



RIVERSIDE COUNTY
OFFICE OF EDUCATION

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RIVERSIDE COUNTY OFFICE OF EDUCATION

Systems Development & Support Services

Galaxy – Print to MS Excel in
Windows 7 Manual Guide

RCOE SYSTEMS DEVELOPMENT & SUPPORT SERVICES

Galaxy – Print to MS Excel in Windows 7 Manual Guide

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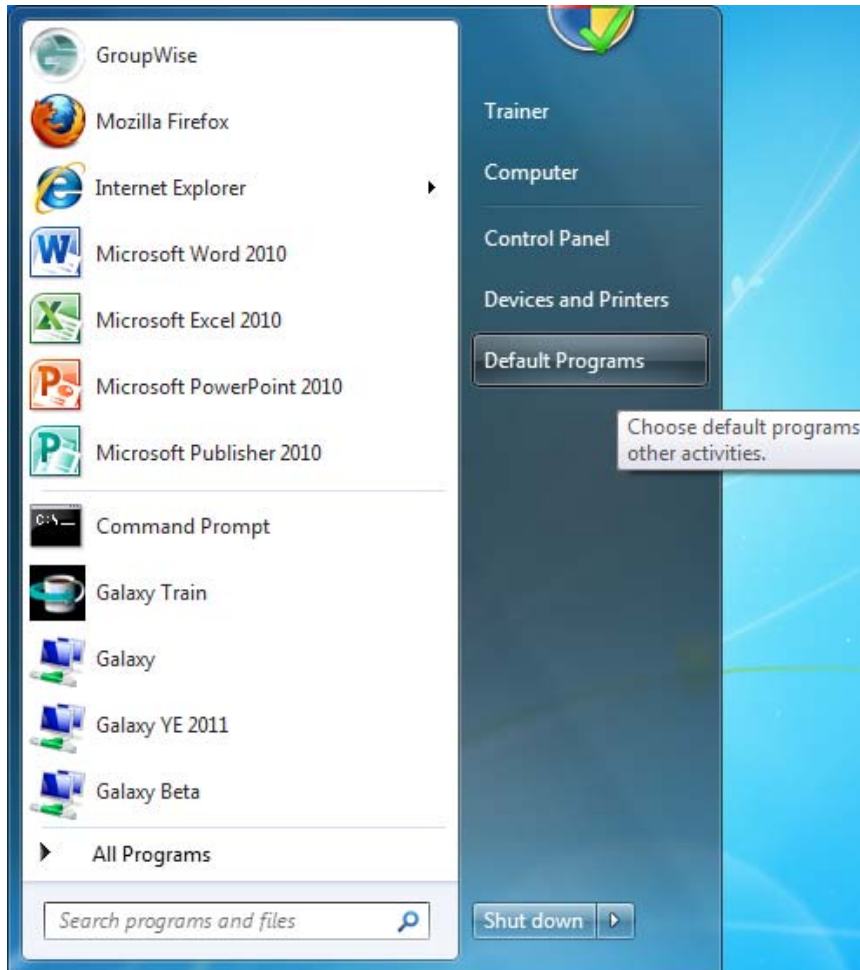
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STEP 1

