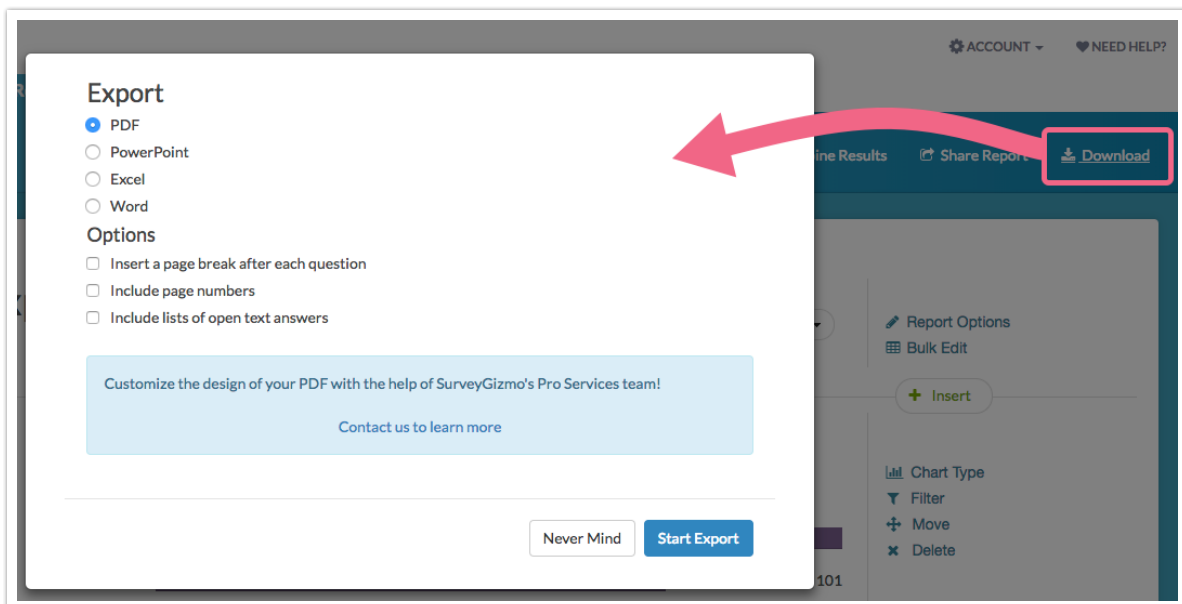# Standard Report Downloads: Excel, Word, PowerPoint, and PDF

Once you are finished customizing your Standard Report you might want to download the entire report. Standard Reports can be downloaded as a PDF or as an Excel, Word, or PowerPoint document.

PDF Download

The PDF download will look most like your report as you see it in SurveyGizmo.

When downloading a PDF version of a Standard Report, you can choose these options:

- Insert a page break after each question
- Include page numbers
- Include lists of open text answers

Excel Download

If you only need the aggregated data, the Excel download option is a good choice. This will download all the summarized statistics with no graphs. This way you can create your own customized charts if you wish!

Export Standard Report to Excel

1. To create an Excel download of your Standard Report, click the **Download** option in the upper-right corner of your report and select the **Excel** option.

2. If you want to include answers provided via open text questions as lists, select **Include lists of open text answers**.

3. Last, select **Start Export**.

4. When it is finished, click **Download Export**.

Your Excel download will show the aggregated data for each of your questions. See the below incompatible features and elements.

73	**4 Which methods of contacting customer support have you used?**					
74	**Value**	**Percent**	**Count**			
75	Email	60.50%	46			
76	Phone	61.80%	47			
77	Chat	63.20%	48			
78	Social Media	68.40%	52			
79						
80						
81	**5 First Name**					
82	**Count**	**Response**				
83	1	Alice				

Incompatible Features and Elements

- Response Timeline
- Word Cloud
- Map
- Individual Responses
- Question-Piped Questions or Page-Piped Questions
- Filter Details

Word Download

If you need to customize your charts and tables further, you may want to download your report as a Word document.

1. To create an Word download of your Standard Report, click the **Download** menu in the upper-right corner of your report and select the **Word** option.
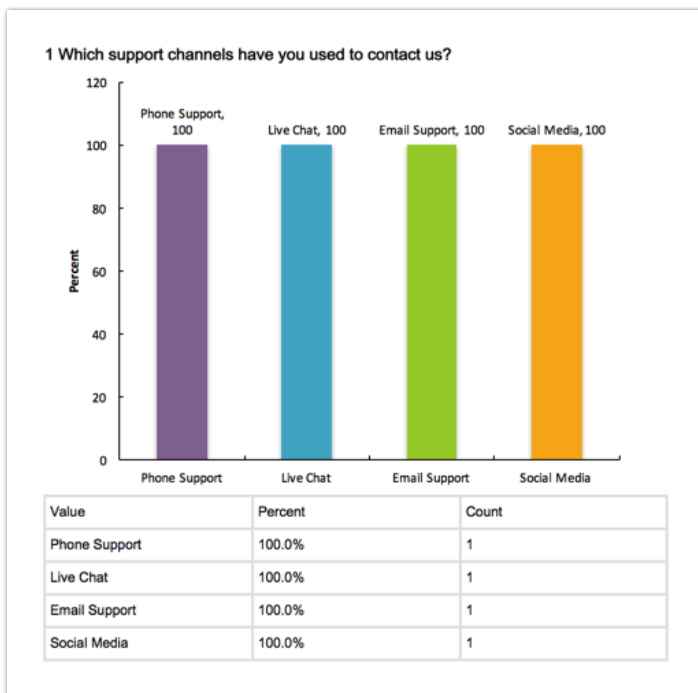
2. If you want to include answers provided via open-text questions as lists, select **Include lists of open text answers**. Last, select **Start Export**.

