# List Migration within Microsoft SharePoint

Requirements:

- Microsoft Excel 2010 (I have not tested with other versions of Excel)
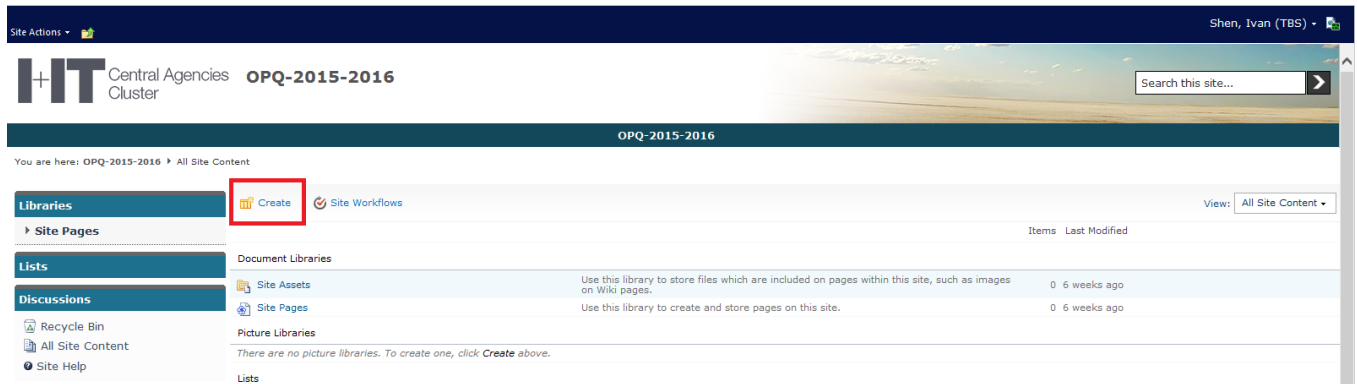- Microsoft Sharepoint Site

1. On the parent site, enter the list you want to migrate. Under site list, click export to Excel.

2. Verify that the data is correctly exported and save the spreadsheet. Keep the saved spreadsheet open in the background.
3. Under Site Actions, click View All Site Content.
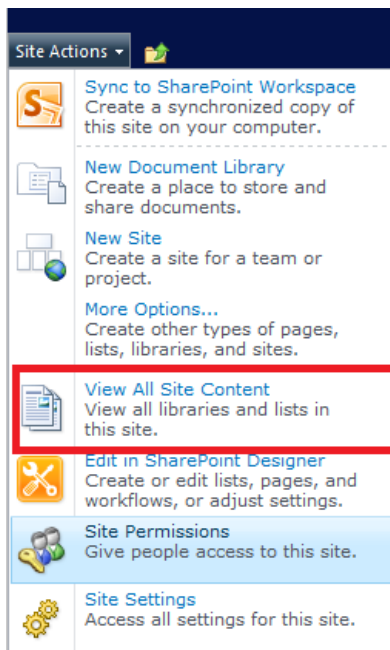
4. In the View All Site Content page, click Create.