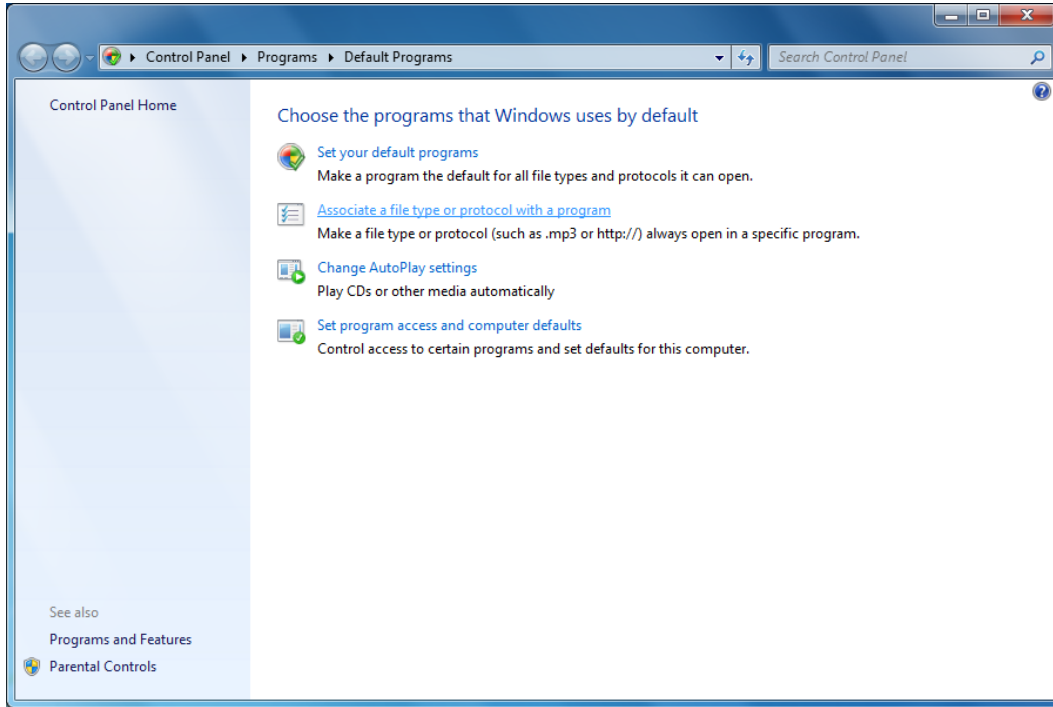
Galaxy - Print to MS Excel in Windows 7



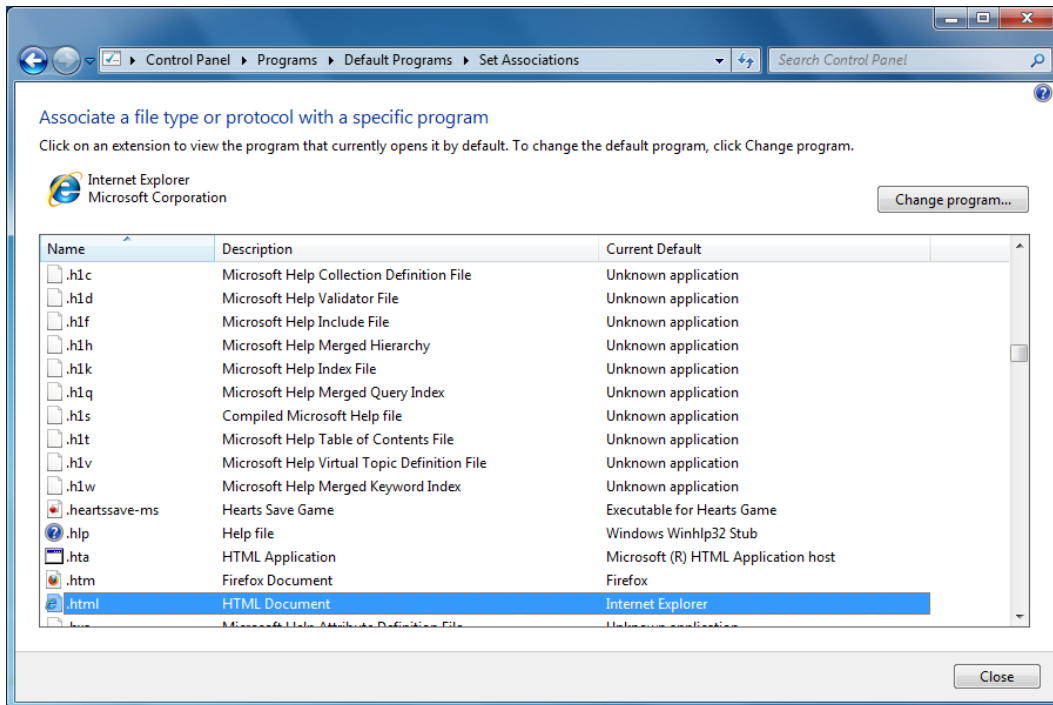
Click on the **START** button and click **Default Programs**.



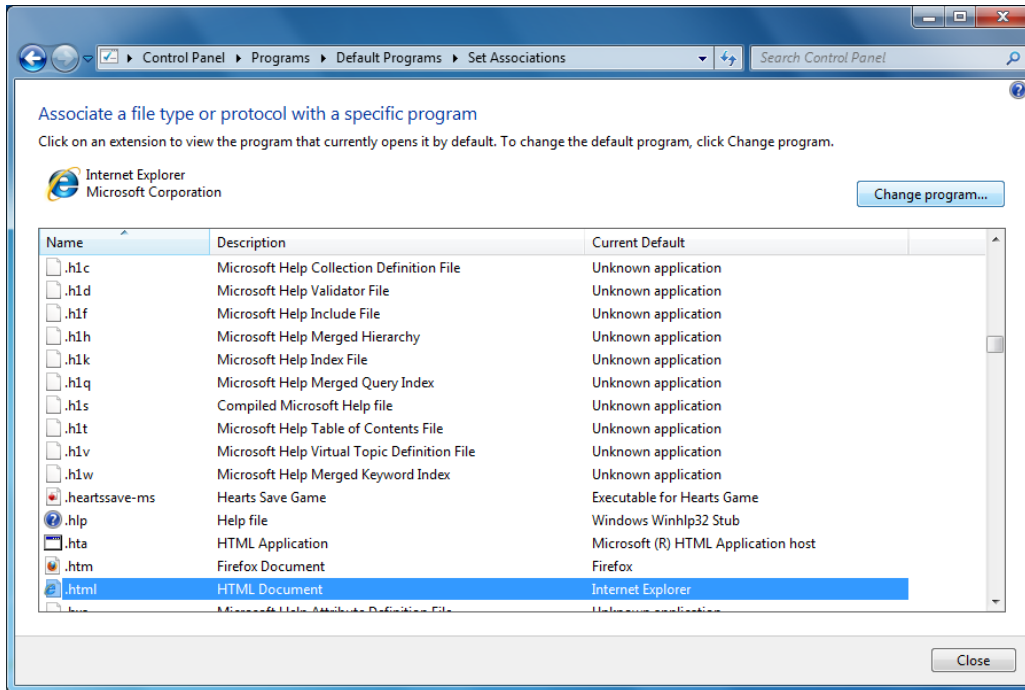
Click on **Associate a file type or protocol with a program**.



