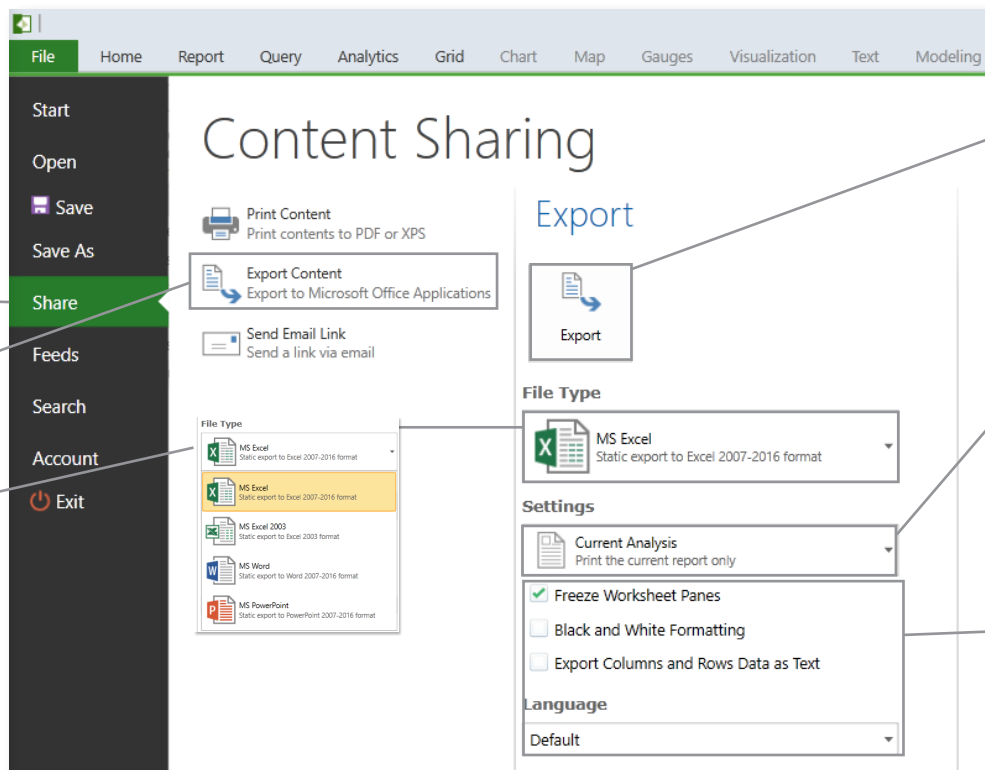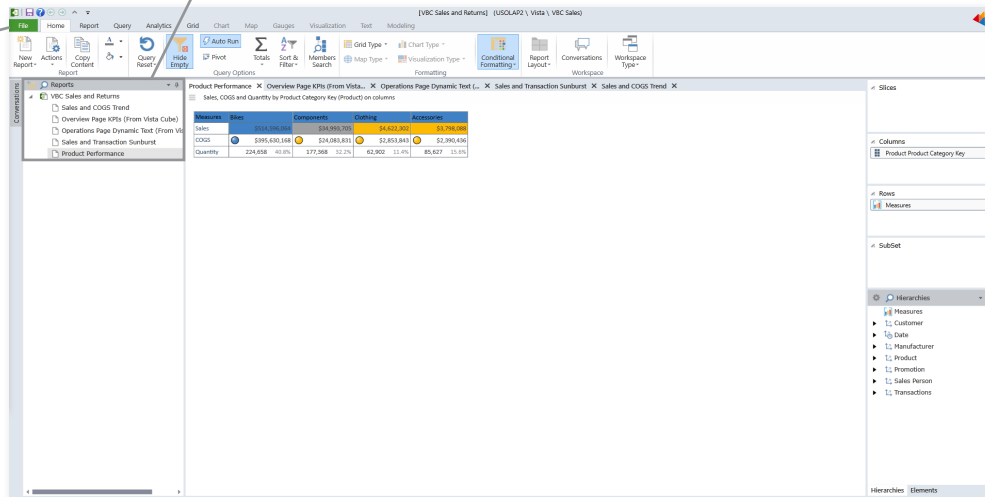# BI Office Export Content

In BI Office, users can export Data Discovery Reports and Story Board pages to Microsoft Applications such as Excel, Word, and PowerPoint. This can be accomplished through the Backstage or from directly within the report or dashboard.

▶ Export in Backstage

Open an existing **Data Discovery Book**. The reports can include grids, KPIs, visualizations, and dynamic text.

To **Export** the report navigate to the menu ribbon, and click **File**.

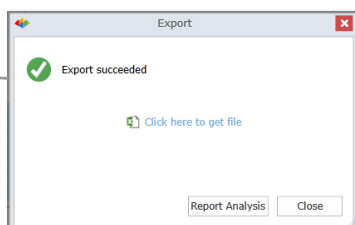Click the **Export** button to process the reports.

