# APPENDIX B – DOWNLOAD QUERIES DIRECTLY TO EXCEL

Perform these steps in order to launch Excel files in a new window with full Excel functionality. Select the steps based upon your computer's operating system. This setup only needs to be performed once.

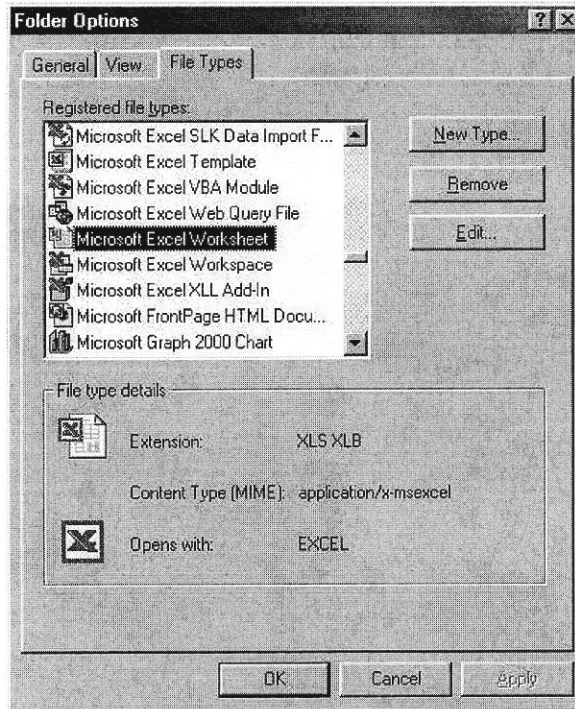## Windows 98 (Windows 2000 and XP are further down in the document)

