

Excel Spreadsheet from a Quicken Report [Quicken 2007]

----- Generate the Report -----

- 1/ Open Quicken.
- 2/ Open the Report in Quicken that you want in Excel.
- 3/ Click 'Export Data' (top of Window).
- 4/ Click 'Report to Excel Compatable Format'.
- 5/ Using 'Look in:' navigate to the desktop (top entry in the list).
- 6/ in 'File name' enter a file name.
- 7/ Click 'Open'.
- 8/ The report will now be on the Desktop AS A TEXT file.

----- Convert the Report -----

- 9/ Launch Excel.
- 10/ Click File >>> Open.
- 11/ Look in: Desktop.
- 12/ Files of type: text File.
- 13/ Click on the text file you created in 6 & 7 above.

- 14/ Click Open.
- 15/ Click Next.
- 16/ Click Next.
- 17/ Click Finish.
- 18/ Format the sheet as is your wish! (or just leave it!).

- 19/ Click File >>> Save As.
- 20/ Enter a file name.
- 21/ Save as type: Microsoft Excel Workbook.
- 22/ Click Save.