GSD. Global - Excel – How to Open a Different File Type using Excel Application

General Information:

Possible symptoms/errors:

User wants to know how to Open a Different File Type using Excel Application

Alternative names of the system:

Microsoft ExcelFile Type

IMPORTANT NOTICE:

N/A

Solution:

This article explains how to open a different file type in Excel application either by using right click option of "Open With" or renaming the file to an Excel-readable extension (.csv, .xlsx, etc).

Details:

A. "Open with" option

Advise user to right click on the file and select Open with> Excel if Excel is available on the options.

If Excel is not available on the list, user must click Choose another app.

Inform user to select Excel on the list then click OK. If Excel is unavailable on this prompt, user must click More apps.

Inform user to click Look for another app on this PC if Excel is still unavailable after clicking More apps.

Navigate user to this path: C:\Program Files (x86)\Microsoft Office\root\Office16.

Once found, user must click EXCEL.EXE > Open.

File should now be opened with Excel.

B. Rename the file to an excel readable extension

Note: Create a copy of the file that you want to open with Excel instead of renaming the original file to avoid file corruption.

Advise user to right click on the file and select Rename.

User must replace the extension to an Excel-readable extension (.csv, .xlsx, etc).

Note: User can only edit file extensions if they are visible on Window Explorer.

Advise user to click Yes if an alert they see the warning prompt indicated below.

Now the file should be opened as an Excel file without going through the steps in Option 1.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A