

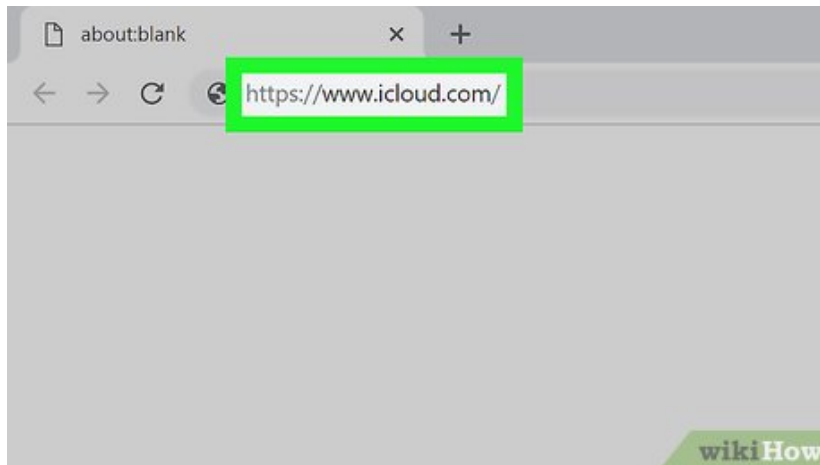
# How to Convert .Numbers to .Xls

This wikiHow teaches you how to convert an Apple Numbers document into a Microsoft Excel (.XLS) file on a Mac, a Windows computer, and an iPhone, as well as within the iCloud website. Go to <https://www.icloud.com/> in a web browser. You can...

Method 1 of 4:

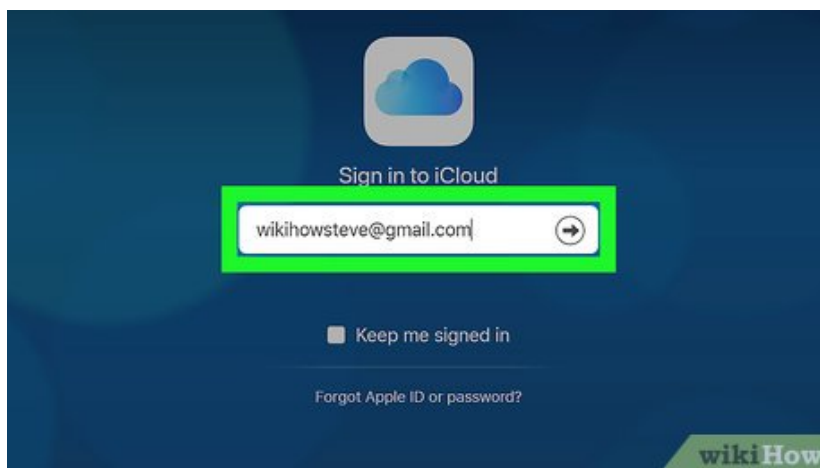
## Using iCloud

1.



**Go to <https://www.icloud.com/> in a web browser.** You can access your iCloud account on any modern browser, including Opera and Internet Explorer.

2.



**Enter your Apple ID email address and password.** These are the credentials you'll use to sign into the App Store.

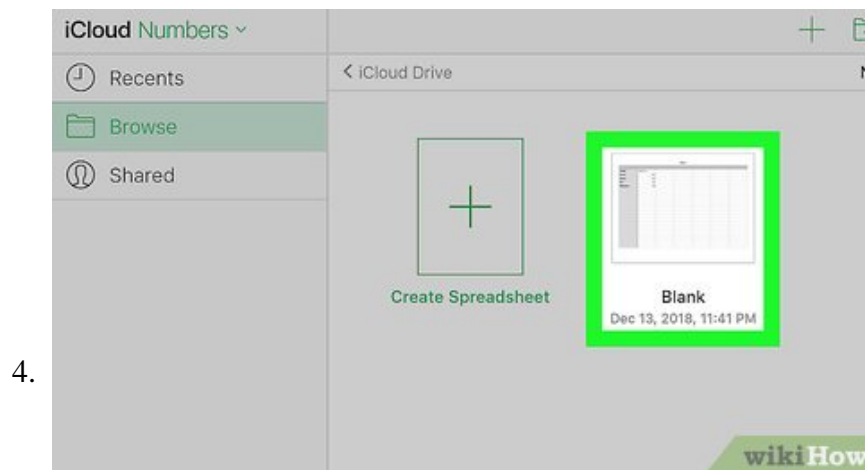
1. If you don't have an Apple ID, first create one.



