

## Configuring Internet Explorer to Open Office Documents in the Appropriate Office Program Instead of in Internet Explorer

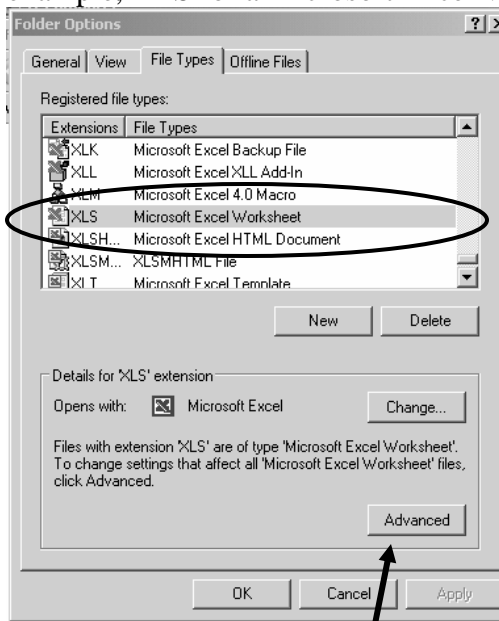
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When you click on an html link to a Microsoft Office file from within Internet Explorer, the file may open in Internet Explorer, rather than opening in the appropriate Office program. These instructions walk through the process of changing your settings so that the applications will open in the appropriate program. Keep in mind, you will need to follow these instructions for each Office program – Word (.doc), Excel (.xls), and PowerPoint (.ppt).

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### Steps

1. Open My Computer by double clicking on the **My Computer** icon on the computer desktop.
2. From the menu bar select **Tools, Folder Options**.
3. Click on the **File Types** tab.
4. In the **Registered file types** list, click the specific Office document type (for example, XLS for a Microsoft Excel Worksheet).



### What to look for:

Excel= XLS

Word= DOC

PowerPoint= PPT

Access= MDB

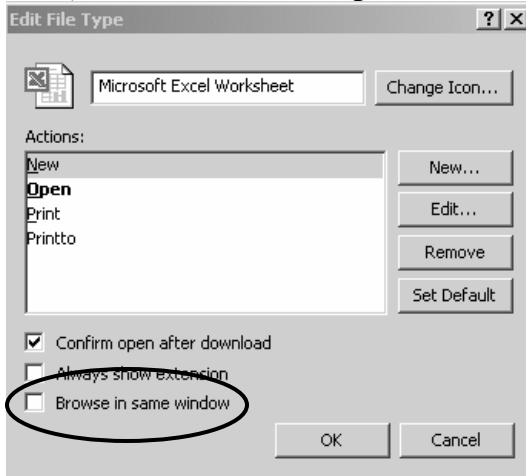
Then, click on the **Advanced** button.

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**Steps**

5. In the **Edit File Type** dialog box, click to clear the **Browse in same window** check box (or click to clear the **Open Web documents in place** check box).



6. Click the **OK** button.
7. NOTE: To properly open Excel files repeat Steps 4 – 6 to configure **XLA** and **XLB** files to open in Excel.
8. Click the **Close** button.

