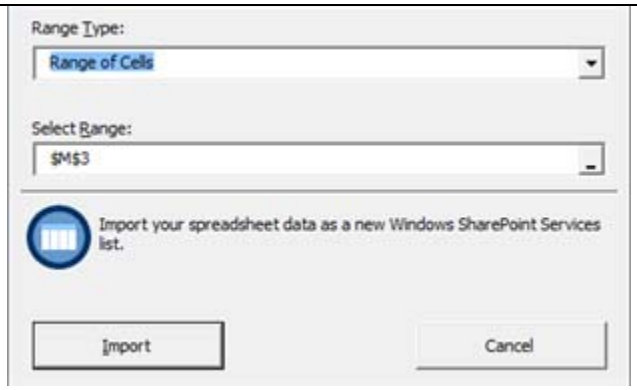
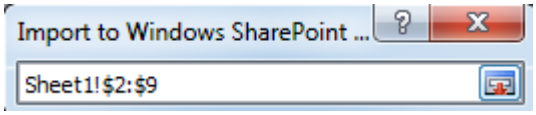
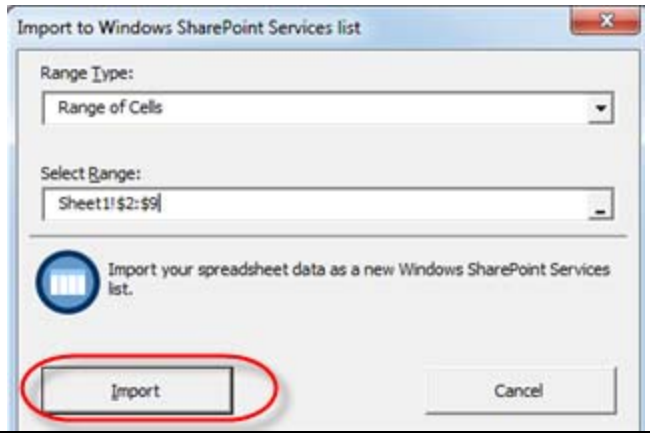
SharePoint 2010 Exporting and Importing using Excel

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.

1. From a document library select the Library Tools tab – select Library then select Export to Excel.	
2. Click the Open button when prompted	
3. Click Enable if prompted	
4. The data set will open in excel	
5. Optionally – one could instead of Open select Save and save it to their desktop	

6. Then open the data file which will connect with SharePoint and open the item	
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	
8. On the right hand side select Create:	
9. Name the item, enter in a description then browse out to where the Excel file is located and click Import	
10. The Excel document will then open up and display the Import to Windows SharePoint Services list menu:	

11. In the Range Type one has three options Range of Cells, Table Range or Named Range to choose from:	
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:	  
13. The data will appear in the SharePoint list	