

How to copy to Excel.

Run the report you would like to move to excel. My example is a Sales Analysis report.

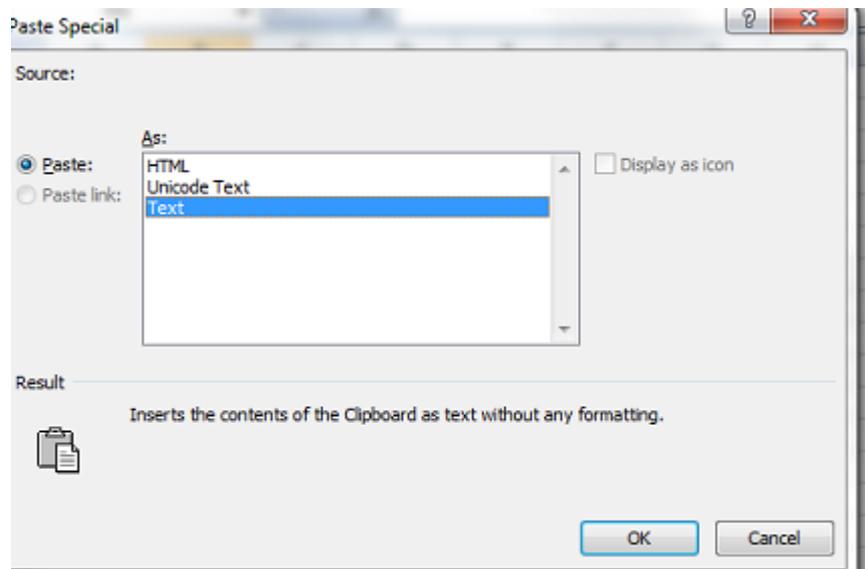
Click and drag your cursor to highlight the details you want to move to excel, once you have highlighted your report, right click and select Copy.

The screenshot shows a web-based report titled "Sales Analysis" for "Sample Food Company". The report covers the period from 01/01/2011 to 31/12/2011. On the left, there are filters for "Select range" (set to "this act year"), "Job", "Nominal", "Client", "Order" (set to "Date"), and "Group by" (set to "none"). The main area contains a table with the following columns: Invoice No., Date, Customer, Nominal Root Code, Nominal, VAT rate, Invoice Amount, Net Amount, VAT Amount, Gross Amount, and Job. The table lists various invoices from different customers like Centra, Lendis, O'Learys, B'WG Foods, Colina, and Tesco Ireland Ltd. A context menu is open over the table, showing options: "Copy", "Search Google for 'InvoiceDateCustomerNominal Root CodeNominal...'", and "Inspect element".

Now open up your excel file and insert your cursor into a box and then right click and select Paste Special.

The screenshot shows the Microsoft Excel interface. The ribbon is set to "Home" with the "Clipboard" group active. The active cell is B4. A right-click context menu is open over cell B4, showing options: "Cut", "Copy", "Paste", "Paste Special...", "Insert...", "Delete...", "Clear Contents", "Filter", "Sort", "Insert Comment", "Format Cells...", "Pick From Drop-down List...", "Name a Range...", and "Hyperlink...". The "Paste Special..." option is highlighted.

Once you have selected the Paste Special option it will bring up a second box, select Text.



This will then paste the report details into Excel for you.