1. From your desktop, place your cursor over the *Start* button. Right-click on your mouse and select *Explore.*

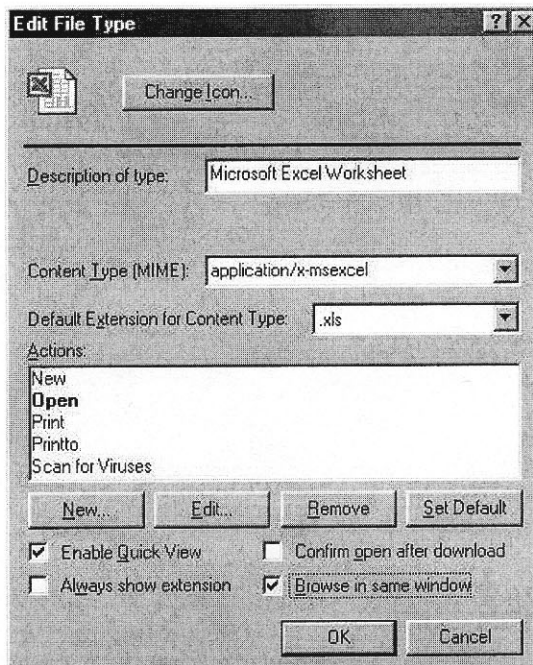2. The Explorer window should appear. Select *Tools - Folder Options.*
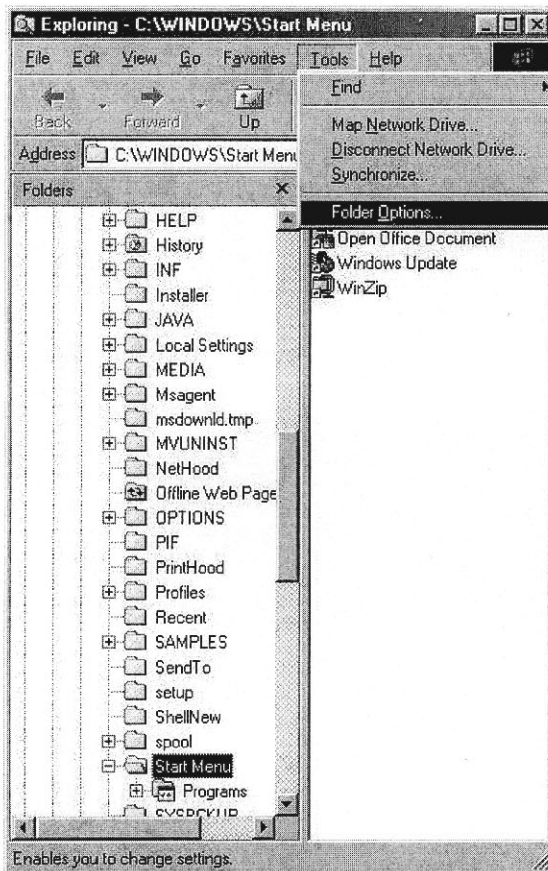
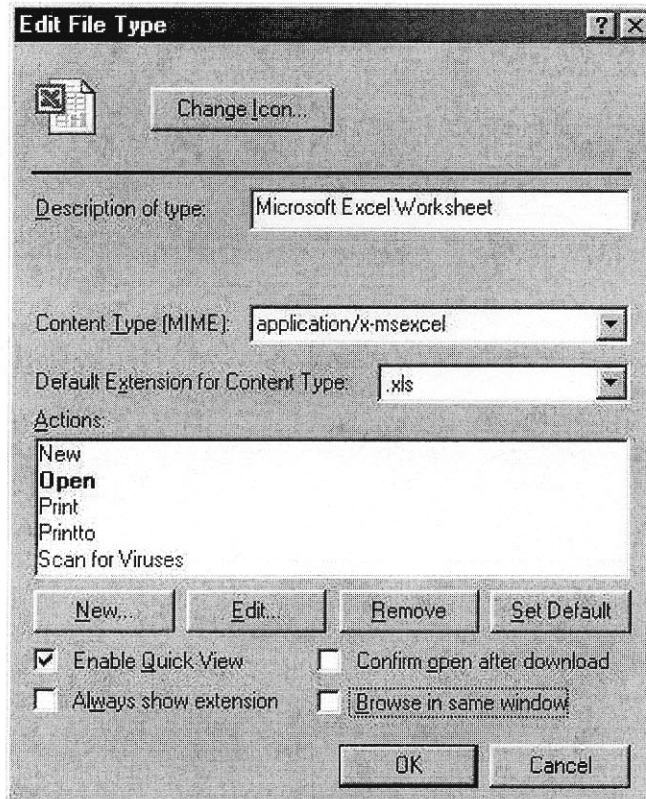3. The Folder Options window appears. Select *File Types* tab.
