

Export List to Excel

This document depicts the installation details of Export to Excel feature.

Steps to be followed:

1. Unzip the given file.
2. Run setup.exe, it will install ExcelToExcel feature in site level.
3. Login to the SharePoint site
 - a. Go to Site Actions→Site Settings
 - b. Under Site Administration section click Site Features
 - c. Activate the feature named Export List To Excel
4. Navigate to any document library or custom list. You can see the Export List to Excel feature under Actions tab.
5. On clicking the feature, it will generate an excel sheet with contents of the list. Now you can save the list as an excel file.