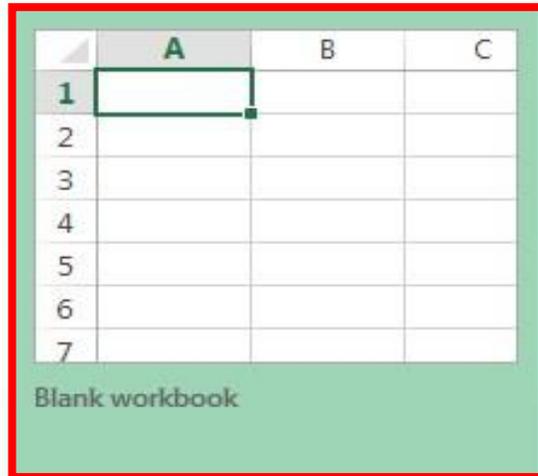


# How to Export to Excel 2013 from SharePoint Websites



Excel

Open Excel and select a 'Blank workbook'.



	A	B	C	D
1	<b>Your Company Name</b>			
2	Street Address			
3	Address 2			
4	City, ST ZIP Code			
5				
6	Statement			
7				

Billing Statement

	A	B	C	D	
1	<b>Blood Pressure Tracker</b>				
2					
3					
4				Name	_____
5				Systolic	_____
6				Systolic	_____
7	Target blood pressure*			120	_____
8				Systolic	_____
9				Systolic	_____
10	Call physician if above			_____	_____
11					

Blood Pressure Tracker

	A	B	C	
1	<b>Personal Monthly Budget</b>			
2				
3				
4			Income 1	_____
5	PROJECTED MONTHLY INCOME		Extra income	_____
6			Total monthly income	_____
7			Income 1	_____
8	ACTUAL MONTHLY INCOME		Extra income	_____

Personal Monthly Budget

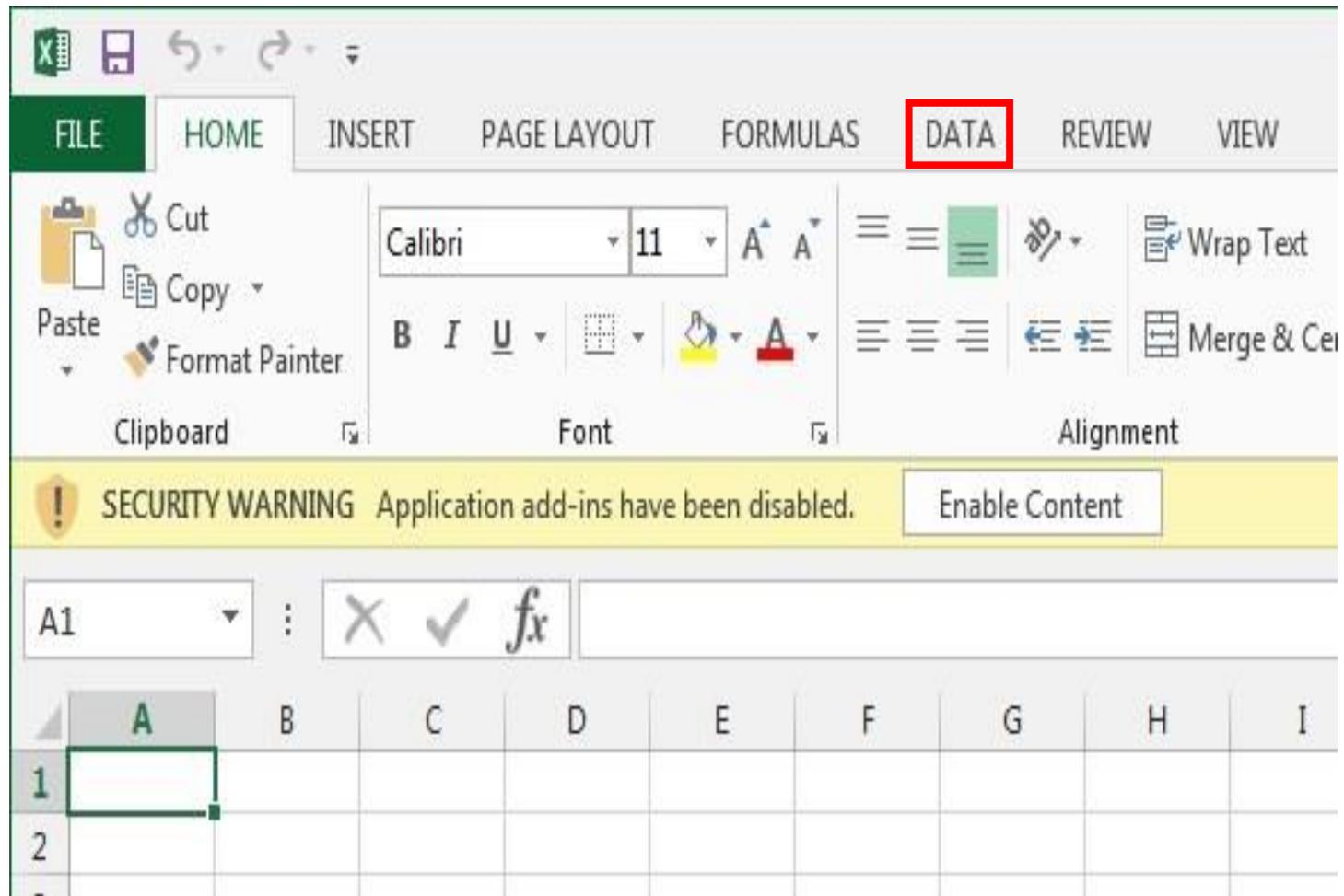
	A	B
1	<b>Product</b>	<b>Customer</b>
2	Alice Mutton	ANTON
3	Alice Mutton	BERGS
4	Alice Mutton	BOLID
5	Alice Mutton	BOTTM
6	Alice Mutton	ERNSH
7	Alice Mutton	GODOS
8	Alice Mutton	HUNGC
9	Alice Mutton	PICCO

Sales Report

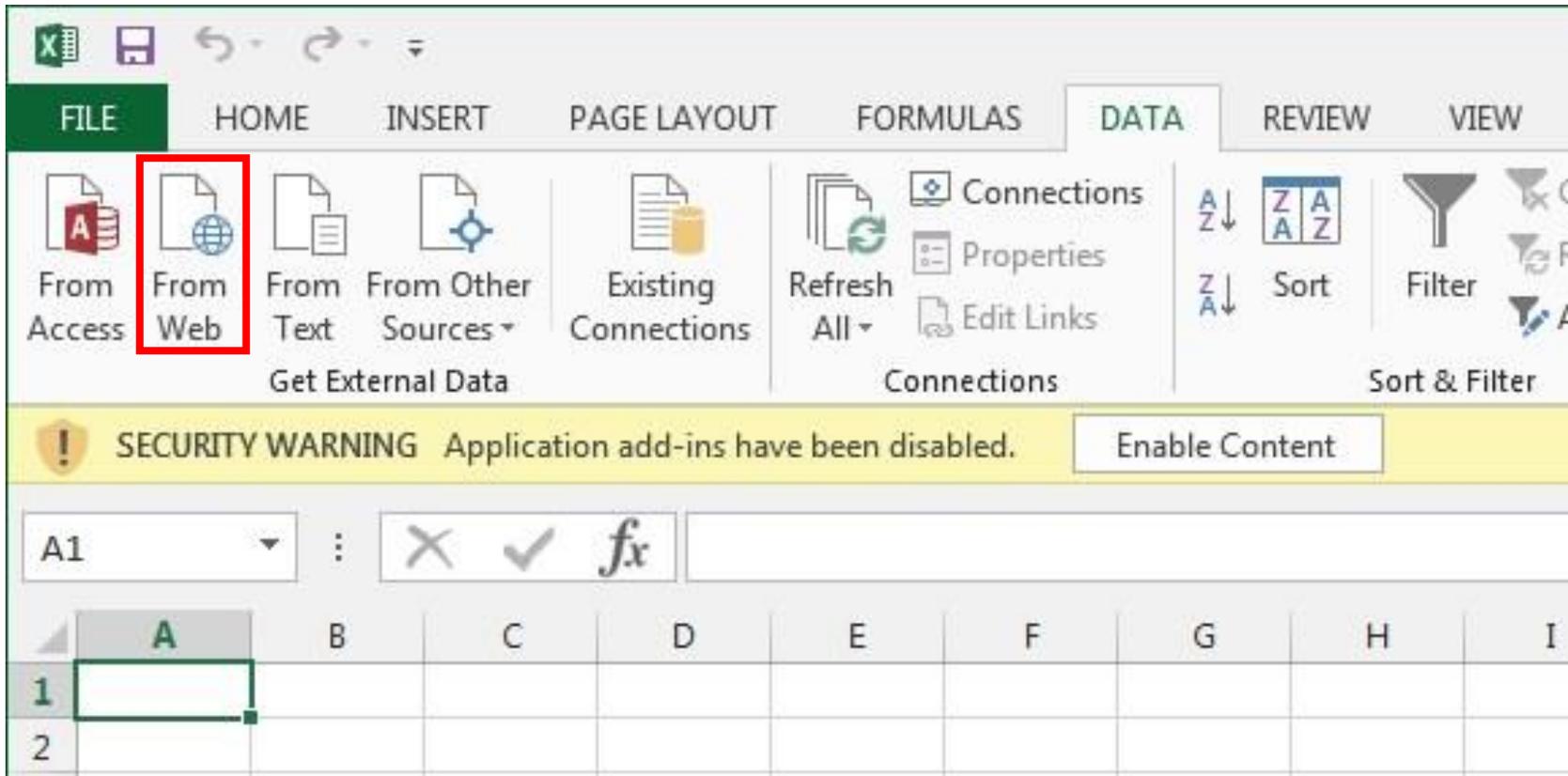
	A	B	C
1			
2			
3			
4			
5			
6			
7	Employee	_____	_____
8			

Time Card

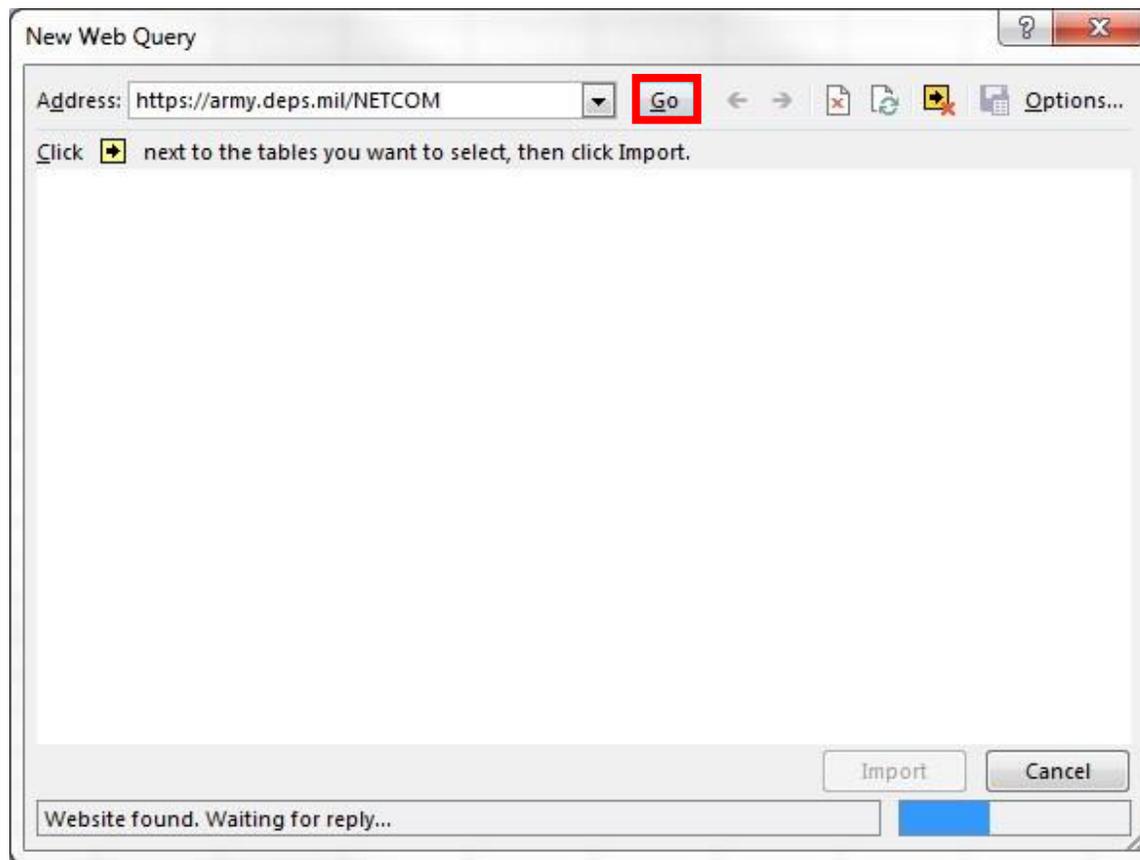
Select the 'DATA' tab.