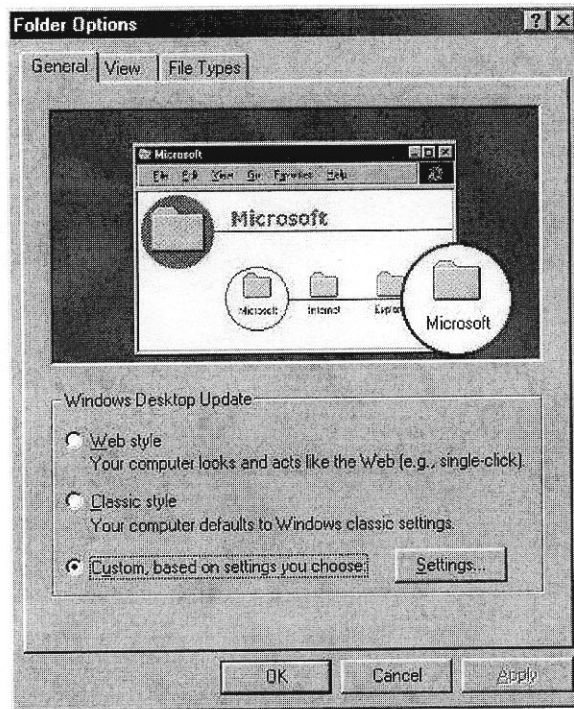
4. Scroll down and click on (highlight) *Microsoft Excel Worksheet*. Make sure you select the correct file type!

5. Once you've highlighted *Microsoft Excel Worksheet,* click on *Edit* button. The Edit File Type window appears:

6. Uncheck *Browse in same window* by clicking on the box next to it. This is how your window should appear before clicking *OK:*
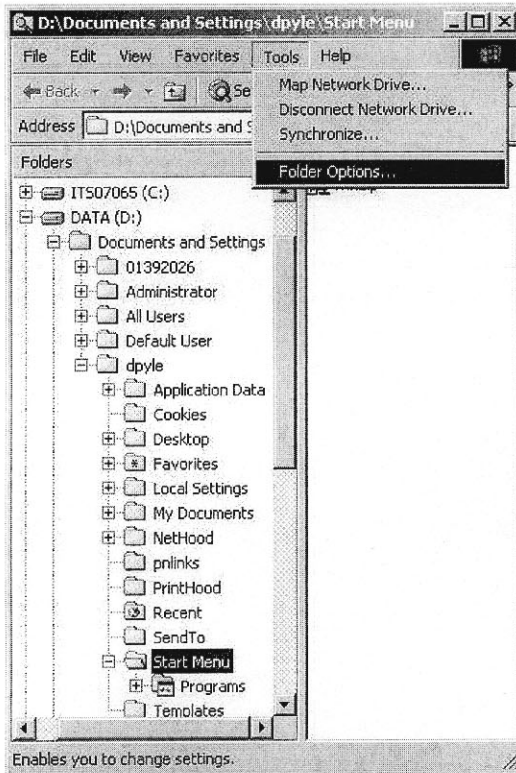

7. Click *OK* to return to the Folder Options window. Select *Close.*
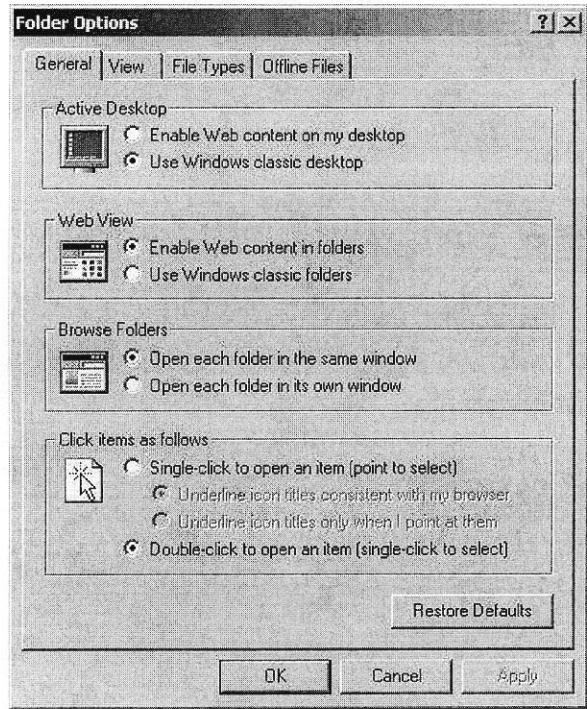
Your computer now launches Excel files in a separate window, containing all Excel functionality.
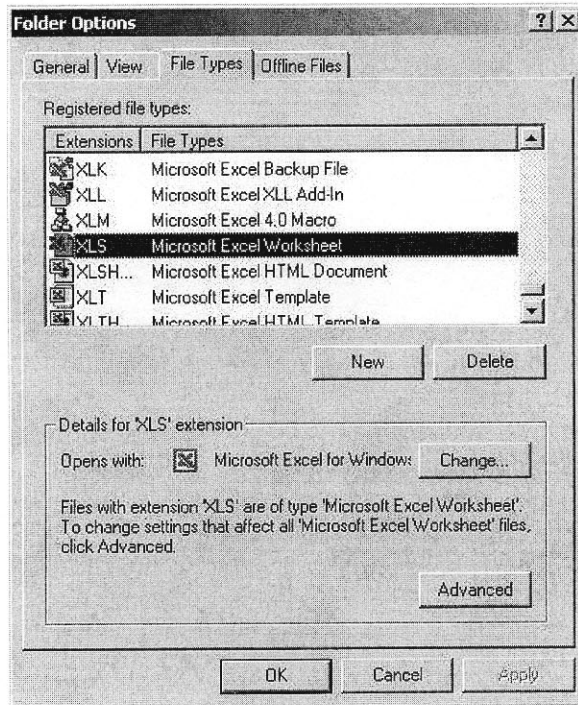
Windows 2000

