



Opening Files

How do I open a file without starting Excel?

1. Locate the file in File Explorer.
2. Double click it.

For more information on File Explorer and navigating your files and folders refer to the 'Files and File Explorer' booklet.

How do I open a file from within Excel?

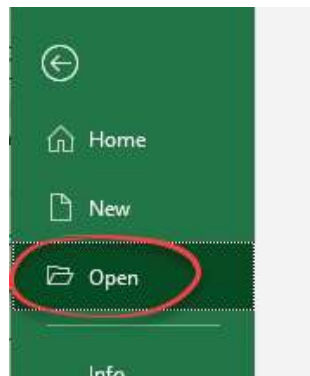
Method One:

1. Click the 'Open' button in the Quick Access toolbar.

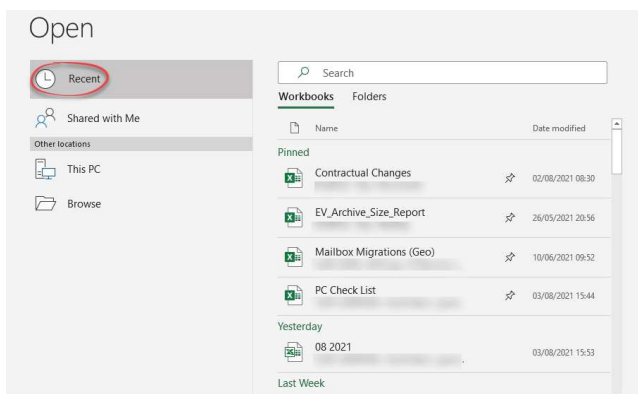


OR

1. Click File, Open.



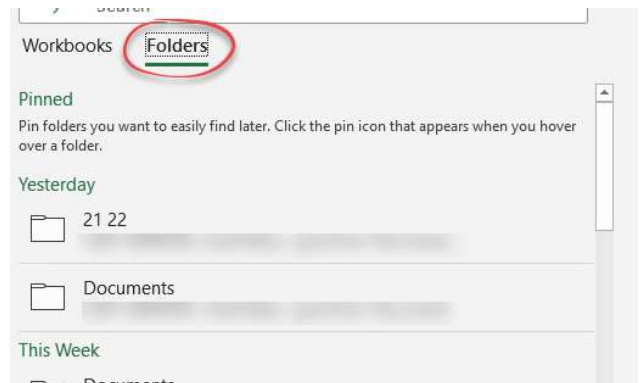
Your most recently used and 'pinned' files will be on display. If not, click 'Recent' to show them.



2. Click one of the files to open it.

Method Two:

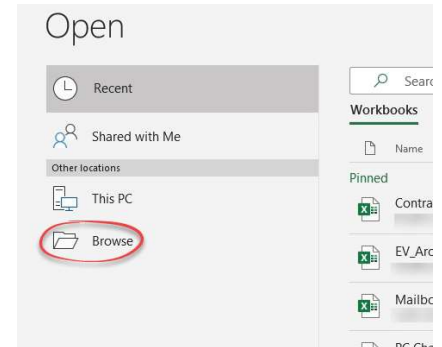
1. Click the 'Open' button in the Quick Access toolbar.
OR
Click File, Open
Your most recently used and 'pinned' files will be on display.
2. Click Folders to view your recently used folders.



3. Click one of the recent used folders to view the contents inside, then double click to open the required file.

Method Three:

1. Click the 'Open' button in the Quick Access toolbar.
OR
Click File, Open
Your most recently used and 'pinned' files will be on display.
2. Click 'Browse' to use the File Explorer window to locate the file.





For help and assistance call the ICT
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to
the out-of-hours phone list.



Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk