KNOWLEDGE BASE ARTICLE

How to Export SharePoint List Data to Excel with List Filter

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The Vitextra **List** Filter **web part** for **SharePoint** lets you export list data to a Microsoft Excel file. The export always includes the complete list, no matter how many items it contains.

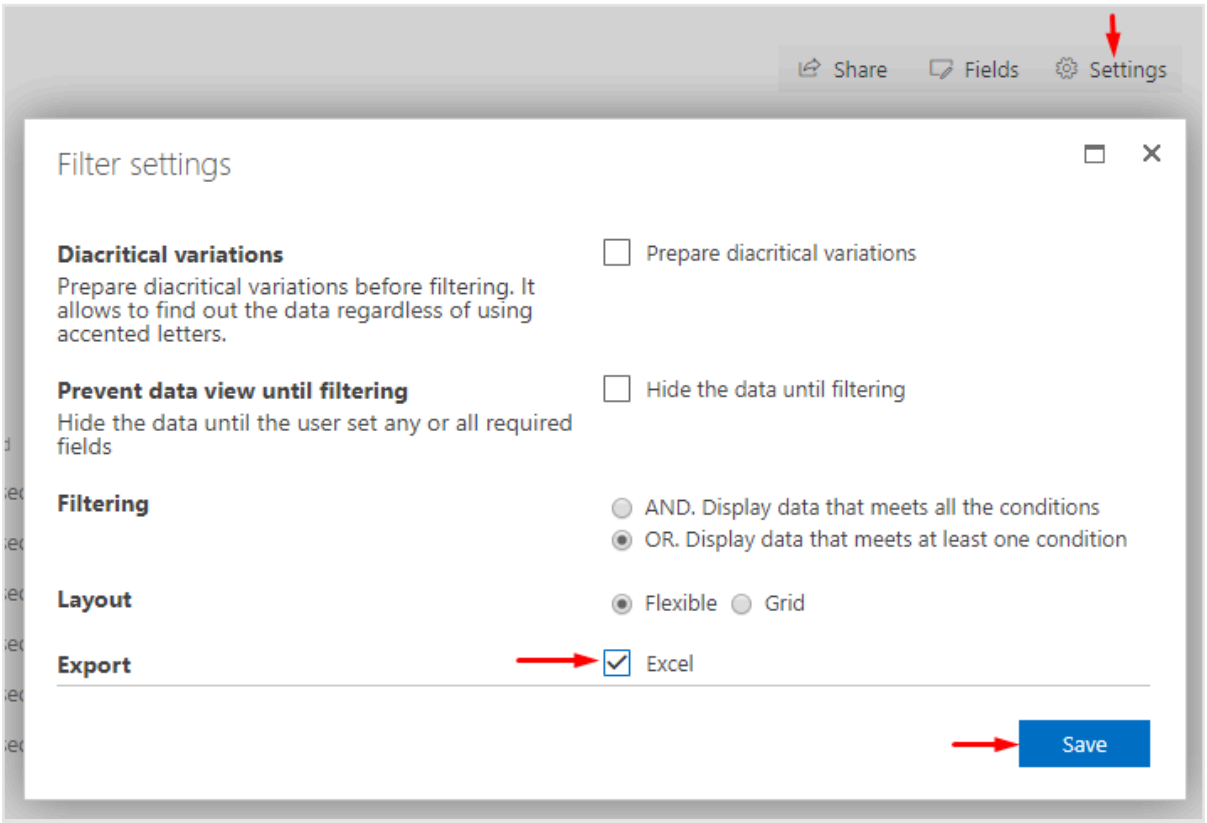
Prerequisites

Before you can export, activate the **Vitextra: List Filter site collection feature** and add the List Filter web part to the list **view** or the page where the list is displayed.

For details, see the Configure List Filter article.