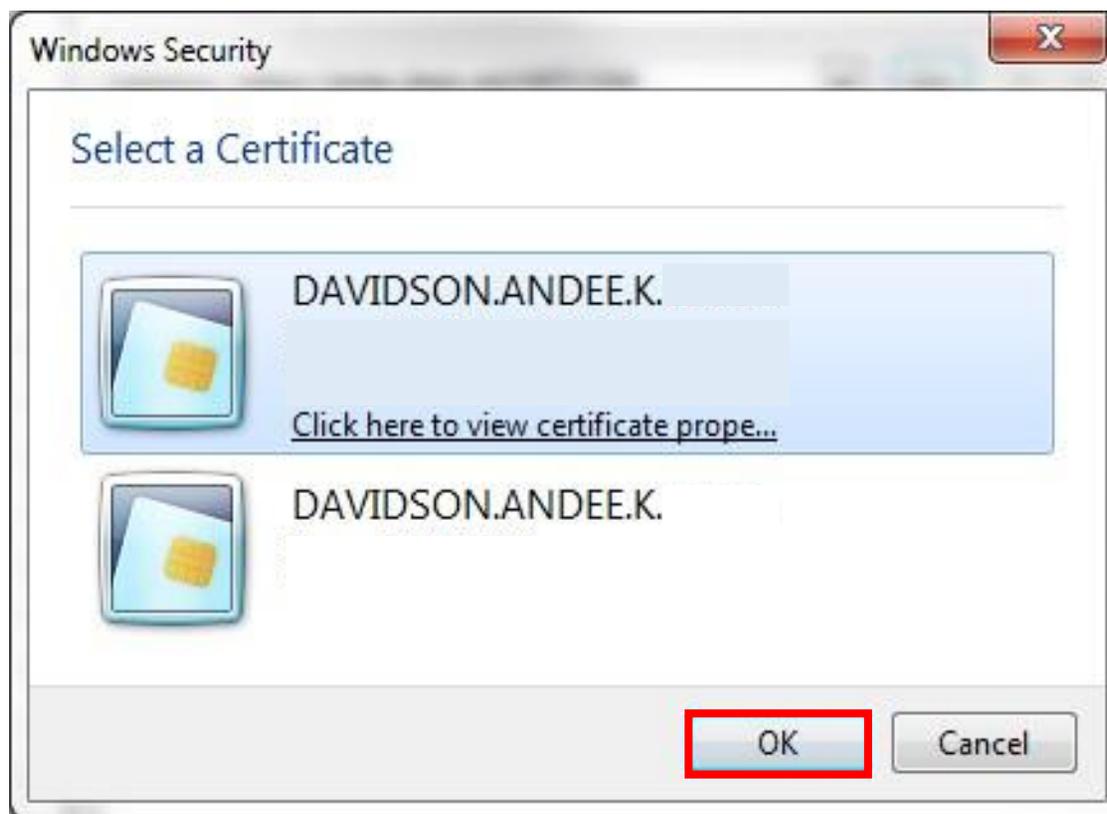
Select 'From Web', which is the second icon from the left in the 'Get External Data' section.



