

Question: How do I make sure an Excel workbook opens within Excel vs. my IE browser?

Answer: It is recommended that you open the spreadsheet in Excel instead of the browser; when the file is opened in the browser, standard reading commands do not work as you'd expect in

Excel. Some company web systems may present an Excel workbook or file as a report. When an Excel spreadsheet opens in Internet Explorer, it will be embedded within IE: you will not be able to navigate the sheet, hear contents of cells, etc. In order to have an Excel spreadsheet open in Excel instead of your internet browser, you will need to do the following:

1. Open My Computer.
2. Press ALT+T to open the Tools menu.
3. Select Folder Options from the Tools menu.
4. In the Folder Options multi-page dialog, navigate to the File Types Tab.
5. The first item in the Files Type Tab is a list view with the list of the different file types. Position the cursor on the "XLS Microsoft Excel Work Sheet" item. The best way to do this is to press the letter "X" to position the cursor on the first item that begins with "X" then arrow down 8 times. Note the item list may be different depending on whether some other file types have been added or removed: please double-check to make sure that the cursor is positioned on the "XLS Microsoft Excel Work Sheet" item before continuing.
6. After positioning the cursor on the "XLS Microsoft Excel Work Sheet" item, you need to press the TAB key until you have positioned the cursor on the Advance Button, and then press Enter to select the Advance Button.
7. Once the Advanced dialog opens, TAB to the "Browse in Same Window" checkbox.
8. Press the Spacebar to uncheck the "Browse in Same Window" checkbox. This will stop the Excel file from being opened directly in the browser.
9. TAB to the OK button, and press ENTER to select it.
10. TAB to the Close Button, and press ENTER to select it.
11. Press ALT+F4 to close My Computer.

Now any time you try to open an Excel spreadsheet within the browser, the Excel file will open in Excel.

Alternatively, you can also either:

- Press CTRL+R for the Run dialog, and type the same path for the file. It should be opened directly in Excel
- Open the file from within Excel: press CTRL+O for the OpenFile dialog, then type the path for the file, or browse to it, and press ENTER.
- Select the link that links to the Excel file, right click and select "Save Target As" and then open the file with Excel.