**Click**

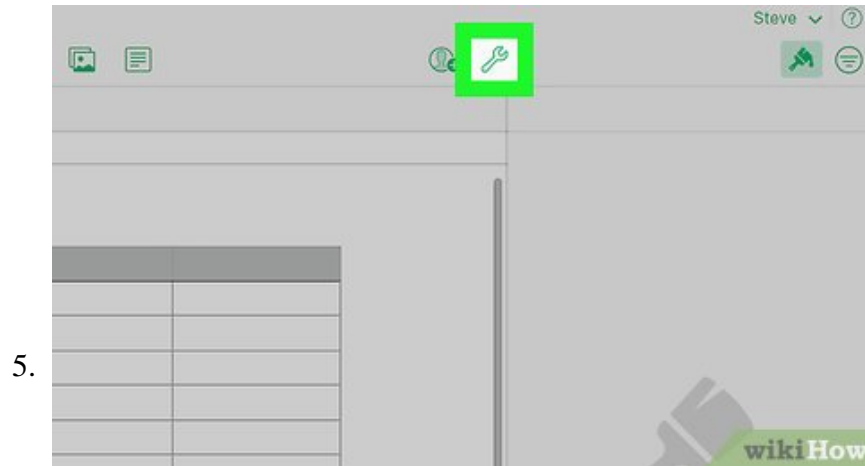
### Picture 4 of How to Convert .Numbers to .Xls

**Numbers.** It's a green app with white bars on it.

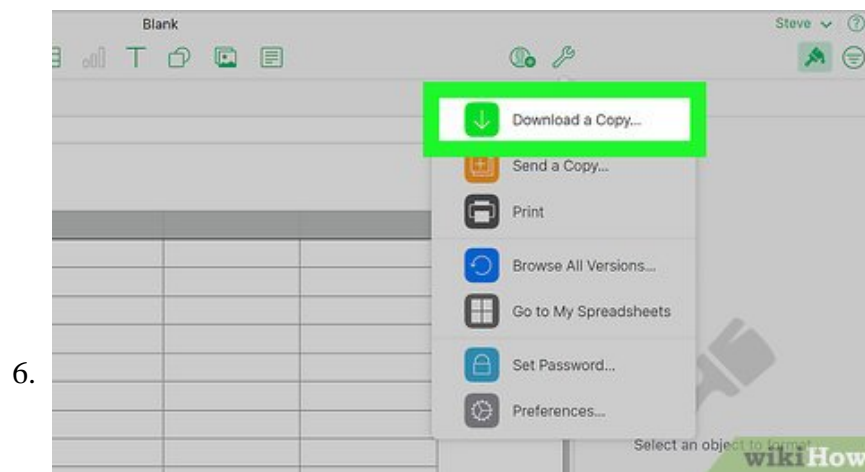


**Open your Numbers document.** If it's in iCloud, it will appear on the Numbers page.

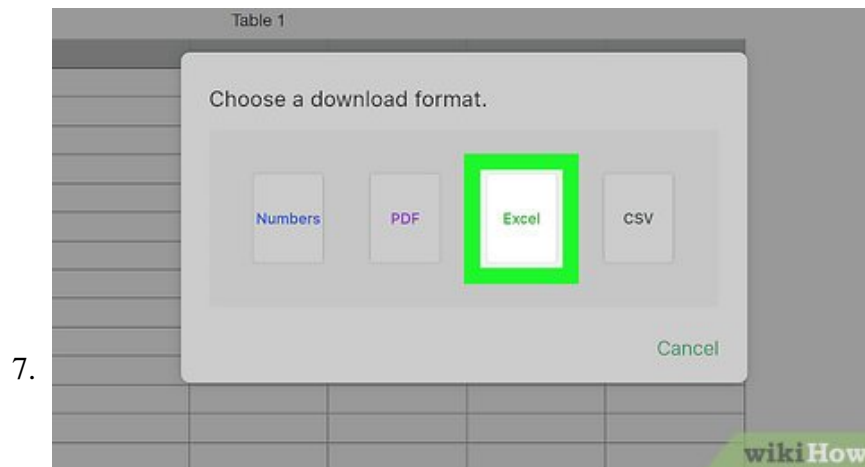
1. If you have to upload the document from your desktop: click the green gear icon, click **Upload a Spreadsheet**, and select your Numbers document.



Click the wrench icon. It's in the top-right side of the document's page.



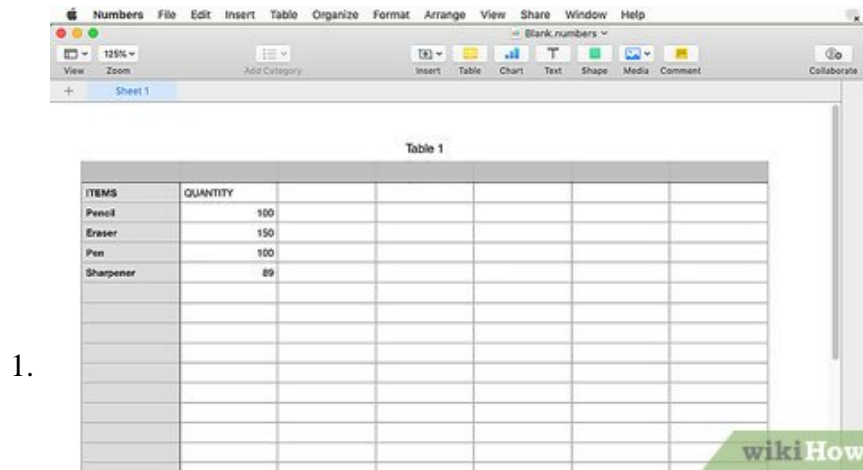
Click **Download a Copy**. This is the top option in the drop-down menu.



