



PMP Specialists

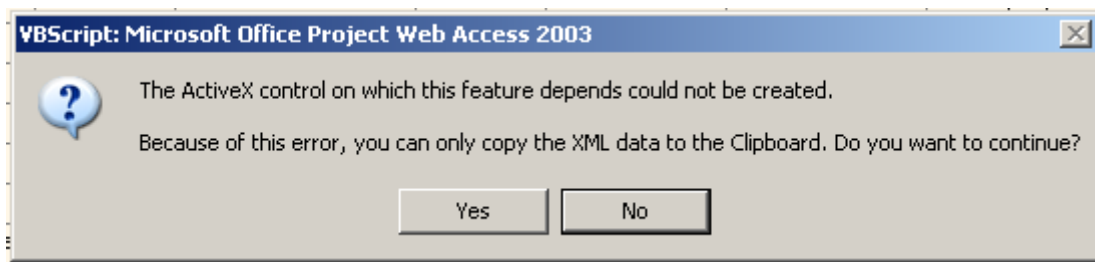
BY: Collin Quiring

This document is to demonstrate how to use the “Export to Excel” functions from Microsoft Project when the Active X controls are disabled.

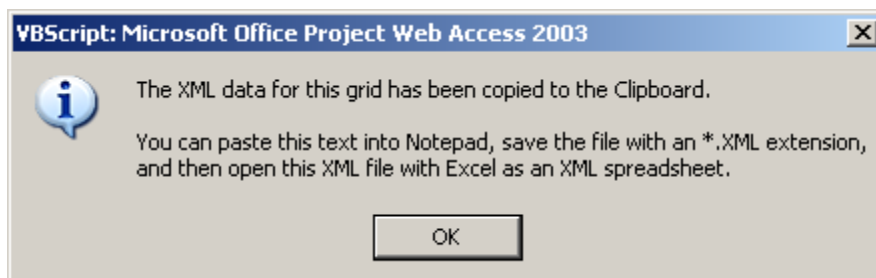
It isn’t difficult, but there are a few steps that need to be done in order.

First, open Notepad on your computer. Leave it empty. (This is because sometimes if you open it later, you have to repeat steps two and three below.)

Second, select “Yes” on the first option:



Third, select “OK” on the next box:



Fourth, open your notepad and paste in the data which will look almost totally unreadable. It should look something like this:



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```
Untitled - Notepad
File Edit Format View Help

="25"><Data ss:Type="String">6550f4be-8540-4ff5-98be-1d837f9548ee</Data></Cell><Cell ss:Index="26"><Data ss:Type="S
"14"><Data ss:Type="String">Prorated</Data></Cell><Cell ss:Index="15"><Data ss:Type="String">Committed</Data></Cell
g" pwa:Indentation="1"> Rusko Amy</Data></Cell><Cell ss:Index="5"><Data ss:Type="String">ARusko@litwareinc.com</b
"><Data ss:Type="String"></Data></Cell><Cell ss:Index="21"><Data ss:Type="String"></Data></Cell><Cell ss:Index="22"
rank</Data></Cell><Cell ss:Index="10"><Data ss:Type="String">epm2007demo\Ruth Andy</Data></Cell><Cell ss:Index="11"
</Cell><Cell ss:Index="26"><Data ss:Type="String">3/28/2008</Data></Cell></Row><Row ss:Index="125" pwa:outlineLevel
15"><Data ss:Type="String">Committed</Data></Cell><Cell ss:Index="16"><Data ss:Type="String">Yes</Data></Cell><Cell
ex="5"><Data ss:Type="String">JShrader@litwareinc.com</Data></Cell><Cell ss:Index="6"><Data ss:Type="String">Employ
="21"><Data ss:Type="String"></Data></Cell><Cell ss:Index="22"><Data ss:Type="String"></Data></Cell><Cell ss:Index=
ring">epm2007demo\Smith Ben</Data></Cell><Cell ss:Index="11"><Data ss:Type="String">1010 - CFO</Data></Cell><Cell s
2008</Data></Cell></Row><Row ss:Index="128" pwa:outlineLevel="1"><Cell ss:Index="2"><Data ss:Type="String">No</Data
Yes</Data></Cell><Cell ss:Index="17"><Data ss:Type="String">S</Data></Cell><Cell ss:Index="18"><Data ss:Type="Strin
">Employer.Litware</Data></Cell><Cell ss:Index="7"><Data ss:Type="String">NA</Data></Cell><Cell ss:Index="8"><Data
="23"><Data ss:Type="String"></Data></Cell><Cell ss:Index="24"><Data ss:Type="String">Steen Heidi</Data></Cell><Cell
11 ss:Index="12"><Data ss:Type="String">No</Data></Cell><Cell ss:Index="13"><Data ss:Type="String">No</Data></Cell>
/Data></Cell><Cell ss:Index="3"><Data ss:Type="Number">114</Data></Cell><Cell ss:Index="4" pwa:Alignment="left"><Da
ta></Cell><Cell ss:Index="18"><Data ss:Type="String"></Data></Cell><Cell ss:Index="19"><Data ss:Type="String"></Dat
ring">NA</Data></Cell><Cell ss:Index="8"><Data ss:Type="String">NA</Data></Cell><Cell ss:Index="9"><Data ss:Type="S
:Index="25"><Data ss:Type="String">5f246951-aedc-44c6-9717-f7767dfe2a37</Data></Cell><Cell ss:Index="26"><Data ss:T
:Index="14"><Data ss:Type="String">Prorated</Data></Cell><Cell ss:Index="15"><Data ss:Type="String">Committed</Data
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9d-5419aaf0844d</Data></Cell><Cell ss:Index="26"><Data ss:Type="String">3/28/2008</Data></Cell></Row><Row ss:Index=
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e="String"></Data></Cell><Cell ss:Index="11"><Data ss:Type="String"></Data></Cell><Cell ss:Index="12"><Data ss:Type
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">Yes</Data></Cell><Cell ss:Index="17"><Data ss:Type="String">w</Data></Cell><Cell ss:Index="18"><Data ss:Type="Str
:Type="String">Employer.Litware</Data></Cell><Cell ss:Index="7"><Data ss:Type="String">NA</Data></Cell><Cell ss:Ind
11"><Cell ss:Index="23"><Data ss:Type="String"></Data></Cell><Cell ss:Index="24"><Data ss:Type="String">Zhang Frank<
ing">1030 - CMO</Data></Cell><Cell ss:Index="12"><Data ss:Type="String">No</Data></Cell><Cell ss:Index="13"><Data s
Type="String" pwa:UserName="1">User Name: EPM2007DEMO\Ralls Kim</Data></Cell></Row><Row ss:Index="144"><Cell ss:Ind
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Fifth, save the file as whatever name you want with the “xml” extension. You may have to change the “save as file type” to “all files” for this to work.



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Sixth, open Excel and then open the file that you just saved. Then, you should save the file as an “xls” file so that it re-formats it with Excel properties instead of the XML properties.

	ID	Resource Name	Email Address	Employer	Earliest Available	Latest Available
6	No	6	Application Support	Employer.Litware	NA	NA
7	No	24	Corp Project Manag	Employer.Litware	NA	NA
8	No	32	DBA	Employer.Litware	NA	NA
9	No	35	Electrical Engineer	Employer.Litware	NA	NA
10	No	37	Facilities Engineer	Employer.Litware	NA	NA
11	No	38	Financial Analyst	Employer.Litware	NA	NA