3. When it is finished, click **Download Export**.

Your Word download will show the aggregated data for each of your questions along with graphs. Each question along with its corresponding chart and table will be on its own page within Word. See the below incompatible features and elements.
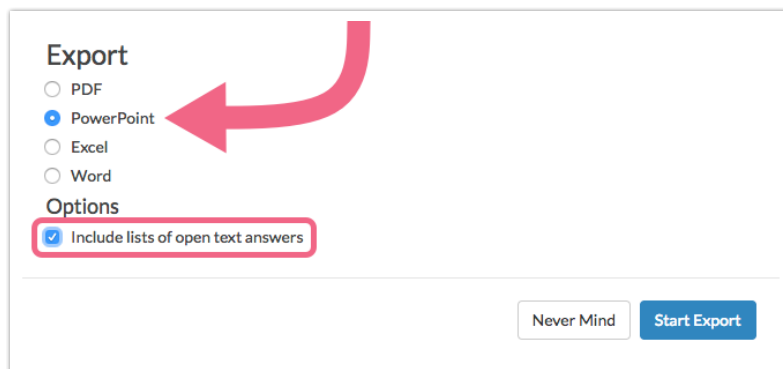

Incompatible Features and Elements

- Response Timeline
- Word Cloud

- [Map](#)
- [Individual Responses](#)
- [Question-Piped Questions](#) or [Page-Piped Questions](#)
- [Filter Details](#)
- [Word Clouds](#)

PowerPoint Export

If you need to integrate your survey data into a PowerPoint presentation, the PowerPoint download will help you accomplish this.

1. To create a PowerPoint download of your Standard Report, click the **Download** menu in the upper-right corner and choose the **PowerPoint** option.

2. If you want to include answers provided via open text questions as lists, select **Include lists of open text answers**.

3. Last, select **Start Export**.

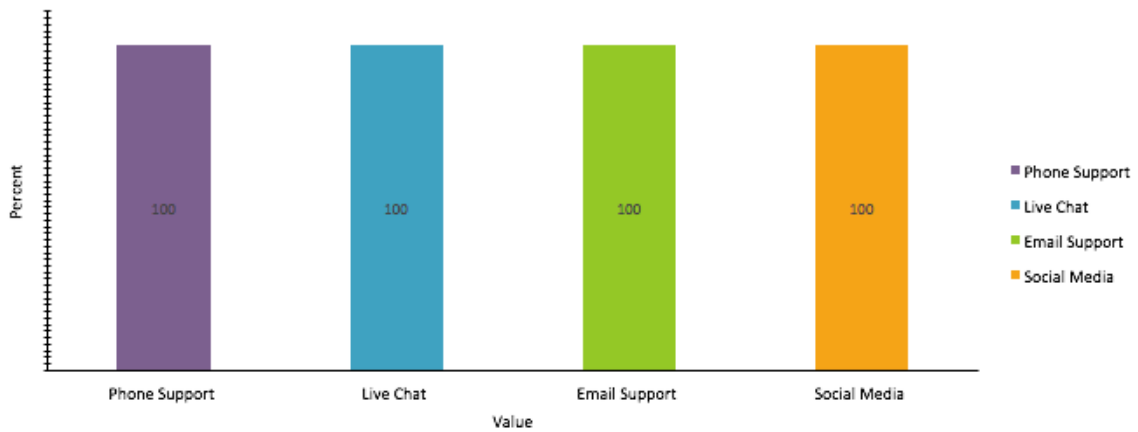4. When the download is finished, click **Download Export**.

Your PowerPoint download will show the aggregated data for each of your questions along with graphs.

- Each survey question will occupy two PowerPoint slides:
  - One slide will show the chart (ex. pie chart, bar chart, etc.)
  - One slide will show the summary table
- Depending on the amount of answer options in your chart and table, you may

have to move or resize items within PowerPoint to achieve your desired look and feel.

See the below incompatible features and elements.

1.Which support channels have you used to contact us?

1.Which support channels have you used to contact us?

Value		Percent	Count
Phone Support		100.0%	1
Live Chat		100.0%	1
Email Support		100.0%	1
Social Media		100.0%	1

Incompatible Features and Elements

- Response Timeline
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- Question-Piped Questions or Page-Piped Questions
- Filter Details
- Word Clouds

Related Articles