Export Feature

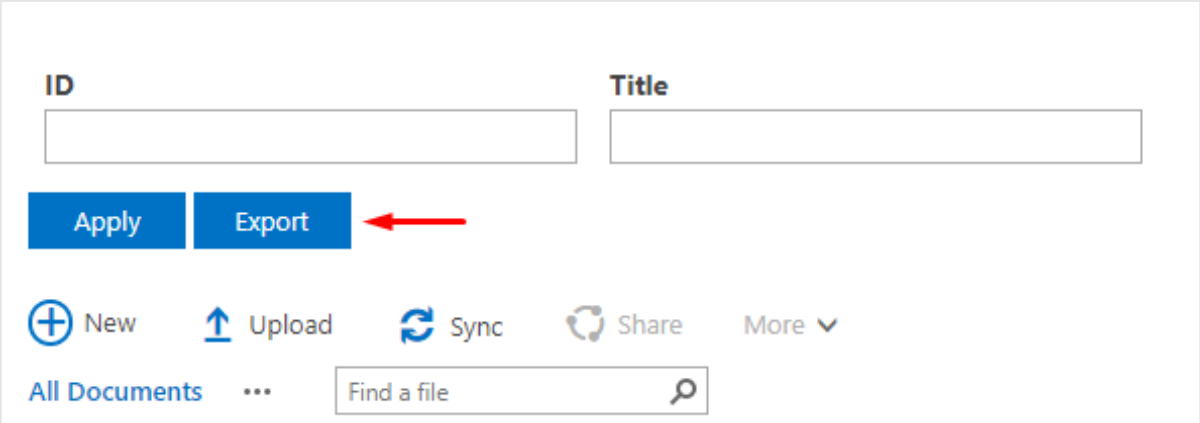
To show the Export button, click **Settings** on the filter panel, select **Excel** under the Export heading, and click **Save**:



SharePoint List Filter settings dialog

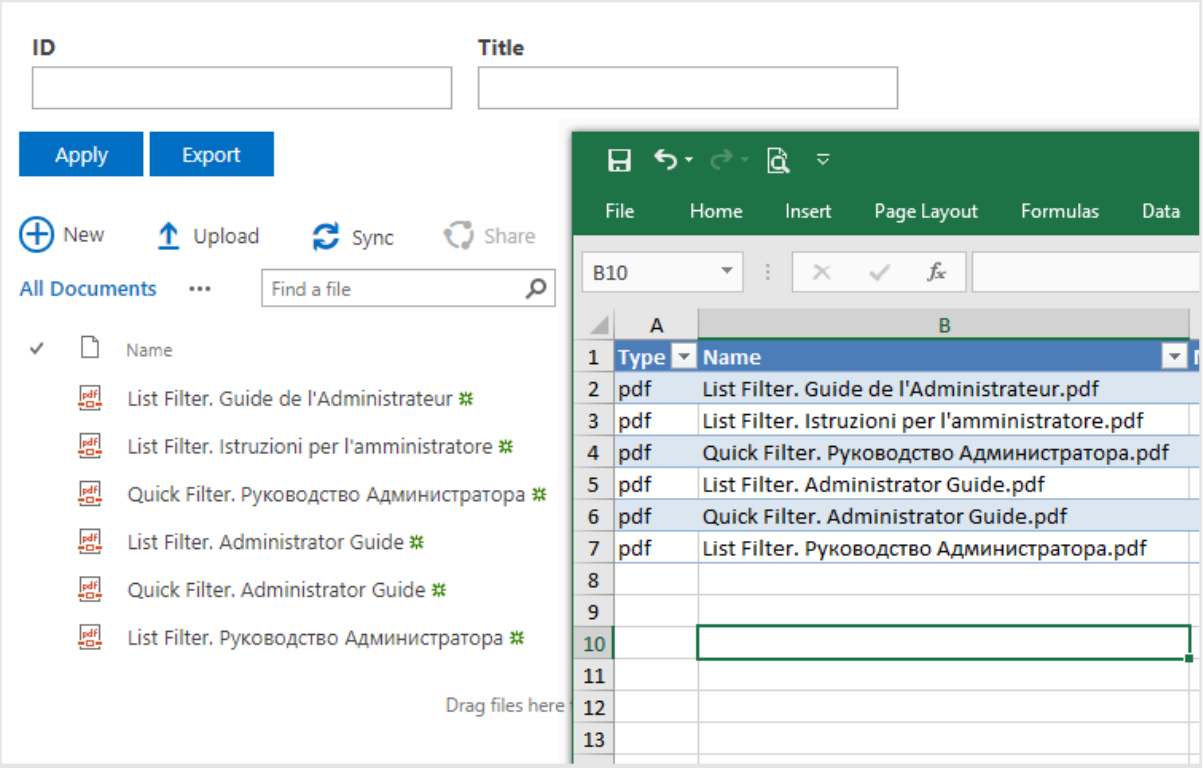
Export List Data

To export the list data to Excel, click **Export** on the filter panel:



Export button

The exported file contains the same columns as the current view:



Exported Data

Note

Vitextra List Filter exports data according to the view settings, the user's permissions, and any filters currently applied.

Terms

Feature
A feature is a set of SharePoint elements (artifacts), such as site columns, content types, web parts, application pages, custom actions, list templates, list instances, and others.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Site Collection
A site collection is a group of one or more SharePoint sites, subsites, and related content. A site collection typically shares common settings, permissions, and configuration, providing a cohesive environment for users to work together on projects, departments, or specific areas of focus. Site collections are often used to separate content and control access rights based on organizational structure, security requirements, or project needs.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.