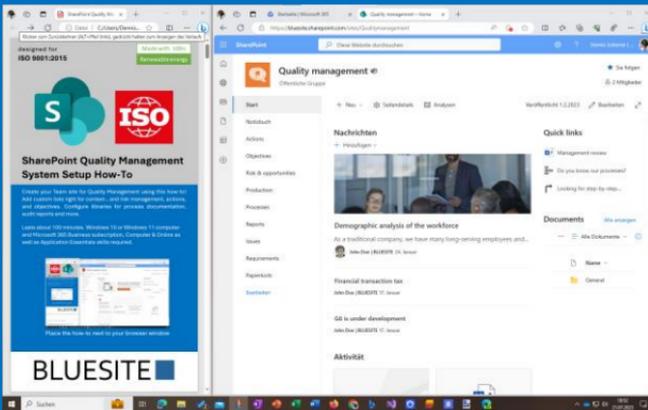




## Create an Issues List from Excel Examples

Import examples of issues for the context of organization from the Excel template into a list in Microsoft 365

Lasts **about 8 minutes**. Windows 10 or **Windows 11 computer** and **Microsoft 365 Business subscription**, Computer & Online as well as Application Essentials skills required.



Place the how-to next to your browser window

You will also need  
[Excel template with issues for the context of organization](#)



Create a new list from Excel

Go to [www.microsoft365.com](http://www.microsoft365.com) and sign in

On the left-hand side, click on **Apps**

Under paragraph **Explore by category** choice **Productivity** and click on **Lists**

On top in the middle click + **New list**

On page Create a list, click **From Excel**

By **Upload from this device** click the button **Upload file**, select the Excel template and confirm by **Open**

Customize imported list

On page Customize at **Select a table from this file**.

choose **External and Internal Issues**

Under **Check the column types below and choose a new type if the current selection is incorrect**. choose **Title** for **Title**, **Multiple lines of text** for **Affect**, **Choice** for **Factor** and click on **Next**

**Name** the list for example **Issues**, and add a **Description** like **External and internal issues that are relevant to the quality management system**

Choose a **color** and an **icon**

Under **Save to** choose your quality management site or alternatively **My lists** and click **Create**

Customize column “Factor”

Click the **Factor** column head, and under **Column settings** on **Edit**

Under **Choices** click **+Add Choice** and add the following factors:

1. positive
2. negative
3. legal
4. technological
5. competitive
6. market
7. culture
8. social

9. economic
10. international
11. national
12. regional
13. local
14. values
15. culture
16. knowledge
17. performance

By **Allow multiple selections** switch to **Yes** and click on **Save**

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