

## How to View, Save, & Print Excel Documents...

This tutorial will guide you through viewing, saving, and printing Microsoft Excel documents. First, we will need to adjust several Windows and browser settings (depending on your browser version and operating system). After you have adjusted the necessary settings you will be able to view, save, and print Excel documents like you would any other Microsoft Excel document. *Note: You may not have to adjust the settings outlined in this tutorial to view excel documents; however, adjusting your browser and system settings as outlined in this tutorial will ensure optimal performance and ease of use.*

**Warning:** If you choose not to use the recommended settings suggested in this tutorial you may experience erratic printing using the Microsoft Excel plug in for Internet Explorer (the Excel document opens within Internet Explorer).

When downloading and viewing files from the internet (from WebCT, email attachments, other WWW sites) ensure you trust the source and author of the document before opening the file on your system. Microsoft Office has a feature called Macros. Macros are a series of commands and instructions that you group together as a single command to accomplish a task automatically. While there are built in security features to limit the execution of macros there is the possibility of these macros being exploited and intruding your system. Therefore, think twice before opening an office document received from an unknown or non-trustworthy source.

Choose the link corresponding to your browser and operating system from the links below. *Note: This document does not yet contain technical support for Macintosh operating systems.*

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[Adjusting Settings for \*\*all supported versions\*\* of Internet Explorer on Windows ME and XP Systems](#)

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[Adjusting Settings for Netscape \*\*versions 6.2.1, 6.2.2, and 6.2.3\*\* on all Windows Systems](#)

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## Do I Have Microsoft Excel on my Computer?

You will need either Microsoft Excel or Microsoft Excel Viewer installed on your computer to view Excel documents. *Note: If you know that you have Microsoft Excel or Microsoft Excel Viewer installed on your computer you can proceed to the next step, which is adjusting settings for your browser.* If you are unsure of whether you have Microsoft Excel or Excel Viewer installed follow the steps below to find out...

### For Windows 98 Users...

- Click **Start**, the *Start* menu will appear.
- Click **Find**, the *Find* submenu will appear.
- Click **Files or Folders**, the *Find Files or Folders* search window will open.
- In the criteria text box type: **EXCEL.EXE, XLVIEW.EXE**
- Make sure you have selected **Look In: Local Drives.**
- Click **Search.**

### For Windows ME or Windows XP Users...

- Click **Start**, the *Start Menu* will appear.
- Click **Search**, the *Search* window will open.
- Click on **All Files and Folders.**
- In the criteria text box type: **EXCEL.EXE, XLVIEW.EXE**
- Make sure you have selected **Look In: Local Drives.**
- Click **Search.**

- If either of the two files is found or both are found then you have Microsoft Excel and/or Microsoft Excel Viewer installed on your computer and you can proceed to the *Adjusting Settings* section of this tutorial.
- If you receive a message stating: "*Search is complete. There are no results to display*" you do not have Microsoft Excel or Excel Viewer installed on your computer. You will need to download Microsoft Excel Viewer for **free** and install it on your computer.

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## What If I Don't Have Microsoft Excel on my Computer?

If you do not have Microsoft Excel or Microsoft Excel Viewer installed on your computer you will have to download and install you **free** copy of Microsoft Excel Viewer 97 by following these steps...

- First, go to <http://office.microsoft.com/downloads/2000/xlviewer.aspx> to download Microsoft Excel Viewer 97.
  - The *File Download* dialog box should appear prompting you to choose between Opening or Saving (Downloading) the file to your computer. You want to click **Save or Download** (*the name of this option varies between browser types and versions*). The *Save As* dialog box should appear.
  - Choose a location on your computer **that you will remember** to save this file to. *For ease of you use, please do not change the filename already given to the file.* After you have chosen the location, click **Save**. After the download has completed you should see the *Download Complete* dialog box. Click on **Close**.
  - Now, go to the location where you downloaded the file to (for example: on your Desktop, in My Documents, on the c:\ drive) and double click on the program file. A *Microsoft Excel Viewer 97* dialog box will appear.
  - It will ask you, "*This will install Microsoft Excel Viewer 97. Would you like to continue?*" Click **Yes**. The *Microsoft Excel Viewer 97* install screen will then display.
  - You will be asked if you wish to install this program. Click on **Continue** and follow the installation instructions presented to you.
  - When the installation process has completed and if you have not already restarted your computer, please do so now.
  - Once your computer has restarted, open this tutorial again and proceed to the *Adjusting Settings* section of the tutorial.
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## Adjusting Settings for all supported versions of Internet Explorer on Windows 98 Systems...

