
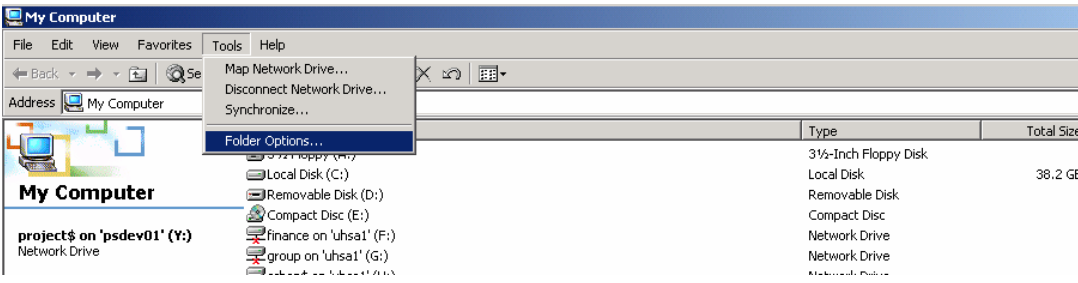
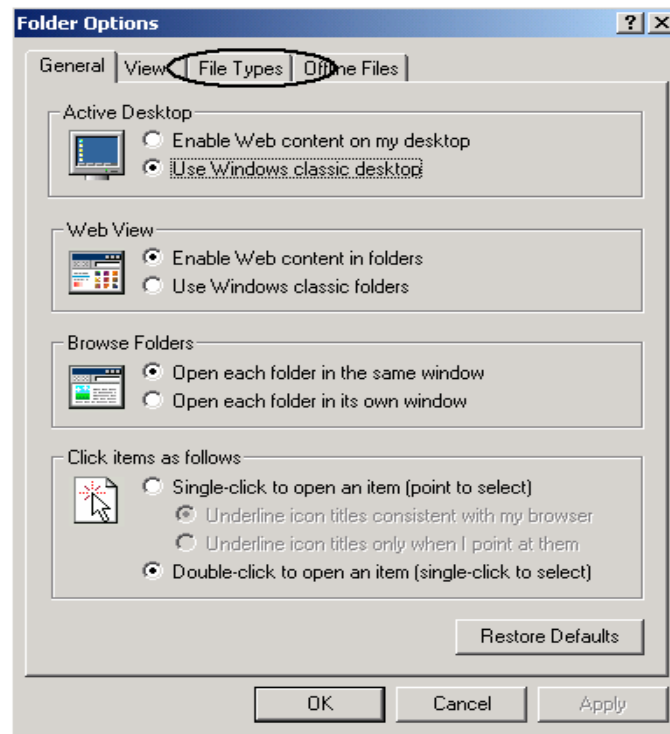


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|--------------------------------|--|
| <u>Training Guide</u> | GL250 |
| <u>DESCRIPTION</u> | <p><u>Excel Settings for Query in PeopleSoft version 8.4</u></p> <p>These instructions demonstrate how to change your Excel setting that determines whether or not the Excel window opens up inside the current internet explorer window or it opens up in a new window of its own.</p> <p>It is recommended that this setting be changed for PeopleSoft 8.4 users who will be running query results to Excel spreadsheets and are interested in saving them to a local file.</p> |
| INSTRUCTIONS STEP 1 | <p>Double click on the My Computer icon located on your desktop.</p>  |

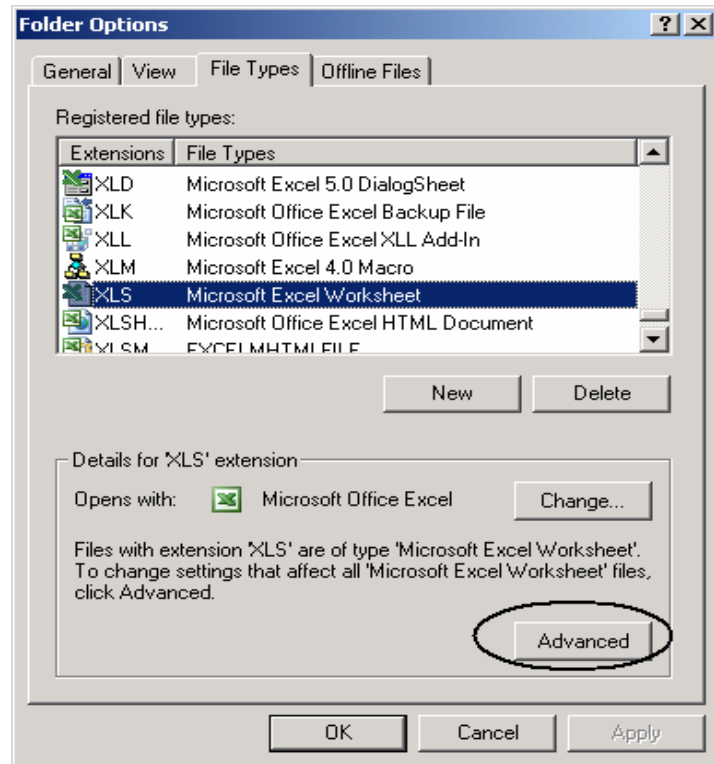
| | |
|---------------|---|
| STEP 2 | <p>On the menu bar, select Tools then Folder Options...</p>  |
|---------------|---|

STEP 3

The Folder Options window appears. Select the File Types folder tab.

