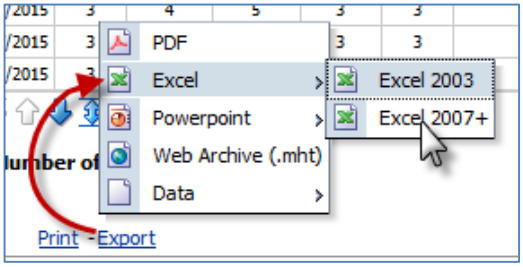
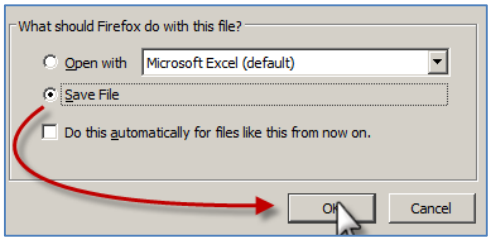
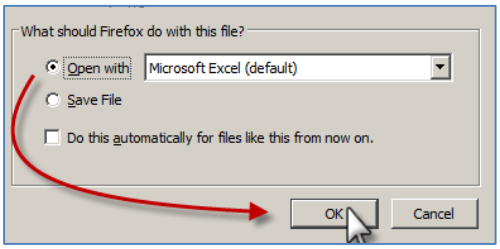
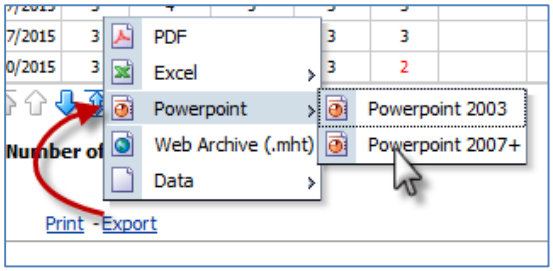
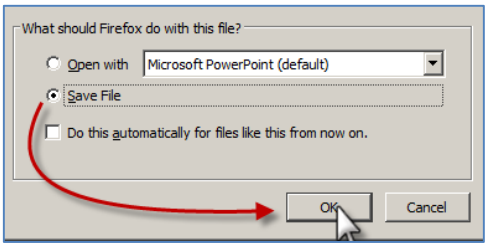
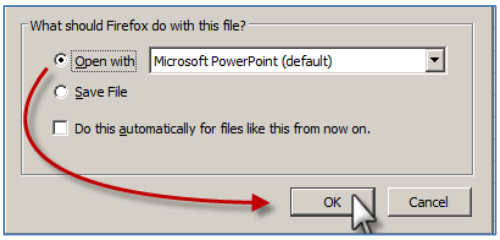
Q: I would like to download a report to an Excel spreadsheet for further analysis. How can I do this?

A: MyData provides links to download reports to Excel.

Step #	Step	Icon/Link	Comments
1.	Scroll to the bottom of the report you wish to download and click on the **Export** link. You have several options to export the report. Choose Excel.		Choose Excel 2007+ for the current version of Excel.
2.	At the Opening dialog box choose the **Save File** radial button then click **OK**.		Save the file to a preferred location on your computer. (e.g. Desktop)
3.	You also have the option to open directly from the dashboard. At the Opening dialog box choose the **Save File** radial button then click **OK**.		Once Excel is open you must save the file through Excel. Choose **File > Save As** and Save the file to a preferred location on your computer. (e.g. Desktop)

Q: Can I download a MyData report to PowerPoint for a presentation to my staff? How can I do this?

A: MyData provides a link to download graphical charts and tables to PowerPoint.

Step #	Step	Icon/Link	Comments
1.	Scroll to the bottom of the report you wish to download and click on the **Export** link. You have several options to export the report. Choose Excel.		Choose PowerPoint 2007+ for the current version of PowerPoint.
2.	At the Opening dialog box choose the **Save File** radial button then click **OK**.		Save the file to a preferred location on your computer. (e.g. Desktop)
3.	You also have the option to open directly from the dashboard. At the Opening dialog box choose the **Save File** radial button then click **OK**.		Once Excel is open you must save the file through Excel. Choose **File > Save As** and Save the file to a preferred location on your computer. (e.g. Desktop)