Locate the *My Computer* icon on your desktop...

- Double-click on the **My Computer** icon.
- Click on the **View** menu and then on **Folder Options**.

The *Folder Options* dialog window will open...

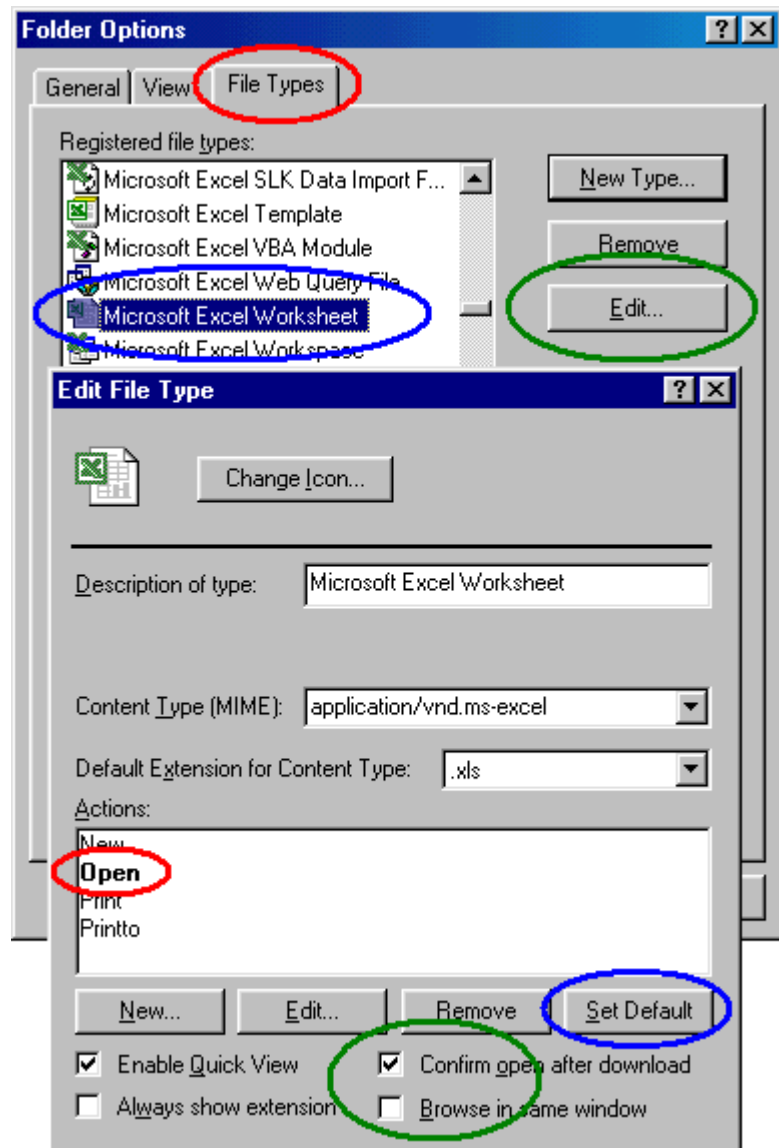
- Click on the **File Types** page tab.
- Scroll through the list of *Registered file types* and select **Microsoft Excel Worksheet**.
- Click on **Edit**.

The *Edit File Type* dialog window will open...

- Scroll through the list of *Actions* and select **Open**.
- Click on **Set Default**.
- Deselect the **Confirm open after download** and **Browse in same window** options.
- Click on **OK** and you will return to the *Folder Options* dialog window.
- Click on **Close** and you will return to *My Computer*.
- Close the *My Computer* window.


Now you are ready to go to the [Viewing, Saving, & Printing Excel Documents](#) section of the tutorial.

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## Adjusting Settings for all supported versions of Internet Explorer on Windows ME and Windows XP Systems...

- Click on the **My Computer** (  ) icon found either on the *Desktop* or the *Start menu*.

The *My Computer* window will open...

- Click on **Tools**.
- Click on **Folder Options**.

The *Folder Options* dialog window will open...