1. From your desktop, place your cursor over the *Start* button. Right-click on your mouse and select *Explore*.

2. The Explorer window should appear. Select *Tools - Folder Options.*

```
D:\Documents and Settings\dpyle\Start Menu          _ □ X
File   Edit   View   Favorites   Tools   Help           ▓

← Back  ▾  ⇒  ▾  🔼   🔍Se    Map Network Drive...        ▶
                            Disconnect Network Drive...
Address  🗀 D:\Documents and S    Synchronize...

Folders                          Folder Options...
⊞ 💾 ITS07065 (C:)               ─────────────
⊟ 💾 DATA (D:)
    ⊟ 🗀 Documents and Settings
        ⊞ 🗀 01392026
        ⊞ 🗀 Administrator
        ⊞ 🗀 All Users
        ⊞ 🗀 Default User
        ⊟ 🗀 dpyle
            ⊞ 🗀 Application Data
             ⋯ 🗀 Cookies
            ⊞ 🗀 Desktop
            ⊞ ⊡ Favorites
            ⊞ 🗀 Local Settings
            ⊞ 🗀 My Documents
            ⊞ 🗀 NetHood
             ⋯ 🗀 pnlinks
             ⋯ 🗀 PrintHood
             ⋯ 🗋 Recent
             ⋯ 🗀 SendTo
            ⊟ 🗀 Start Menu
                ⊞ 🗀 Programs
                 ⋯ 🗀 Templates
◀                            ▶

Enables you to change settings.
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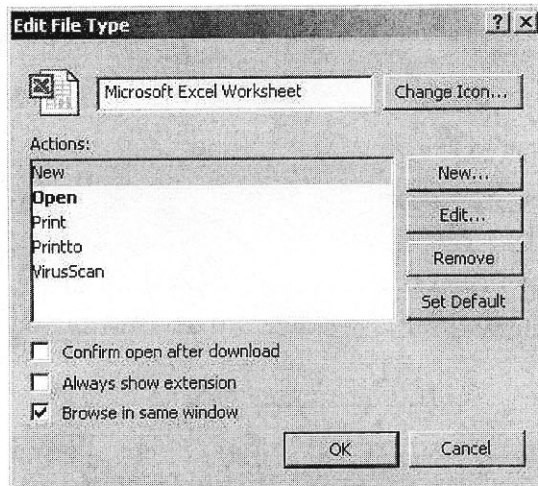
3. The Folder Options window appears. Select *File Types* tab.
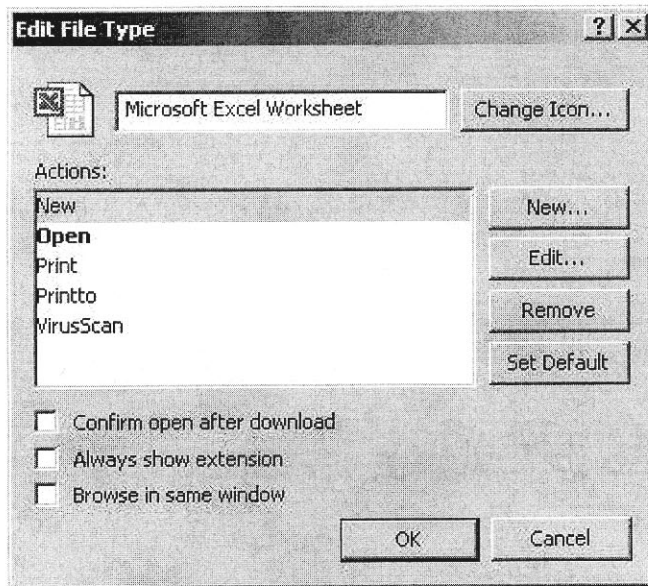
4. Scroll down and click on (highlight) *XLS Microsoft Excel Worksheet*. Make sure you select the correct file extension!

