



# Decision Analytics & Information Management

## How to Export Data

### Exporting Data

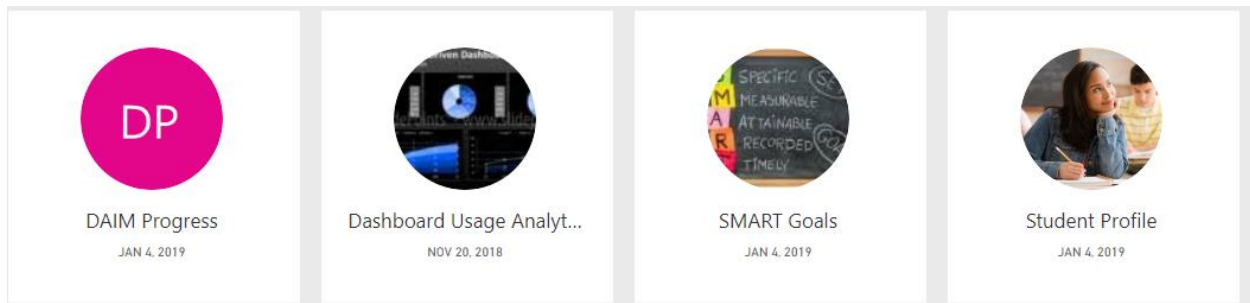
The exporting of data throughout the Power BI apps is extremely important for those individuals who will need the data in excel spreadsheet form.

### Where to go

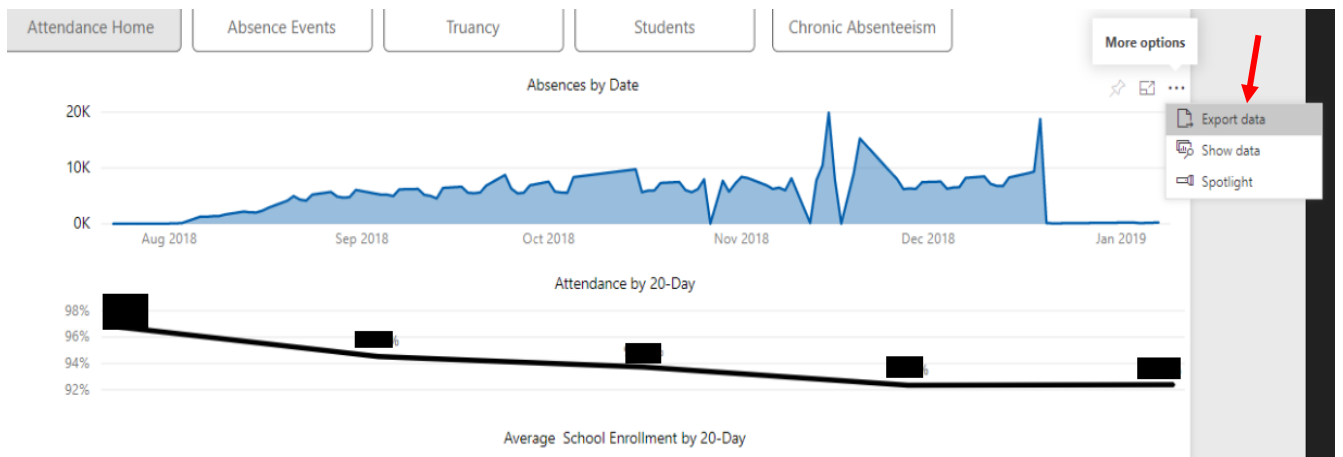
**\*All student names and information have been redacted\***

You may access the export feature in Power BI by

- 1) First selecting one of your apps

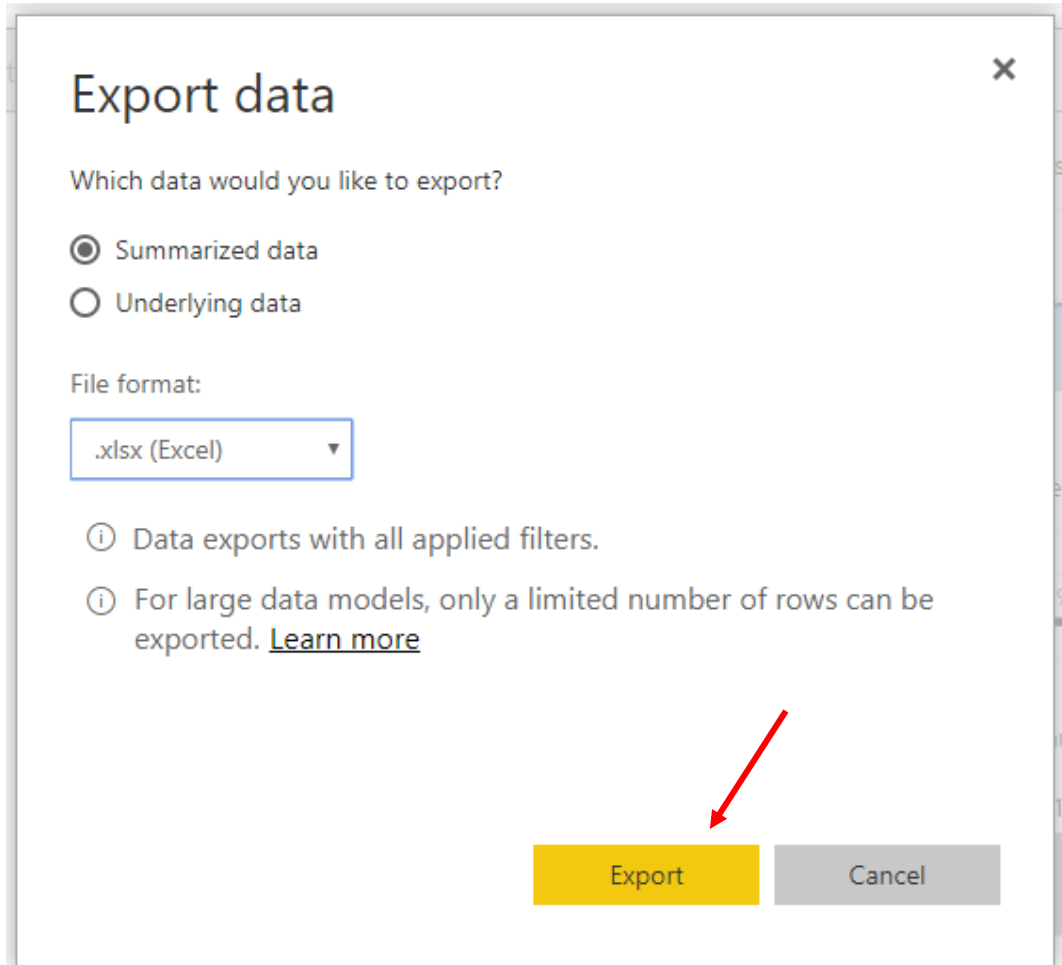


- 2) Find the visual that contains the data that you need to complete your tasks
- 3) **Hover** over the visual and click the **3 dots** button that pops up in the top right corner of the visual
- 4) Select the **export data** tab



- 5) An **Export data** box will pop up in the middle of your screen
- 6) **Select** the options that are best for the data that you need
- 7) You can also select the **File Format** button and choose between an excel or a csv file to export

8) Click the **Export** button



9) The file will immediately export and begin to download to your computer