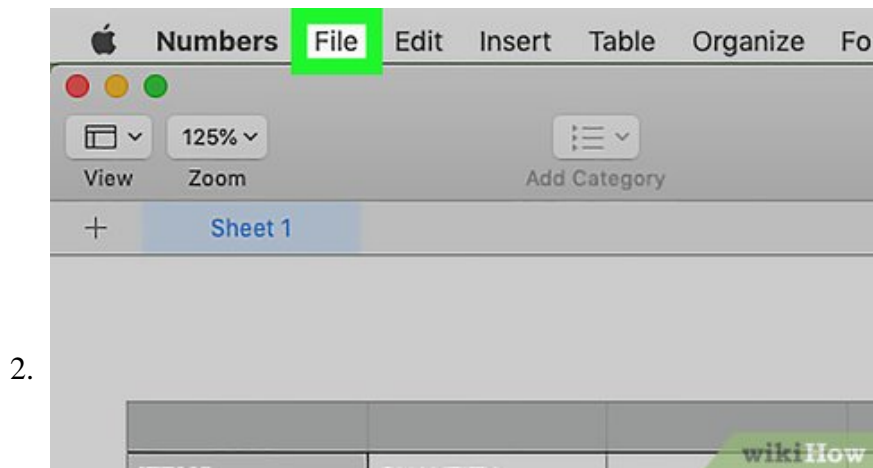
Click **Excel**. It's on the right side of the Download a Copy window. Doing so will prompt a .xls version of the Numbers file to download onto your computer.

Method 2 of 4:

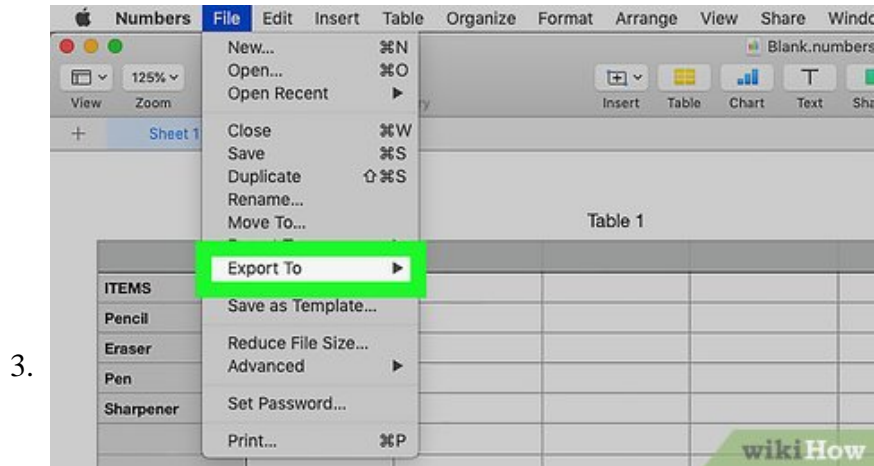
## On Mac



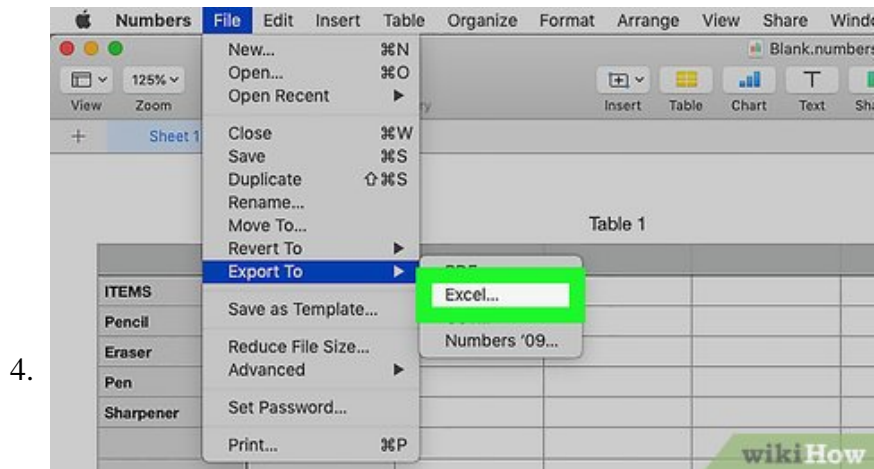
**Make sure your Numbers document is open.** You should see the "Numbers" heading in the top-left corner of the Mac menu bar.



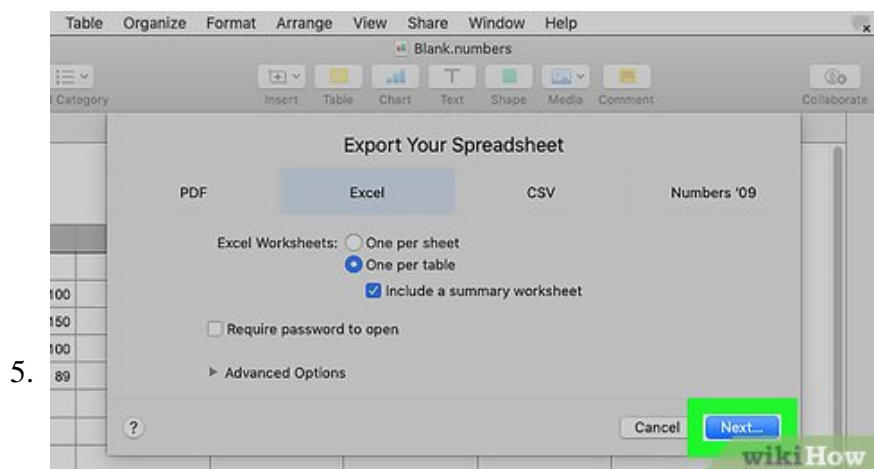
Click **File**. It's in the top-left area of your Mac's screen. Doing so will invoke a drop-down menu.