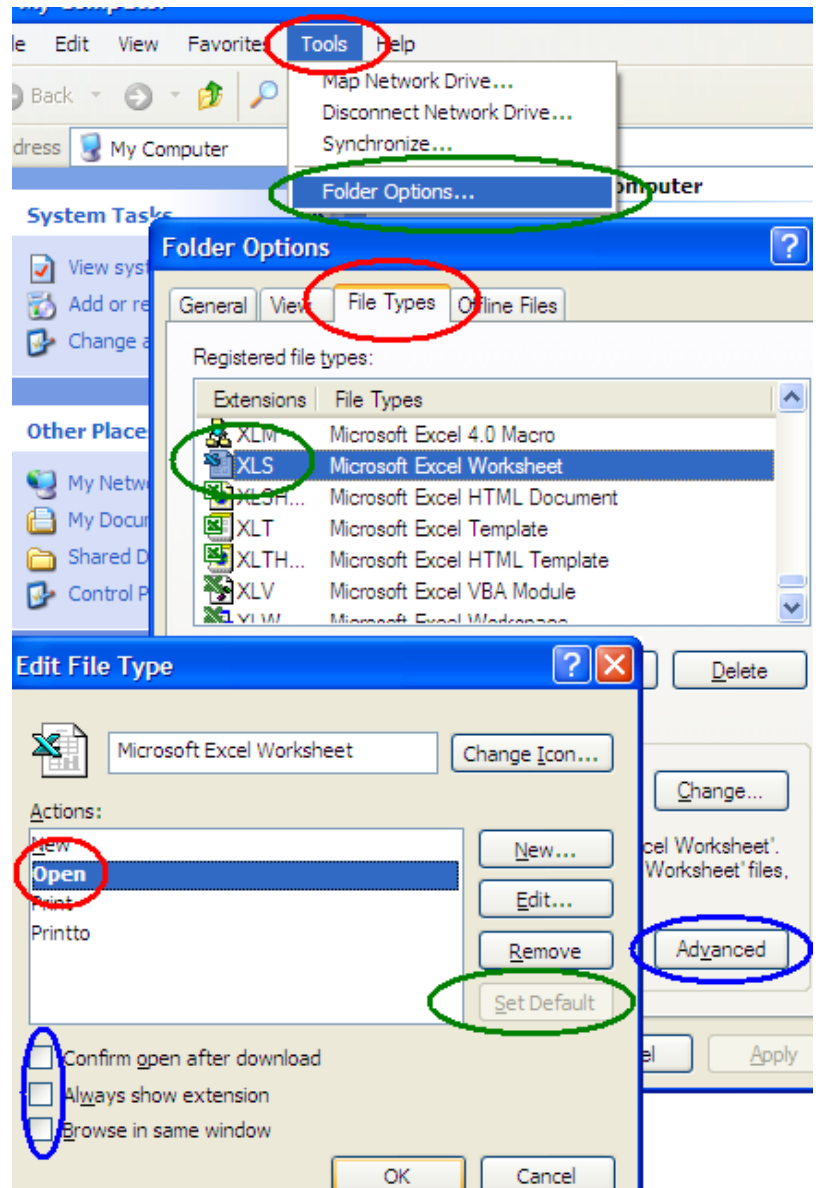
- Click on the **File Types** tab.
- Scroll through the *Registered file types* list and select **XLS** in the *Extensions* column.
- Click on **Advanced**.

The *Edit File Type* dialog window will open...

- Scroll through the list of *Actions* and select **Open**.
- Click on **Set Default** (if this action is already the default, the **Set Default** button will be disabled as it is in the screen shot to the left).
- Deselect the **Confirm open after download**, **Always show extension**, and **Browse in same window** options.
- Click on **OK** and you will return to the *Folder Options* dialog window.
- Click on **Close** and you will return to *My Computer*.
- Close the *My Computer* window.

Now you are ready to go to the [Viewing, Saving, & Printing Excel Documents](#) section of the tutorial.

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## Adjusting Settings for Netscape version 4.76 on all Windows Systems...