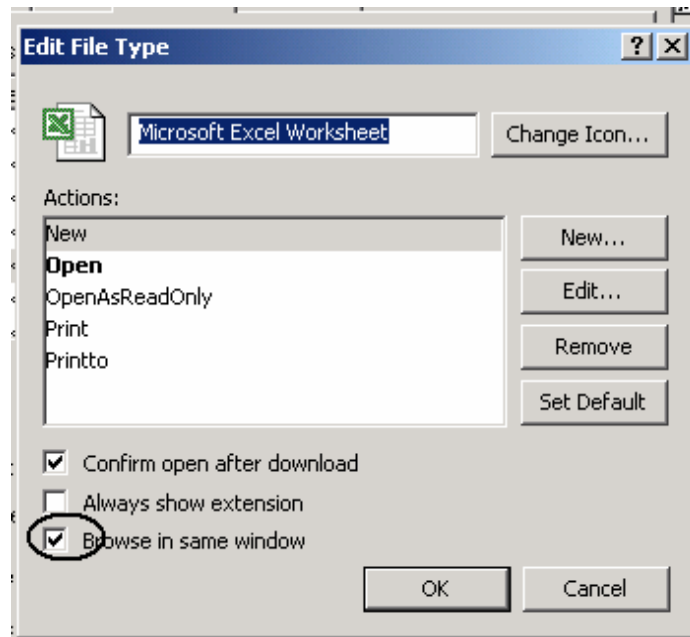
**STEP 4**

A listing of Registered file types appears. Scroll down the list to Extension XLS, File Types *Microsoft Excel Worksheet*. Highlight the row. Click on the Advanced button in the lower right portion of the window.

**STEP 5**

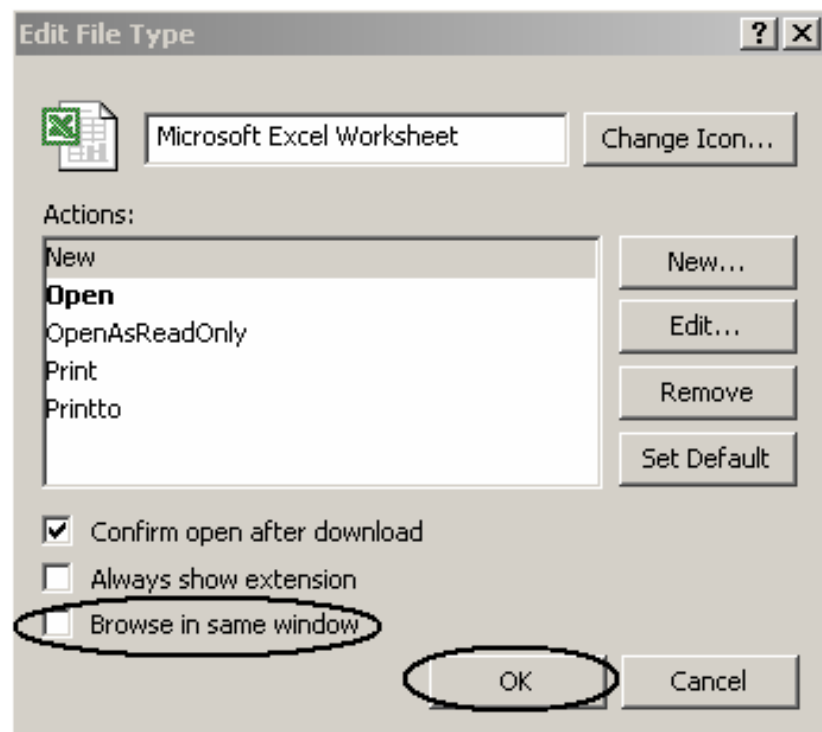
The Edit File Type window appears. Click on the Browse in same window box to

unselect the option.



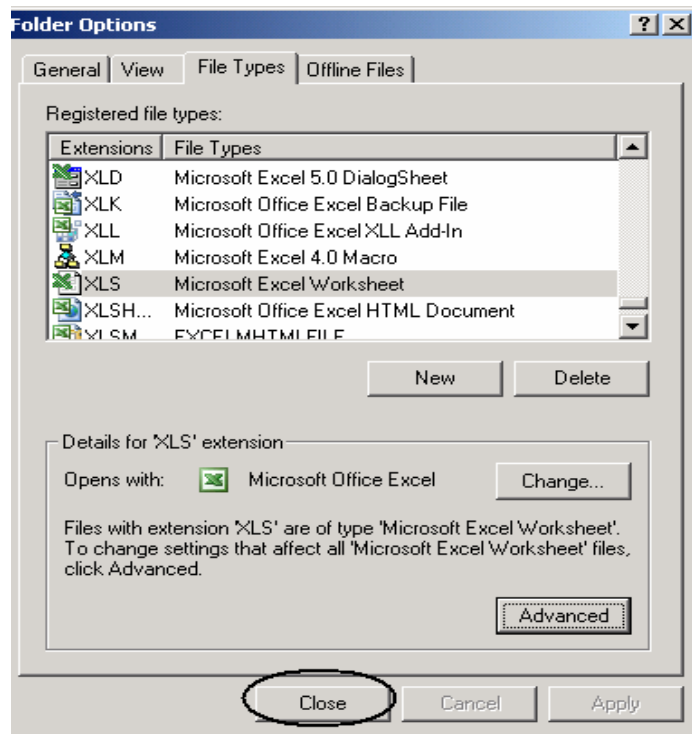
STEP 6

Once you have removed the check from the Browse in same window box, click the OK button.



STEP 7

Close the Folder Options window.



EXPECTED RESULTS
(attach copies of supporting
reports or panel shots, if
desired)

User has successfully changed the Excel setting.