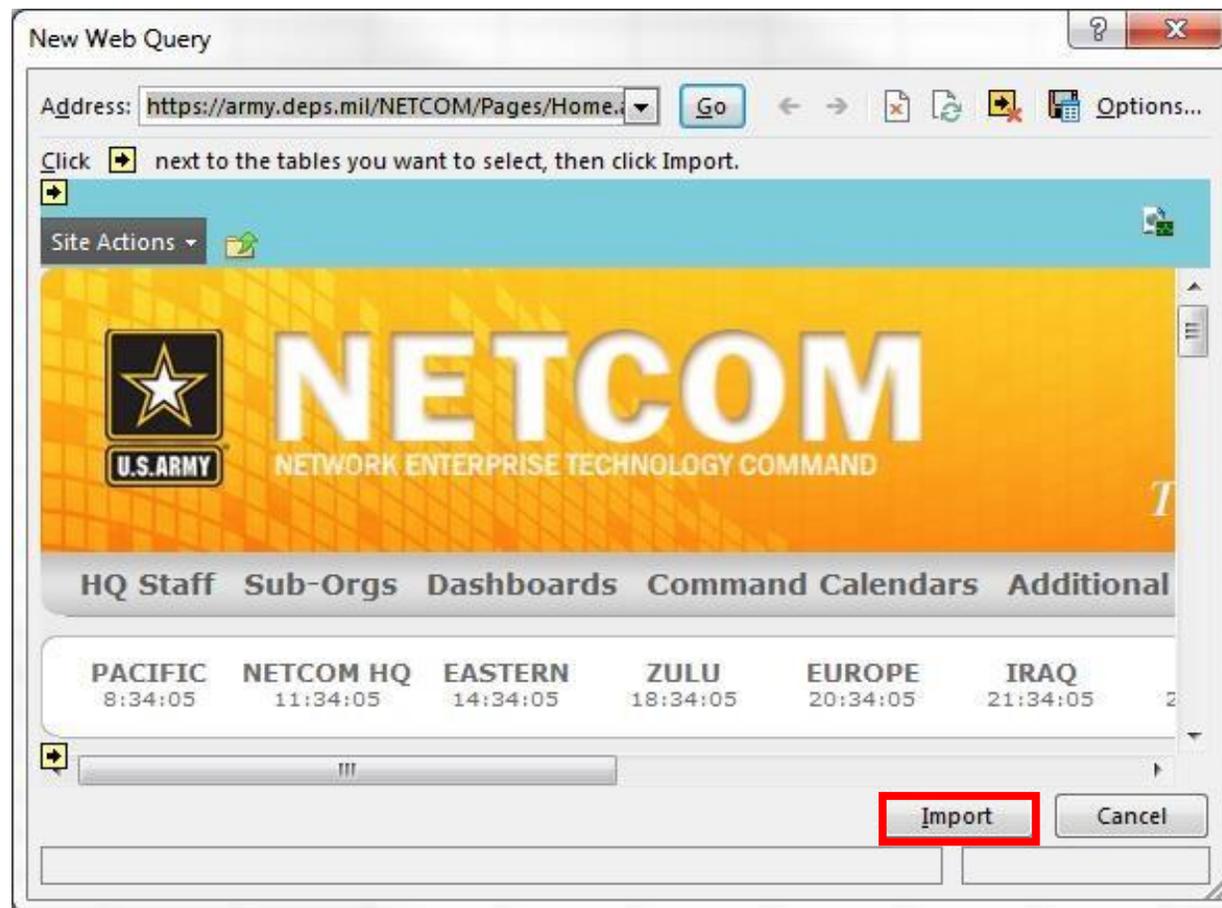
If your home page is security based, it will ask for Common Access Card (CAC) authentication. If your home page is not a security-based page such as Google, either select one such as the NETCOM home page or the site you are trying to import from. Click on Go.



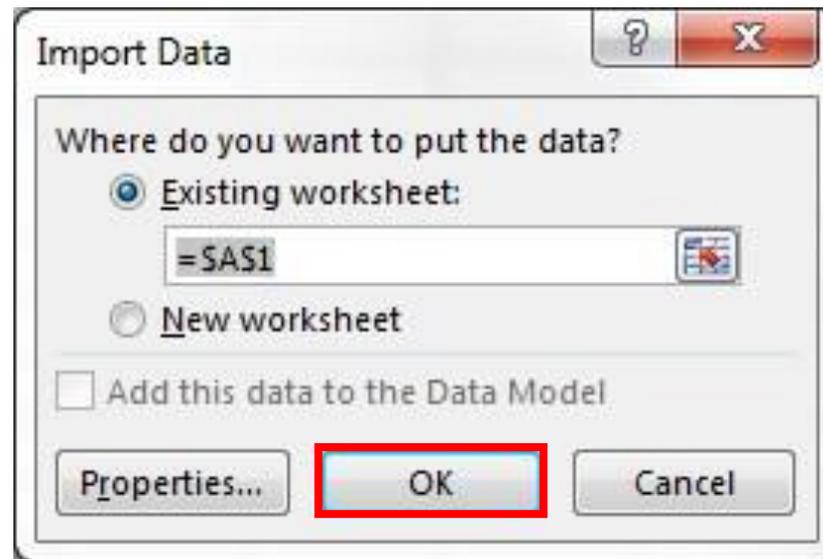
The site should automatically prompt you for CAC authentication. Select your proper security certificate. Click on 'OK'.



