
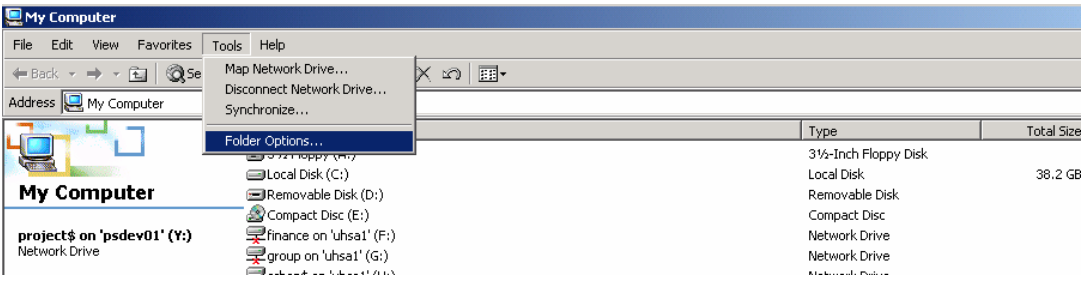
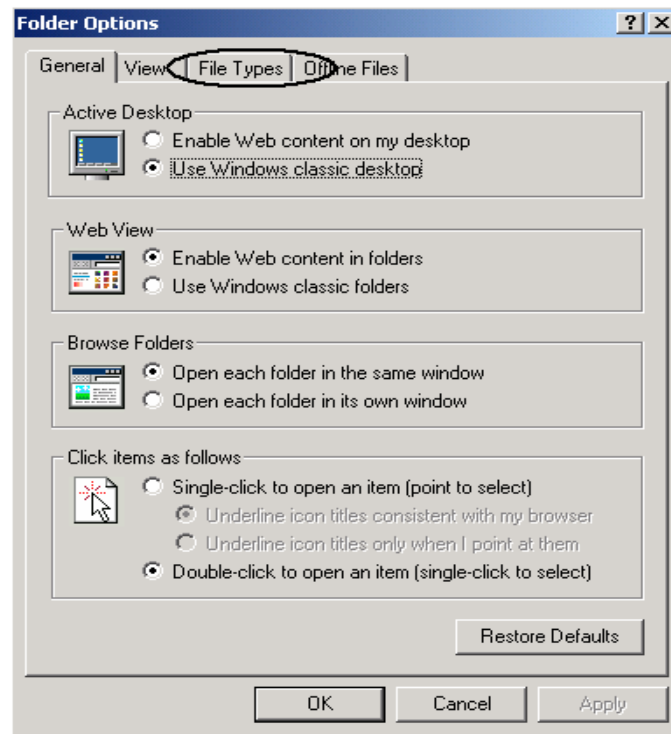


<u>Training Guide</u>	GL250
<u>DESCRIPTION</u>	<p><u>Excel Settings for Query in PeopleSoft version 8.4</u></p> <p>These instructions demonstrate how to change your Excel setting that determines whether or not the Excel window opens up inside the current internet explorer window or it opens up in a new 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> 
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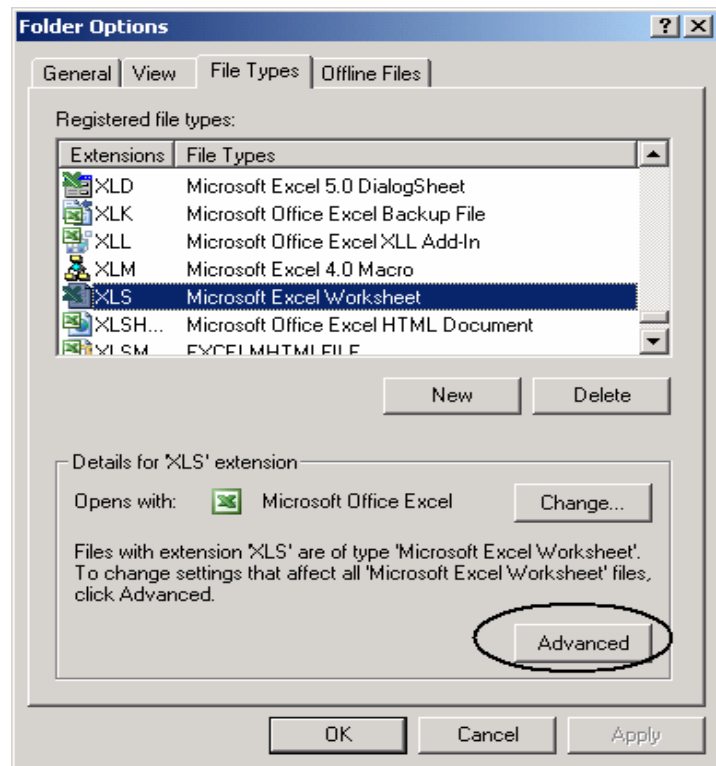
STEP 3