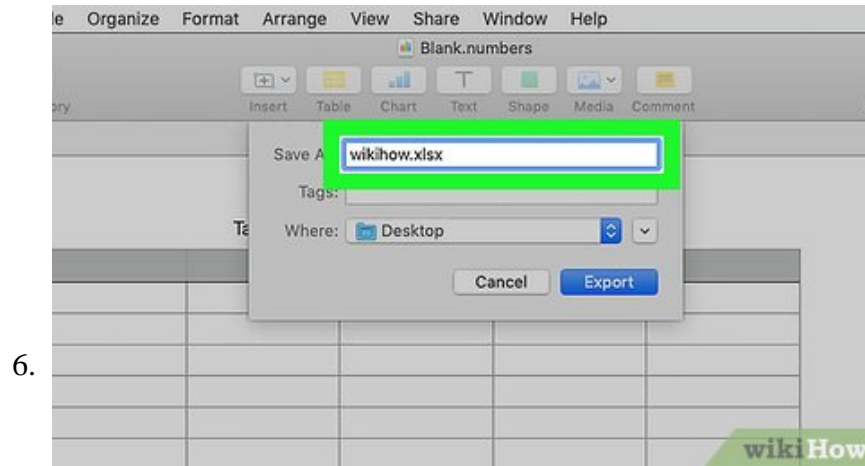
Select **Export To**. This option is near the middle of the **File** drop-down menu. Selecting it invokes a pop-out menu.



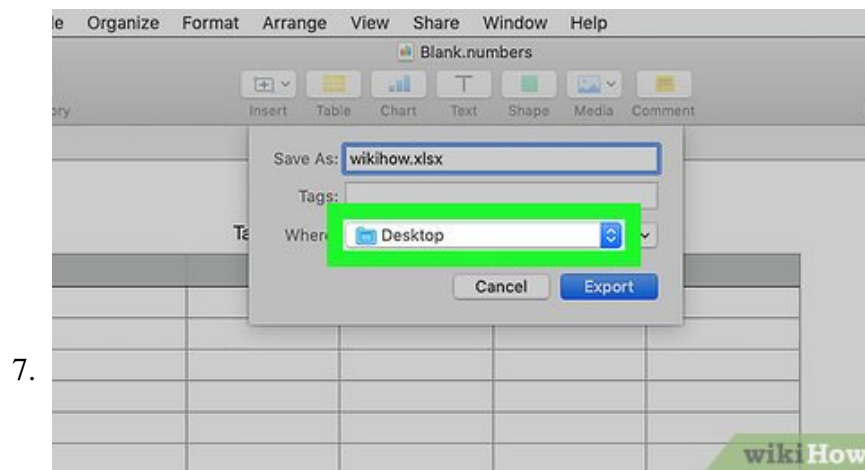
Click **Excel**. It's in the **Export To** pop-out menu.



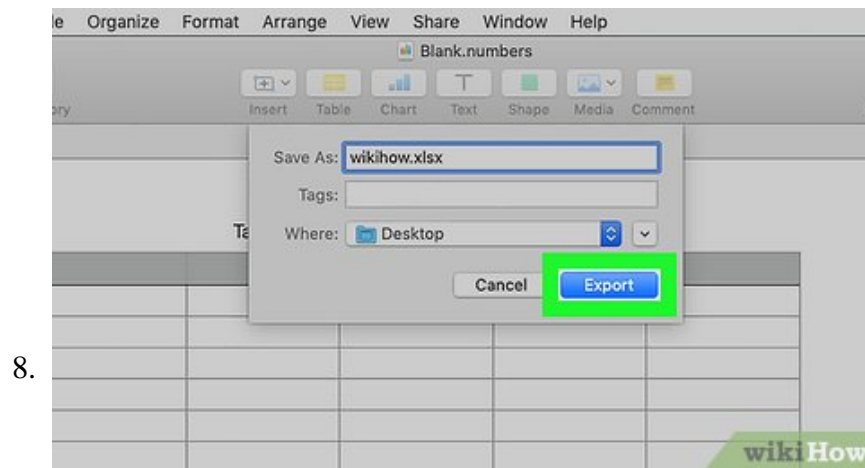
Click **Next**. It's in the bottom-right corner of the "Export Your Spreadsheet" window.