5. Once you've highlighted *XLS Microsoft Excel Worksheet,* click on *Advanced* button. The Edit File Type window appears:

6. Uncheck *Browse in same window* by clicking on the box next to it. This is how your window should appear before clicking *OK:*
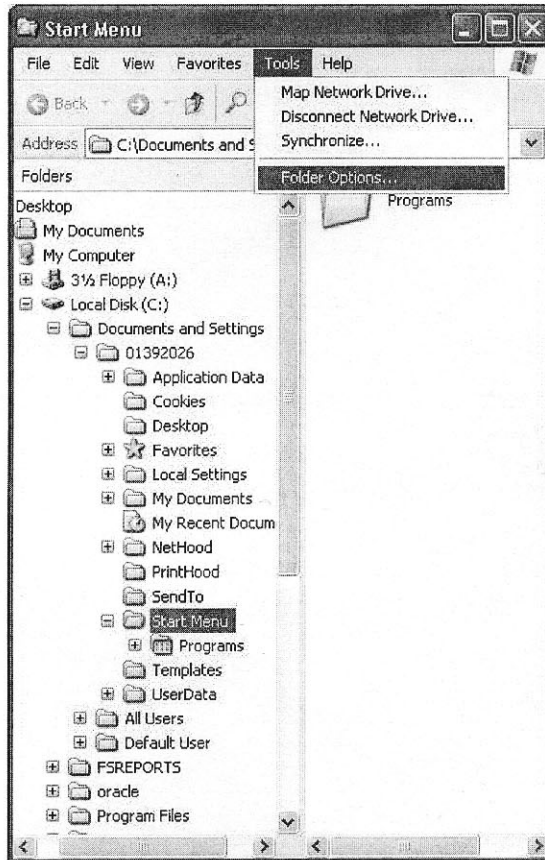
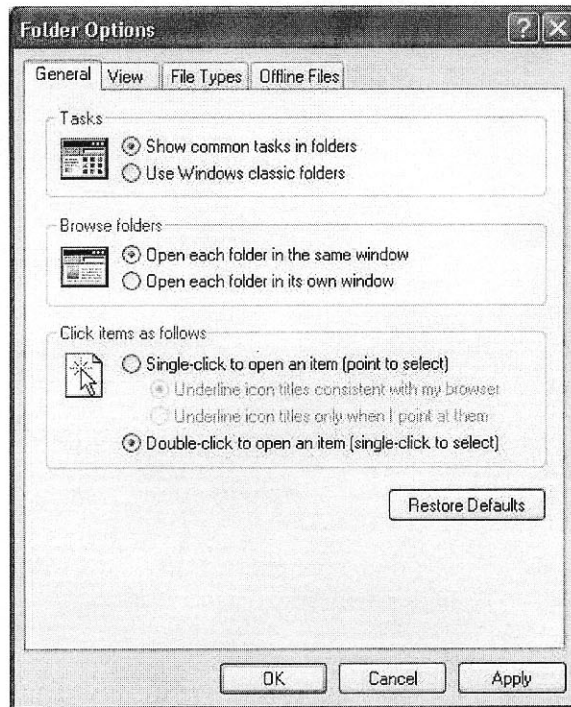| 7. | Click *OK* to return to the Folder Options window. Select *Close*. |

Your computer now launches Excel files in a separate window, containing all Excel functionality.