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



STEP 4

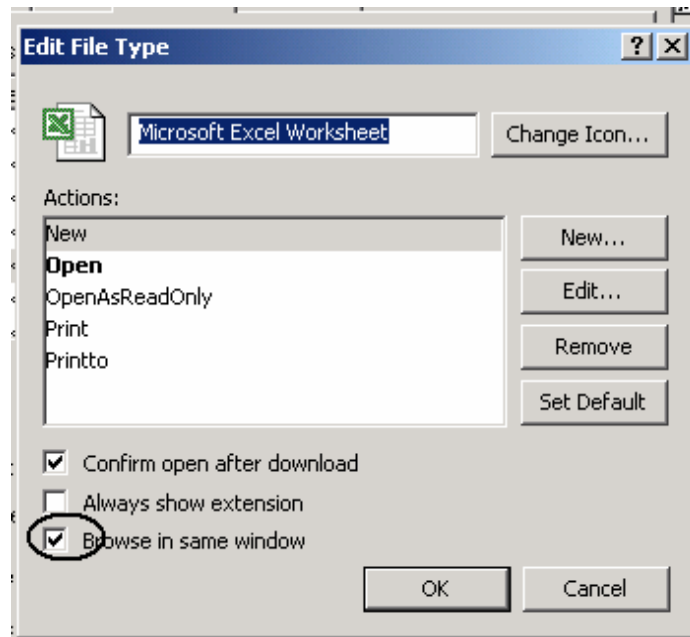
A listing of Registered file types appears. Scroll down the list to Extension XLS, File Types *Microsoft Excel Worksheet*. Highlight the row. Click on the Advanced button in the lower right portion of the window.



STEP 5

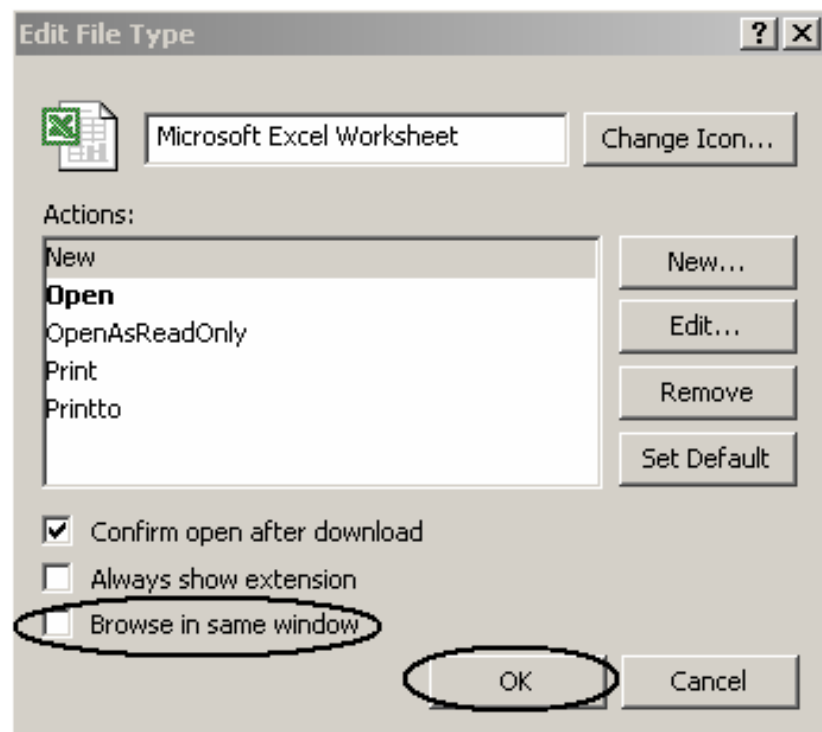
The Edit File Type window appears. Click on the Browse in same window box to

unselect the option.



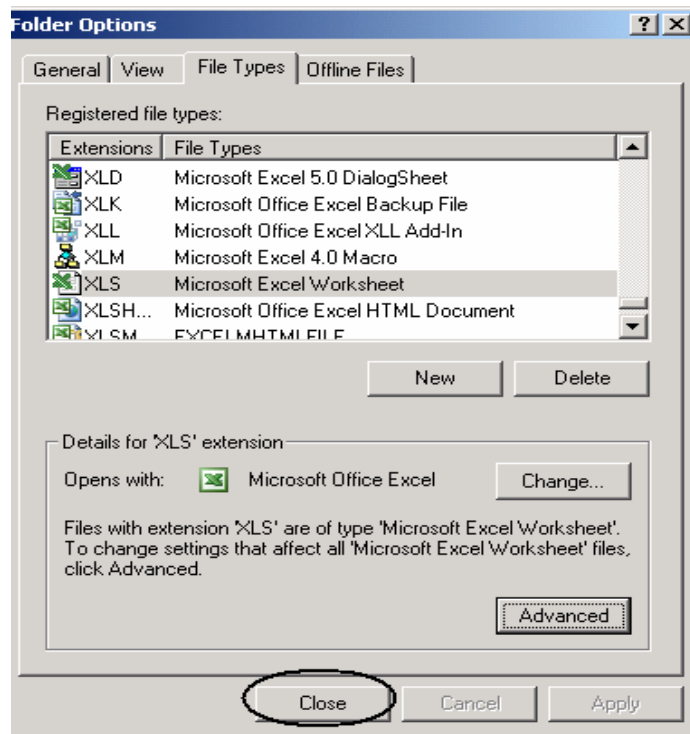
STEP 6

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.