**Enter a name for your file.** This is how your file will appear in both Numbers and Excel.



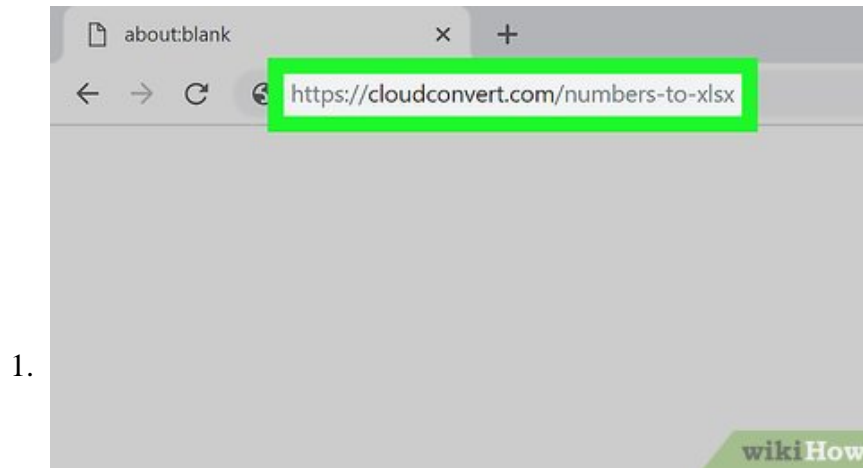
**Select a save location.** You'll do so by clicking a folder (e.g., "Desktop").



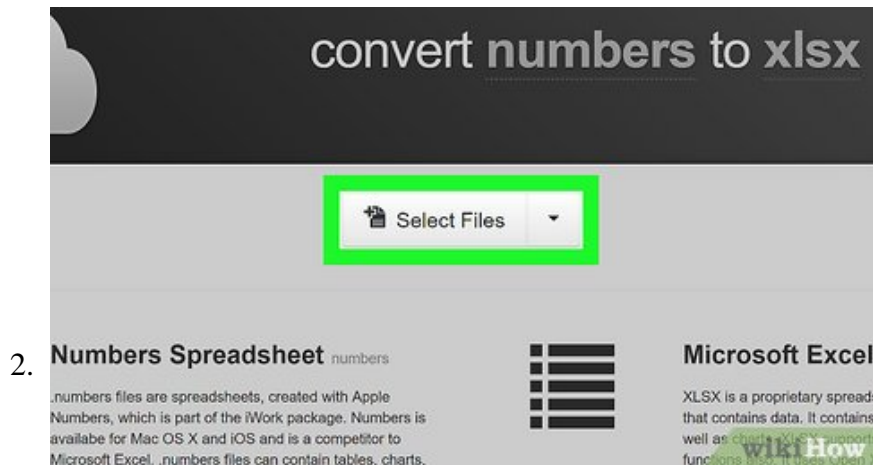
**Click **Export****. It's in the bottom-right corner of the window. This will save your Numbers document as an Excel document. You can double-click the document on any computer with Excel installed to open it in Excel.

Method 3 of 4:

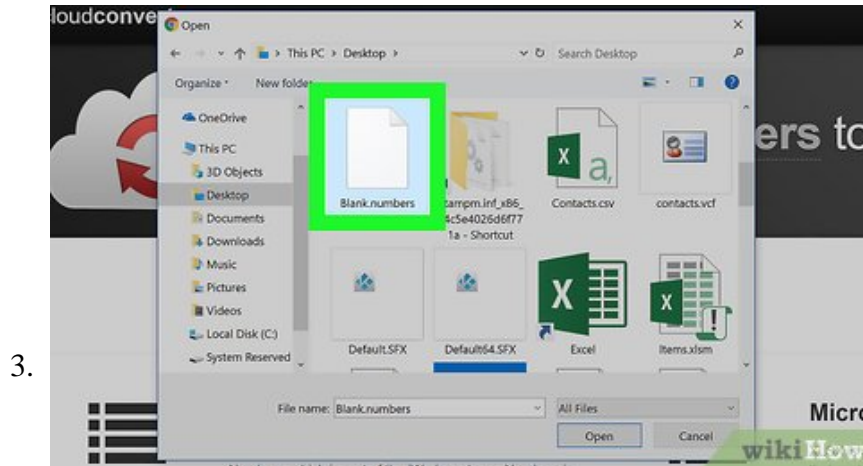
## On Windows



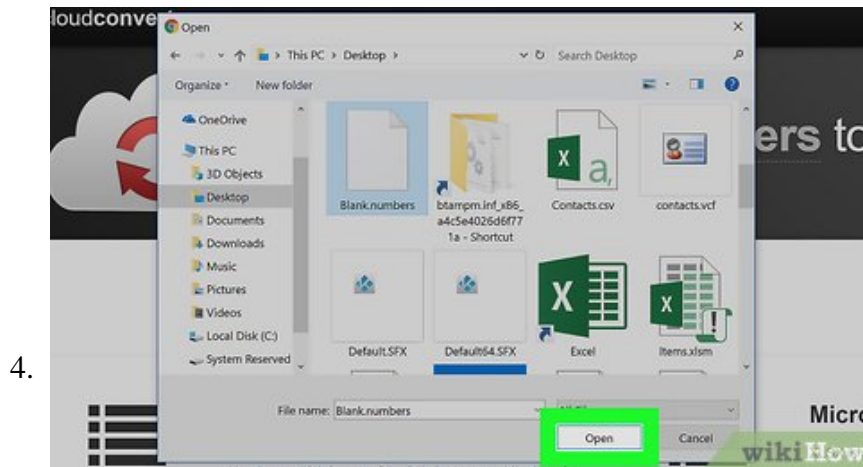
**Go to CloudConvert's website.** It's at <https://cloudconvert.com/numbers-to-xlsx>. While there isn't a native way to change a Numbers document to an Excel document in Windows, you can use CloudConvert's services to make the conversion.