Select **Share**.

Click on **Export Content.**

Choose one of the options to export to **Microsoft Excel, Word**, or **Power-Point**.

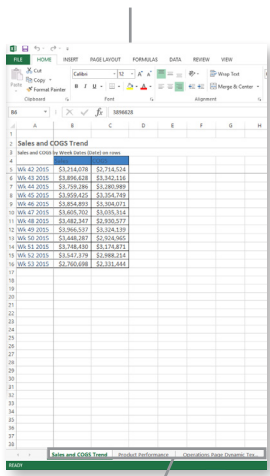Export the **current report**, the **entire book**, or select **individual pages** from a book.

Additional exporting **options**.

In the dialogue box, select the **Click here to get file** button.

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Export to Excel

The reports are set to their default **filters**, and the views are **static** so there are no slicers available.
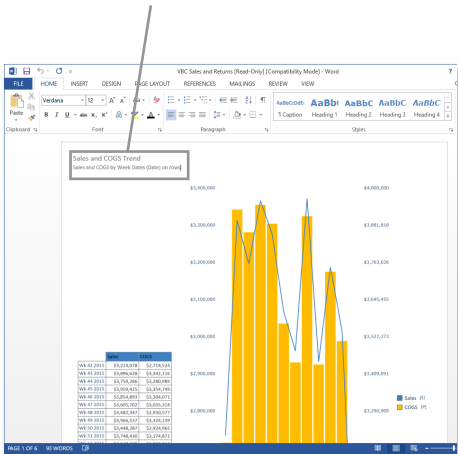

The reports show up as **grids** on individual tabs. The **KPIs**, **visualizations**, and **dynamic text** were not exported.
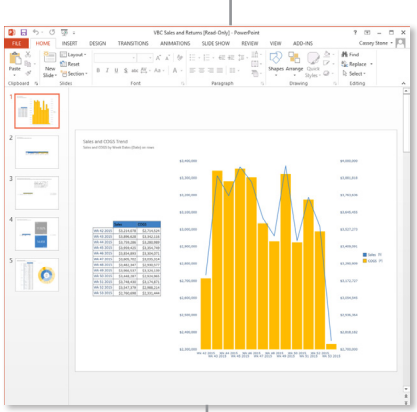
Export to Word

Each report has all of its **Title** and **Filtering** information included.

Each page in the document contains all **elements** in each report. Scroll to each page and notice that **KPIs**, **visualations,** and **dymanic text** is now exported.

Export to PowerPoint

Each **Slide** contains all elements for each report, including **Title** and **Filtering** information.
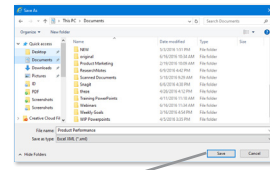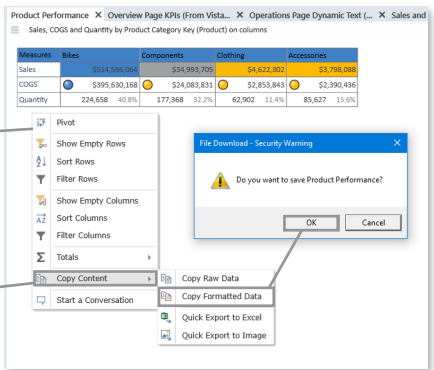

Content is **static**, meaning grpahics and formatting can not be changed.
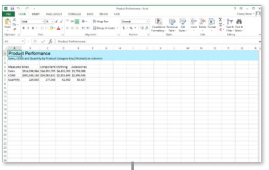
Export Within a Report

In a **Data Discovery Report**, right click inside any report to bring up the **options** menu.

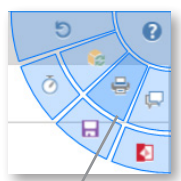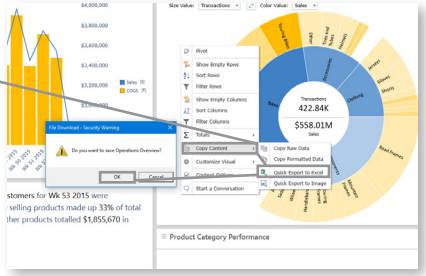Choose **Copy Content**, **Quick Export to Excel**, then in the dialogue box click **OK**.

Save the results to a local drive.

Open the report in Excel and notice just the **grid** is shown with no **formatting** or **slices**.

Export Within a Story Board Page

Inside a **Story Board**, right click on any report. Choose **Copy Content**, **Quick Export to Excel**, then **OK**.

Another option to export is from the **Steering Wheel**, click the **Export** button. Export **options** will then appear just as in the Backstage exporting option.