

**Google Sheets-** You can do it one of two ways-you can email it directly from google sheets:

Choose file, email as attachment, at the bottom left of that screen, choose Microsoft excel.

Or if you are saving a copy to your computer, choose file, download, then choose Microsoft excel.

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If you have a Mac:

**Convert a Numbers spreadsheet in Numbers for Mac**

If you want to open a Numbers spreadsheet in another app like Microsoft Excel, use Numbers to convert the spreadsheet to an appropriate format.

1. In Numbers, open the Numbers spreadsheet that you want to convert.
2. Choose File > Export To, then select the format. (Excel spreadsheet)
3. In the window that appears, choose the format for an exported Excel spreadsheet.
4. Click Next.
5. Enter a name for your file and select a folder to save it to.
6. Click Export.

To send a file in a specific format through Mail, choose Share > Send a Copy, choose how you want to send the spreadsheet, then choose a format. (Excel spreadsheet)