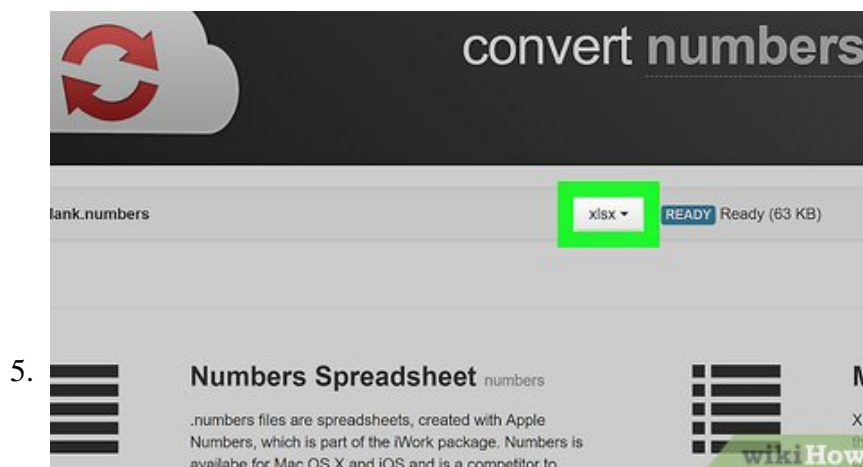
**Click** **Select Files**. This button is near the top of the page. Doing so will open a file selection window.



Select the **Numbers** file. The file selection window will likely open to your desktop folder, so if the Numbers file isn't there, you'll first have to select the Numbers file's location from the left-hand sidebar.

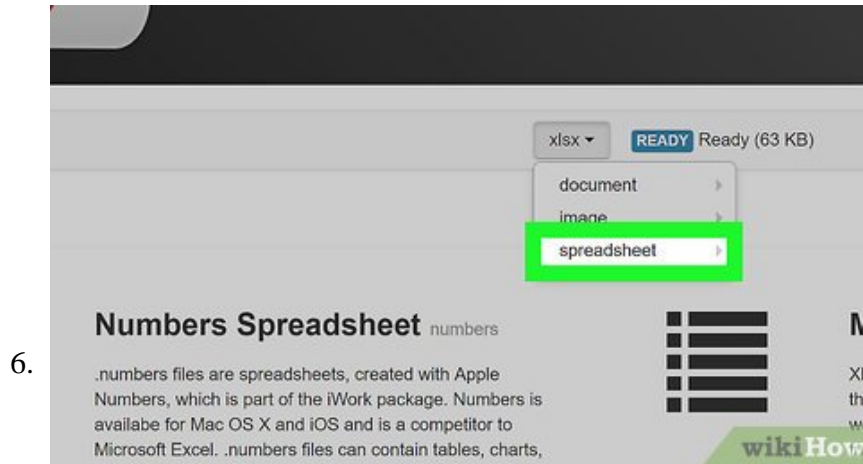


Click **Open**. Doing so will upload the Numbers file to CloudConvert's website.



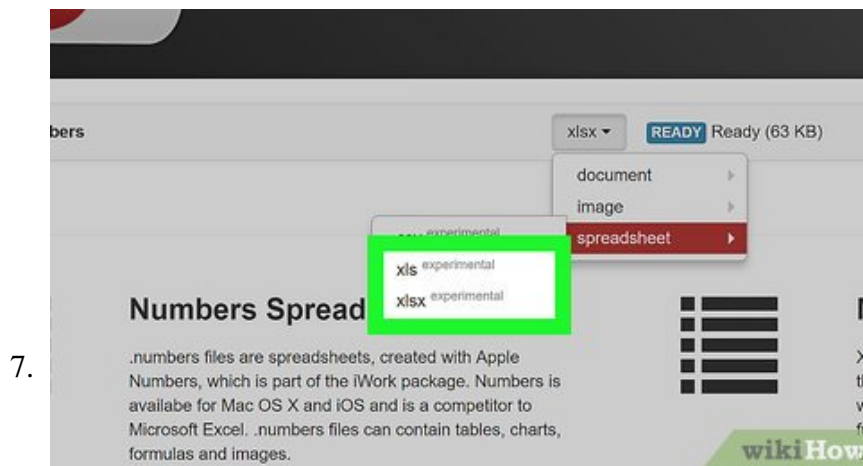
Click **select format**. It's near the top of the page. Doing so will prompt a drop-down menu.

1. The **select format** bar may already say ".xls" or ".xlsx", in which case you can skip the next two steps.



6.

Select **Spreadsheet**. It's at the bottom of the "file selection" drop-down menu.



7.

