KNOWLEDGE BASE ARTICLE

How to Export My Tasks to Excel

2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table of contents

Overview 4

How to export 4

What is exported 4

  Columns in the file 5

The file 5

Opening the file in Excel 6

If the file is incomplete 6

Terms 8

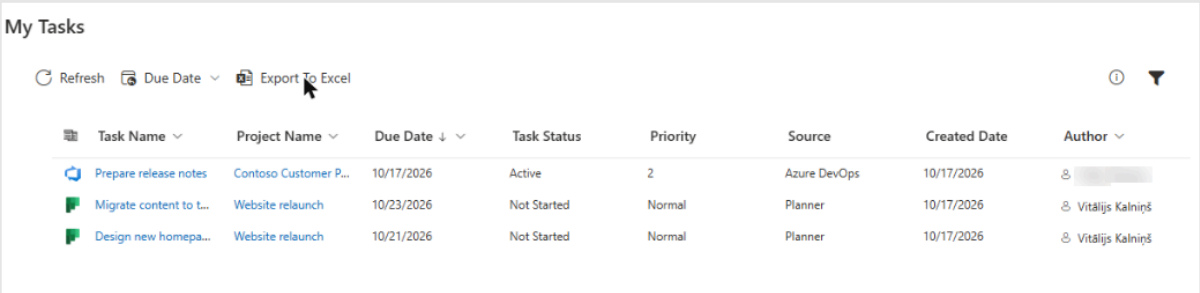
Overview

The **Export To Excel** button in the My Tasks command bar saves your current task **list** as a file that Excel opens directly. This is convenient when you need to prepare a status report, sort tasks in a way that the **web part** does not offer, count tasks per project, or simply keep a snapshot of your workload.

The export contains the tasks that you see in the list at this moment. It takes into account your filters and sorting, and it includes all pages of the list, not only the page that is currently displayed.

How to export

1 Wait until the list has finished loading. While the tasks are loading, or when there are no tasks at all, the button is unavailable.
2 If you want only some of the tasks, apply the filters first: the **Due Date** menu (**All dates**, **Overdue**, **Today**, **This week**) and the **Filter** panel. Also set the sort order you need. See KB10293. My Tasks: Filtering, Sorting and Personal View Settings.
3 In the command bar, click **Export To Excel**.
4 The browser downloads the file. Depending on your browser settings, it is saved to the Downloads folder or the browser asks where to save it.
5 Open the file in Excel.



The Export To Excel button in the command bar

What is exported

- **All pages.** If the list has 120 tasks and the page size is 20, the file contains all 120 tasks, not the 20 on the screen.
- **Filtered and sorted.** The file contains the tasks that remain after the **Due Date** quick filter and the **Filter** panel are applied, in the sort order that is currently set.
- **Not affected by the column settings.** The set of columns in the file is fixed and does not depend on which columns are visible on the page.
- **Excluded statuses are not included.** Tasks hidden by the **Excluded Statuses (comma separated)** setting are not loaded and therefore are not exported; see KB10298. My Tasks: Excluding Statuses and Limiting the Task List.

Columns in the file

Column	Content
Source	Planner, To Do, Outlook, **SharePoint**, Project or **Azure DevOps**
Task Name	The title of the task
Project Name	The project, plan, list or **site**
Task Status	The status
Priority	The priority
Created Date	The date of creation, in the date format of your browser
Due Date	The due date, in the date format of your browser; empty if there is none
Author	The name of the author; empty for To Do and Outlook tasks
Tags	All tags of the task in one cell, separated by a semicolon and a space
URL	The address of the original task

The column headings are written in the interface language of the web part. Dates contain no time and follow the regional format of your browser, so the same task can appear as 10/16/2026 on one computer and as 16.10.2026 on another.

The file

The file name contains the date of the export: `my-tasks-2026-10-16.csv` for an export made on 16 October 2026.

The file is a CSV (comma separated values) in the UTF-8 encoding with a byte order mark (BOM). The BOM tells Excel to read the file as UTF-8, so Cyrillic, Chinese, Japanese and other non-Latin characters in task titles are displayed correctly. Values are separated by commas, rows by line breaks, and values that contain commas, quotation marks or line breaks are enclosed in quotation marks.

Note

Although the button is called **Export To Excel**, the file is not an .xlsx workbook. It is a CSV file that Excel opens as a table. You can save it as an Excel workbook from Excel with **File > Save As**.

Opening the file in Excel

Double-click the downloaded file. In most installations Excel shows the columns correctly.

If all the data appears in one column, your Windows regional settings use a semicolon as the list separator, and Excel expects semicolons. In this case import the file instead of opening it:

1 In Excel, open a blank workbook and choose **Data > From Text/CSV**.
2 Select the downloaded file.
3 In the preview, set **Delimiter** to **Comma** and make sure that **File Origin** is **65001: Unicode (UTF-8)**.
4 Click **Load**.

Warning

The file contains the names, links and other data of your tasks. Store and share it according to the rules of your organization. The export is made by your browser on your computer; the web part does not send the file anywhere.

Tip

In Excel, select the data and choose **Insert > Table** to get filters and sorting in the headings, or build a PivotTable to count tasks by **Project Name** or **Task Status**. To check which tasks appear before exporting, use the **Overdue** quick filter, described in KB10292. My Tasks: Due Date Column, Overdue Highlighting and Quick Filters.

If the file is incomplete

If the file has fewer tasks than expected, check the filters (a filled **Filter** icon or a **Due Date** value other than **All dates** means that a filter is active), the excluded statuses, and whether all sources have loaded. Sources that fail to load are skipped. See

KB10307. Why Are My Tasks Missing or Not Loading?. The list on the screen shows paging settings that are described in KB10297. My Tasks: Paging, Row Limit, Auto Refresh and Instant Loading.

Terms

Azure DevOps
Azure DevOps Services (formerly Visual Studio Team Services) is a cloud-based product that provides version control, requirements management, automated pipelines for builds and releases, and testing capabilities.

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
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

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.