

# Microsoft Excel - Opening a Microsoft Excel



## Opening a Microsoft Excel File

There are a few ways of opening an existing Excel file.

To open an Excel file from within Excel

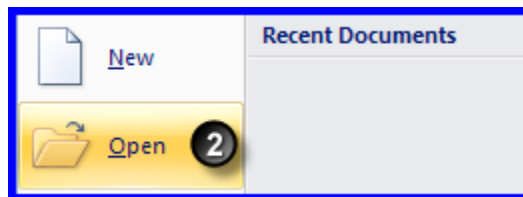
Select the Office button



From the drop-down list  
select either

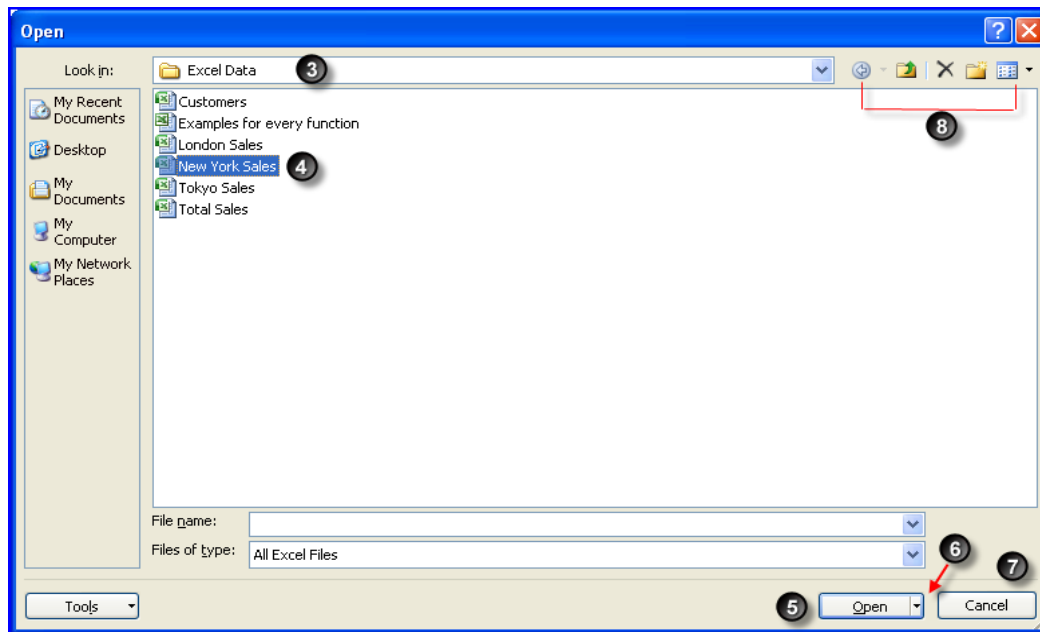
Open

or



If you have worked on the document recently, the document name will be listed to the right of the drop-down list under 'Recent Documents', select the name of the file and Excel will open it.

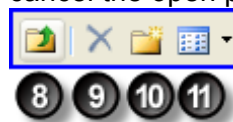
The Open dialog is displayed



3. Select the drive and folder the document is stored in.
4. Select the file you wish to open.

Tip: If you require more than one file opened, click on the first file name, hold down the keyboard control key and select the addition files. They should highlight.

5. Click on the Open button to open the files
6. Select the Open button drop-down arrow for more option, for example 'Read Only'
7. Press the cancel icon to cancel the open process
8. Addition icons



8. Up one level in the file menu tree.
9. Delete.
10. Create folder
11. Views (select option to view file information).

To open an Excel file from outside Excel

It does not matter if Excel is open or closed, it is still possible to open a file without having to use the Office button→Open method.

Locate the drive and the folder that the file is stored in.

Double click on the file name, this in turn will open Excel and the file.

If you are using Windows XP, you can also access the files from the Start→Documents menu.

The Documents menu allows you to easily open the last 15 documents accessed.