Click **xls** or **xlsx**. XLS pertains to older versions of Excel documents, while XLSX documents are formatted for newer versions of Excel.



8.

Click **Start Conversion**. It's the red button in the bottom-right corner of the page. This will convert your Numbers document into your selected Excel document format.

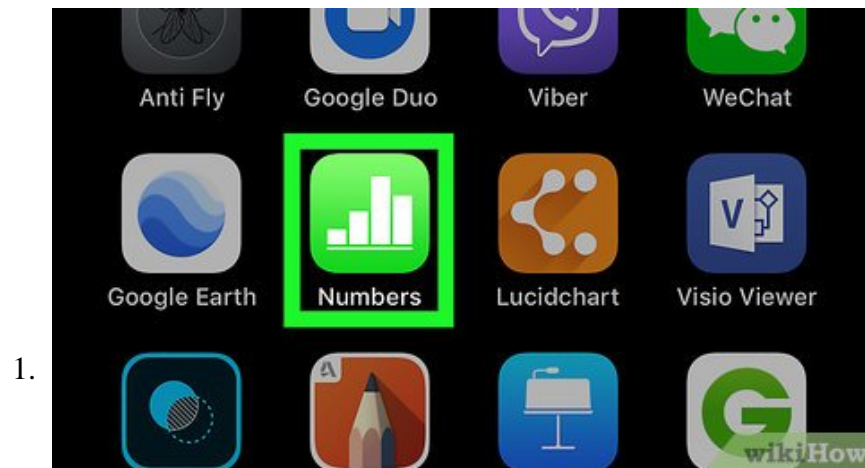


**Click Download**. This green button is in the upper-right area of the site's page. Doing so will download your converted document in Excel format.

1. You can double-click the newly converted Excel document to open it in Excel, provided your computer has Excel installed.

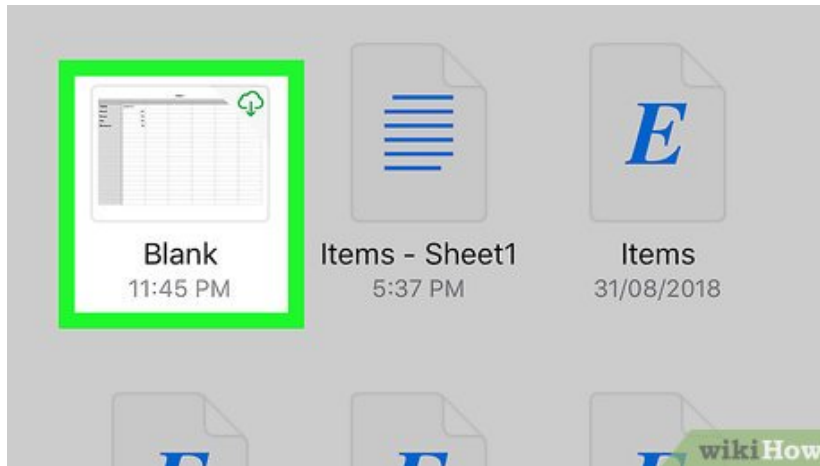
Method 4 of 4:

## On iPhone



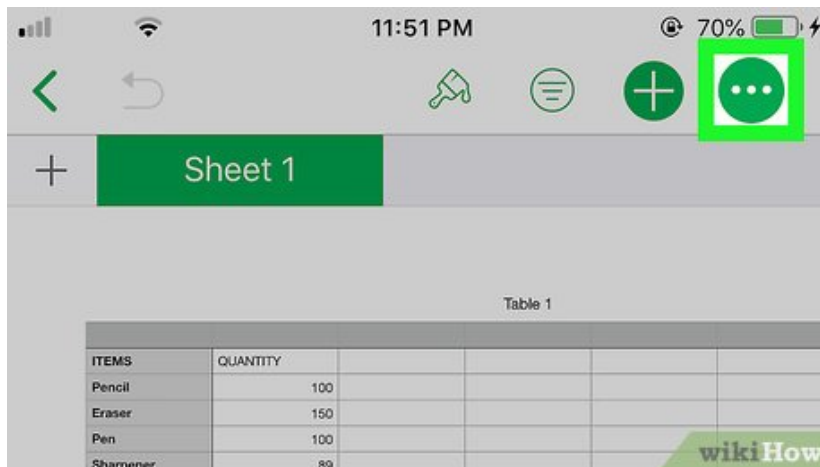
**Open Numbers.** This is the green app with white bars on it.

2.



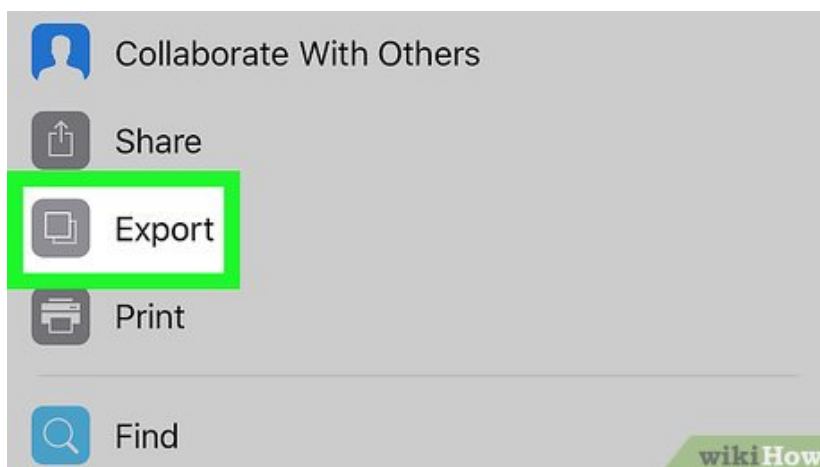
**Select a document to open.** You may first have to tap the "Back" button in the top-left corner of the screen if Numbers opens to an existing document.