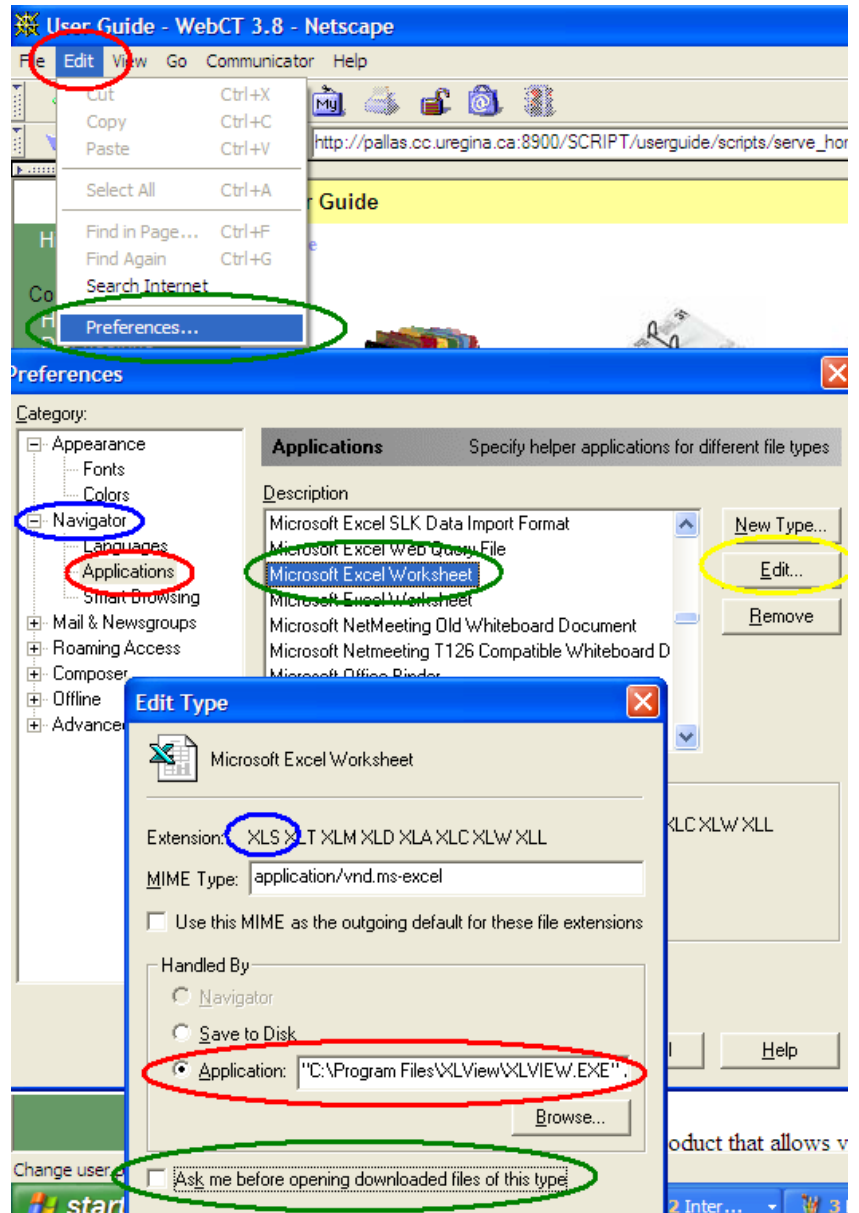
- Open a new *Netscape* browser window.
- Click on **Edit**.
- Click on **Preferences**.

The *Preferences* dialog window will open...

- If there is a "+" sign to the left of the *Navigator* heading, click on **Navigator** and the subheadings: *Languages*, *Applications*, and *Smart Browsing* will appear. If there is a "-" to the left of the *Navigator* heading there is no need to click on it because the subheadings are already being displayed.
- Click on **Applications**.
- Scroll through the *Description* list and select **Microsoft Excel Worksheet**.
- Click on **Edit...**

The *Edit Type* dialog window opens...

- Ensure that the extension **XLS** is listed to the right of *Extensions*.
- Select **Application** (if it is not already selected) and ensure the *application path* ("C:\Program Files\Microsoft Office\Office\EXCEL.EXE" /n) is correct.
- Deselect the **Ask me before opening downloaded files of this type** option.
- Click on **OK** and you will return to the *Preferences* dialog window.
- Click on **OK** again and you will return to *Netscape Communicator*.
- Close the current *Netscape Communicator* window to return to this one.



Now you are ready to go to the [Viewing, Saving, & Printing Excel Documents](#) section of the tutorial.