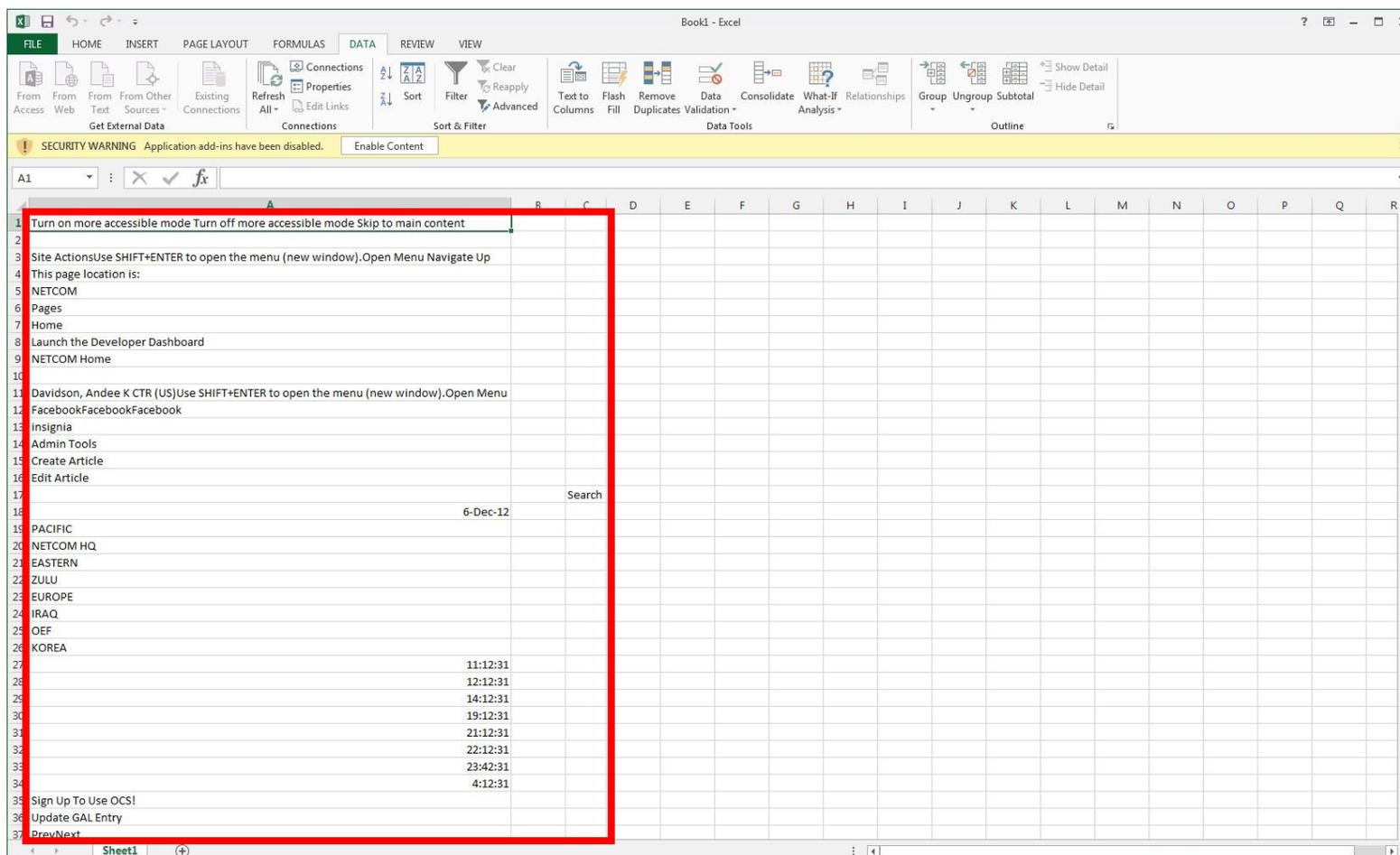
After the page loads in the view screen and the 'Import' button becomes available, click on 'Import'. Importing will take a few moments, this is normal. Likely no more than 2-3 minutes though.