3.



**Tap** . It's in the top-right corner of the screen.

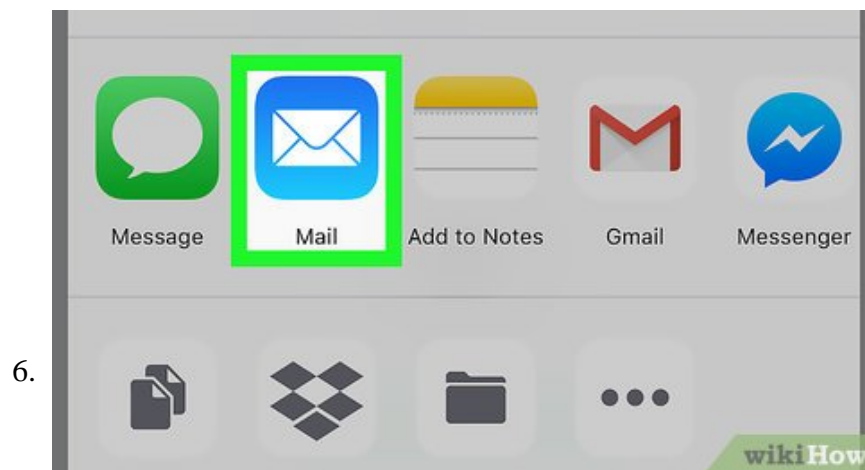
4.



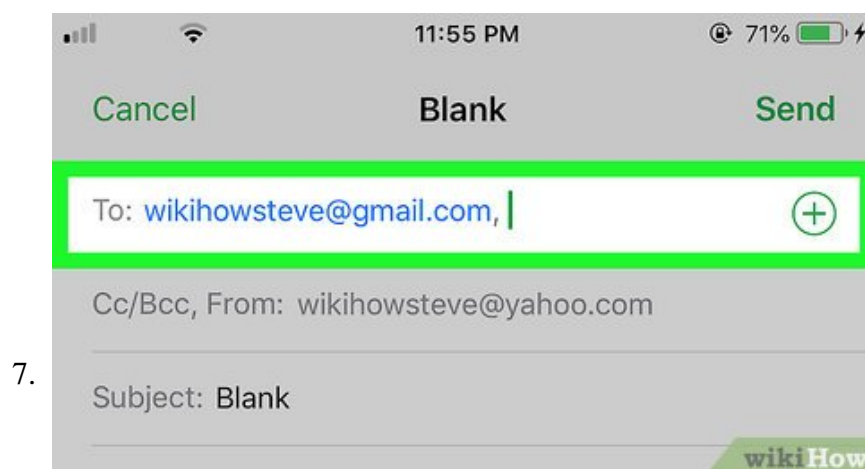
**Tap** . This option is near the top of the screen.



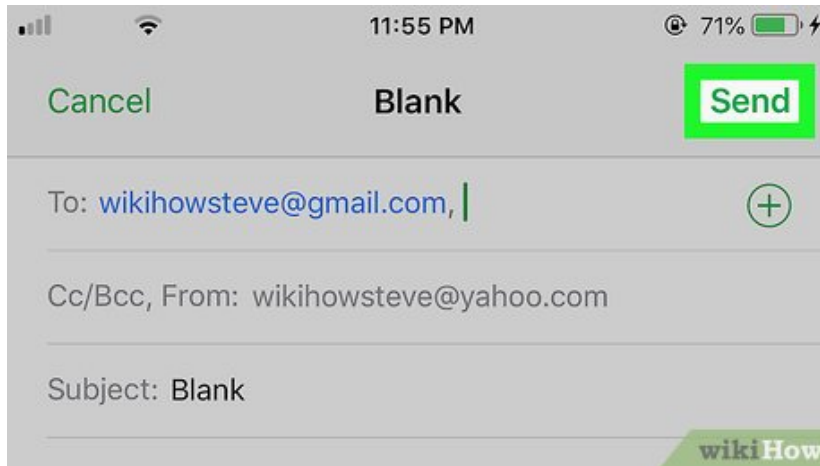
Tap **Excel**. It's the lower-left option on this page.



Tap **Mail**. You'll see the mail icon, which resembles a white envelope on a light-blue background, in the top row of the pop-up menu that's at the bottom of the screen.



**Enter your email address.** This should go in the "To" field, which is at the top of the screen.



8.

**Tap** **Send**. It's in the top-right corner of the screen. Doing so will send the Numbers document in .XLS format to your email inbox, from which you can download it to a computer that uses Excel.

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