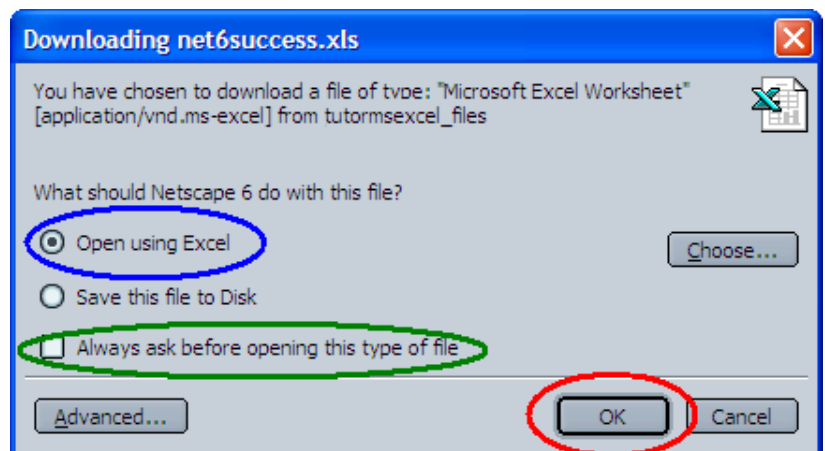
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## Adjusting Settings for Netscape versions 6.2.1, 6.2.2, and 6.2.3 on all Windows Systems...

Changing settings in this new version of *Netscape* differs from other versions in that we will have to actually attempt to download an excel file and adjust the settings once the *Download* dialog window opens.

*NOTE: If you click on the link below to download the Excel worksheet and Microsoft Excel automatically opens displaying the success worksheet without you having to answer any prompts your version of Netscape is already set up to handle excel documents. If this is the case you can proceed to the [Viewing, Saving, & Printing Excel Documents](#) section of this tutorial.*

- First, attempt to download the Microsoft Excel worksheet. You will be able to toggle between the download dialog window and this window to read the remaining steps involved in this procedure. [Click here to begin download.](#)



The *Downloading net6success.xls* window opens...

- Ensure the option **Open using Excel** is selected. If it is not selected, select it.
- Deselect the **Always ask before opening this type of file** option.
- Click **OK** to begin download and opening of excel worksheet in Microsoft Excel.

Now you are ready to go to the [Viewing, Saving, & Printing Excel Documents](#) section of the tutorial.

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## Viewing, Saving, & Printing Excel Documents ...

You are now ready to view, save, and print Microsoft Excel documents that your instructor has posted to your WebCT course(s). Viewing Microsoft Excel documents is as easy as clicking on the linked document in your web browser.

Download [msexcel.xls](#) (Microsoft Excel worksheet) and follow the instructions outlined within the document on how to save and print Microsoft Excel worksheets.

When you open a Microsoft Excel worksheet by clicking on a link in a web page the document opens in a new window (the Microsoft Excel application). You will then see another button in your taskbar. There will be the taskbar button for the web page you are viewing and another for the Excel worksheet. You can toggle between the excel document and the current web page by clicking on the taskbar button corresponding to the page or document you wish to view.

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## More on Macros in Microsoft Office...

If you perform a task repeatedly in Microsoft Office applications, you can automate the task by using a macro. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically. Instead of manually performing a series of time-consuming, repetitive actions in Office (Word, Excel, PowerPoint...) you can create and run a single macro – in effect, a custom command – that accomplishes the task for you (*taken from Microsoft Office Help*).

To ensure the highest security against potentially infected, macro enabled, office documents follow these simple steps to ensure that the current Microsoft Office application only runs macros from authors you trust.

**Note:** you can set a different **Security Level** for each of your Microsoft Office applications.

- Click on **Tools** (menu toolbar). The **Tools** menu will appear.
- Move your mouse over **Macro**. The **Macro** submenu will appear.
- Click on **Security...** The **Security** dialog window appears (as seen on the right).
- **Select High: Only signed macros from trusted sources will be allowed to run. Unassigned macros are automatically disabled.**
- Click on OK. You will return to your Excel document.

*This setting will remain at High unless adjusted by you or another user on your computer. You can also safely select Medium Security and macros will still not run automatically on your system. With Medium security your Microsoft Office Application will prompt you whether or not it should run the macro each time it encounters a document with a Macro.*