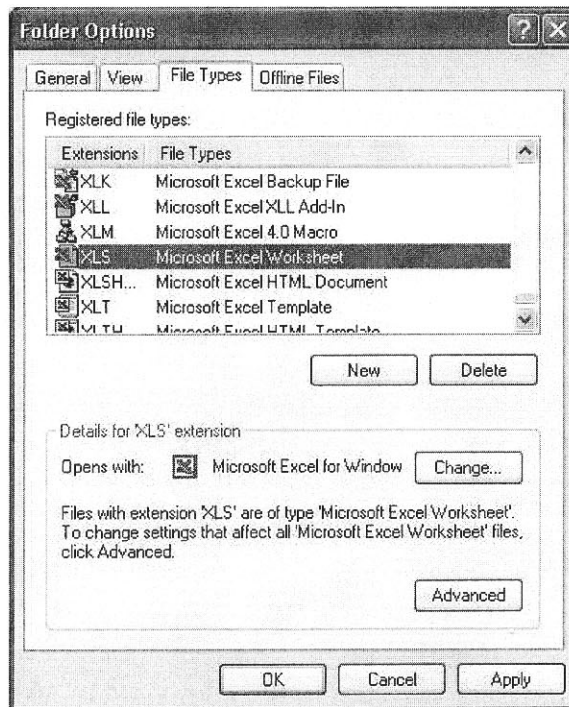
Windows XP

1. From your desktop, place your cursor over the *Start* button. Right-click on your mouse and select *Explore.*

2. The Explorer window should appear. Select *Tools - Folder Options.*
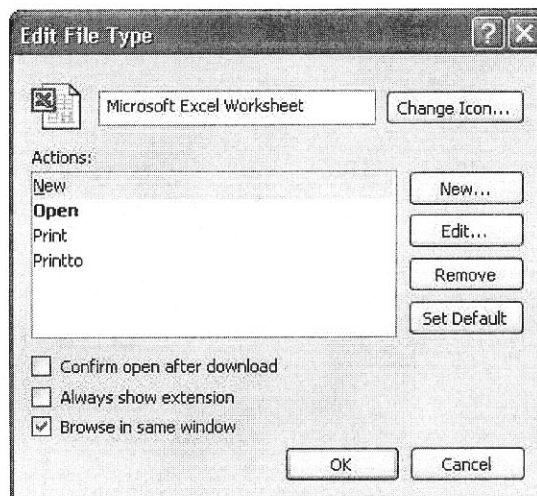

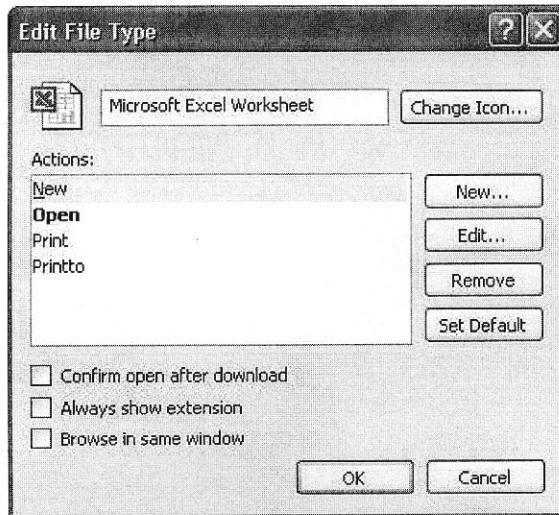3. The Folder Options window appears. Select *File Types* tab.

4. Scroll down and click on (highlight) *XLS Microsoft Excel Worksheet*. Make sure you select the correct file extension!

5. Once you've highlighted *XLS Microsoft Excel Worksheet,* click on *Advanced* button. The Edit File Type window appears:

6. <u>Un</u>check *Browse in same window* by clicking on the box next to it. This is how your window should appear before clicking *OK:*

Edit File Type

Microsoft Excel Worksheet

Change Icon...

Actions:

New
Open
Print
Printto

New...
Edit...
Remove
Set Default

☐ Confirm open after download
☐ Always show extension
☐ Browse in same window

OK   Cancel

7.	Click *OK* to return to the Folder Options window. Select *Close*.

Your computer now launches Excel files in a separate window, containing all Excel functionality.