5. Search "Import Spreadsheet" in the search bar. An option to import an Excel spreadsheet should appear. Click that option.
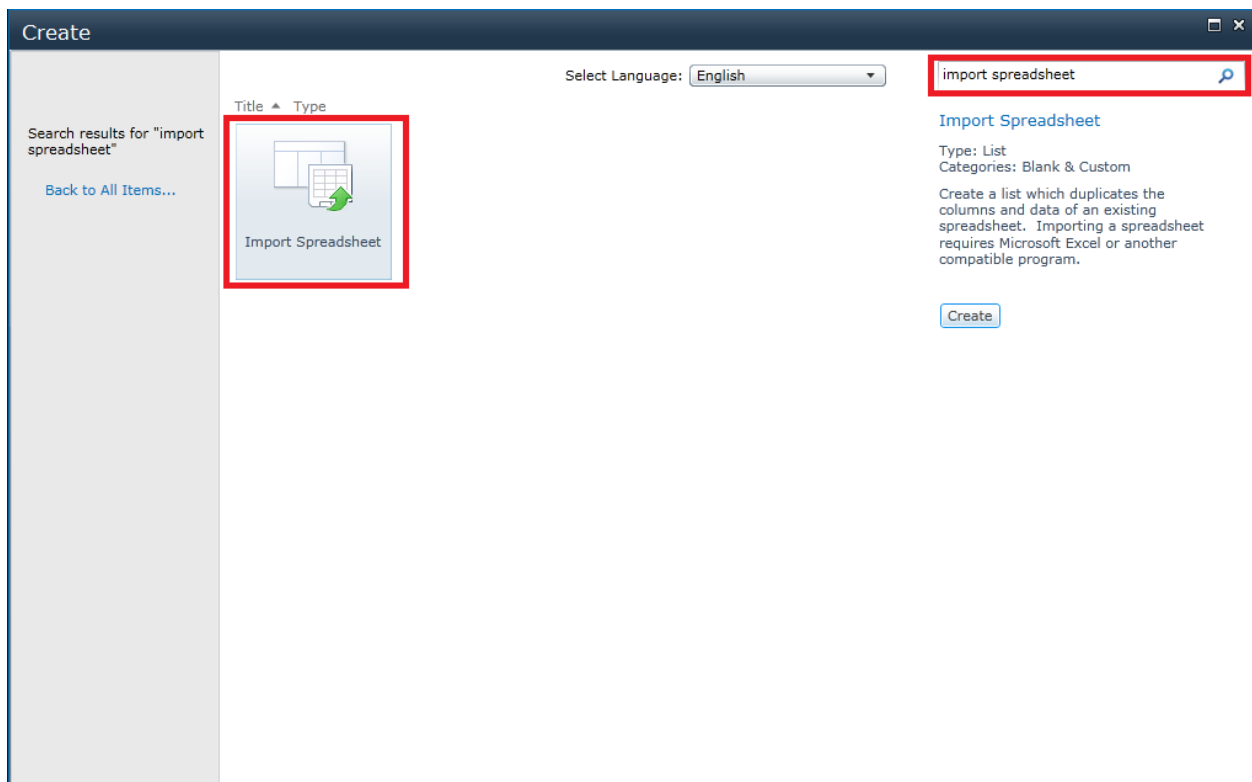
6. Enter the name and description of the list. Click browse and attach the saved Excel spreadsheet. Click Import when all fields are completed.

7. In Excel, a window should open to prompt you to import your table. You should set your range settings should be the following:
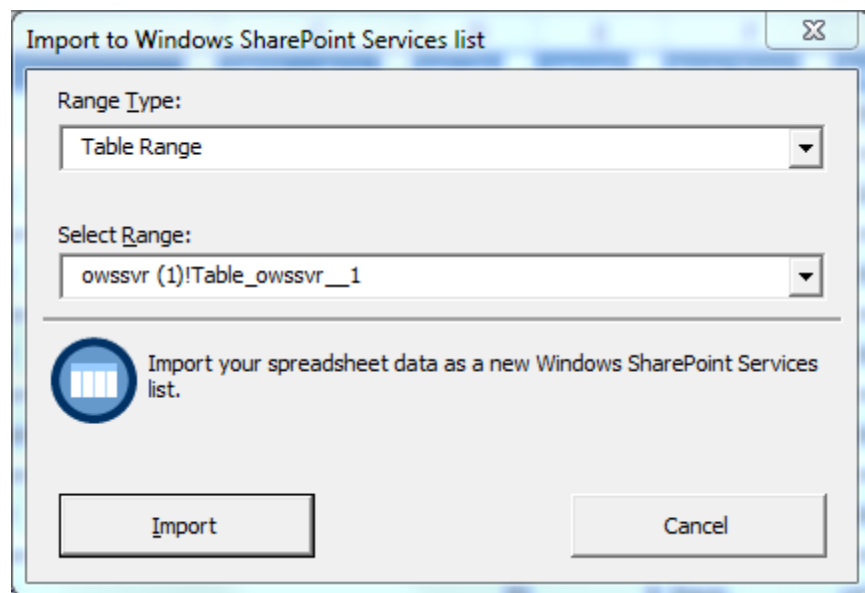
8. Click Import.
9. A window should open in Excel providing you a link to your published list.

Deleting Data within a list

1. Click the checkbox(s) of the item(s) to be deleted.
2. Under the Items tab, click Delete Item.