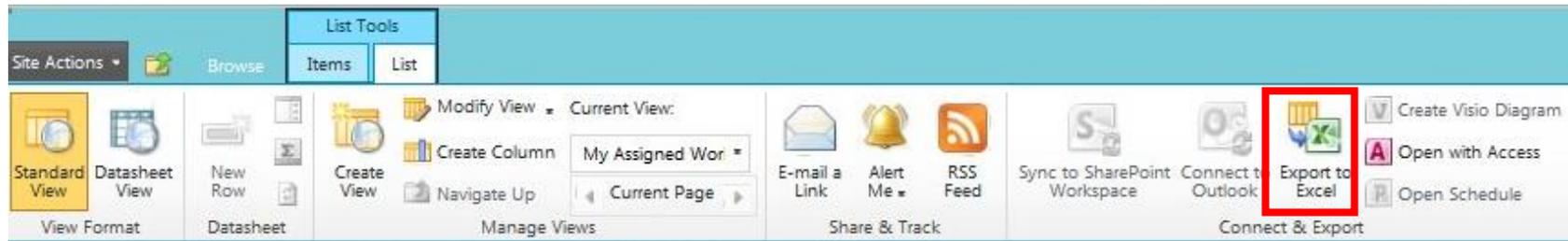
You will receive a prompt from Excel asking where you want to put the data. Click on 'OK'.



Initially you will see in cell A1 “Home: Getting Data...”. This indicates Excel is retrieving data from the selected site. After the page loads it will look like random verbiage, this is right. **KEEP THIS WINDOW OPEN. DO NOT CLOSE THIS WINDOW.**



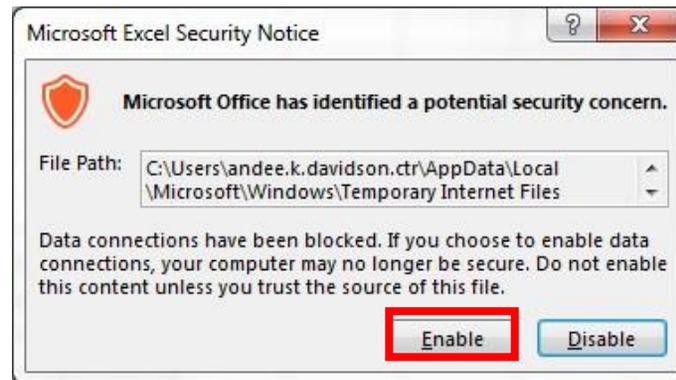
Now you should be able to go to the site you are trying to download the Excel spreadsheet from and select 'Export to Excel' in the 'Connect & Export' section.



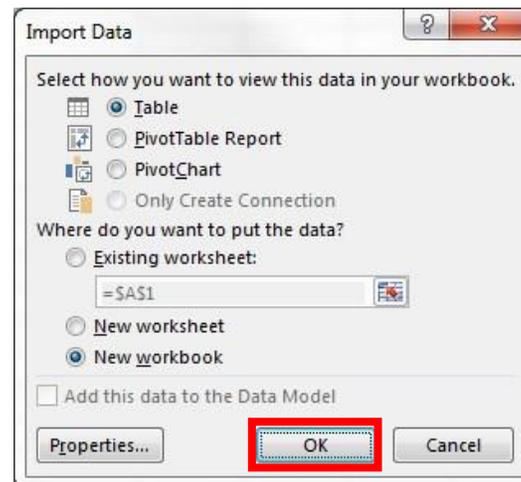
Same as with Office 2007 or 2010, you will be prompted to 'Open', 'Save' or 'Cancel' this action. Click on 'Open'.



You may need to enable the document for security concerns. Click on 'Enable'.



You will be prompted to select how and where you would like to import the data. If you are importing to an open book, you can select 'new worksheet' or what options work for you. Click on 'OK'.



Now you should see the data as expected.

Excel interface showing a table with the following data:

ID	Title	Content Type	Assigned Priority	Request Status	Requestor	Assigned To Primary	Modified	Item Type	Path
6760	SMART 2.0 Documentation	Task	4-Low	On-Hold	Gibson, Leslie E CTR USARMY NETCOM (US);#2062;#Brinkman, Brandon C CTR USARMY NETCC Tier 0;#9540		2/17/2015 10:19	Item	netcom/site
8132	Write WEM Portal Plan, SOP, and TTP	Service Request	4-Low	In Progress	Gibson, Leslie E CTR USARMY NETCOM (US);#2062	Tier 0;#9540	4/9/2015 10:42	Item	netcom/site

If this does not work for you, please place a SMART ticket and we will try to assist you as quickly as possible.

<https://army.deps.mil/netcom/sites/g6/SMART/SitePages/smartHome.aspx>