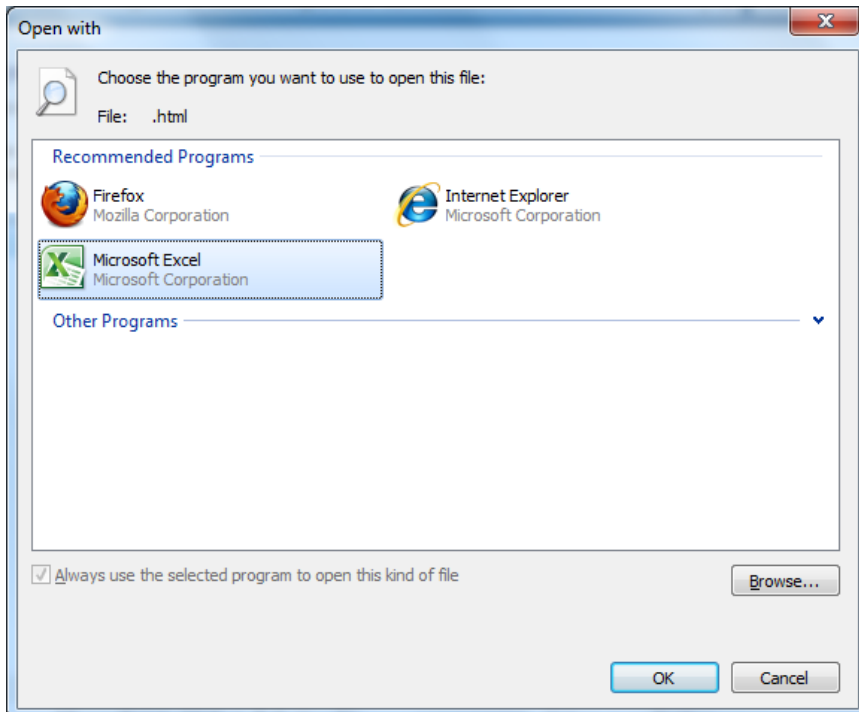
Find the **“.html”** file on the list. Click **.html** to select it (highlight).



In the top right corner, click the **Change Program...** button.

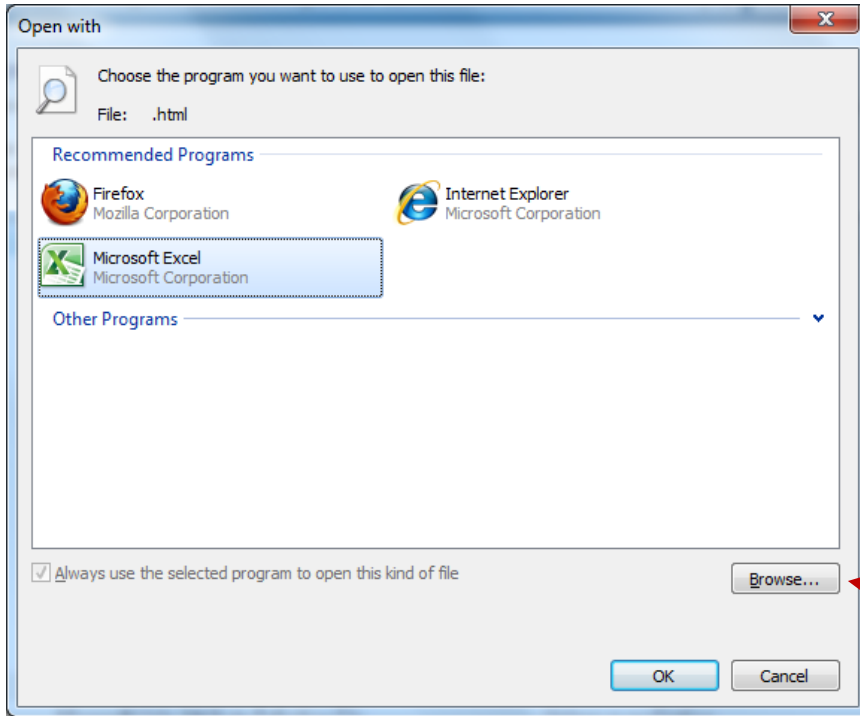


Click and select the recommended program (file type). Click **OK**.

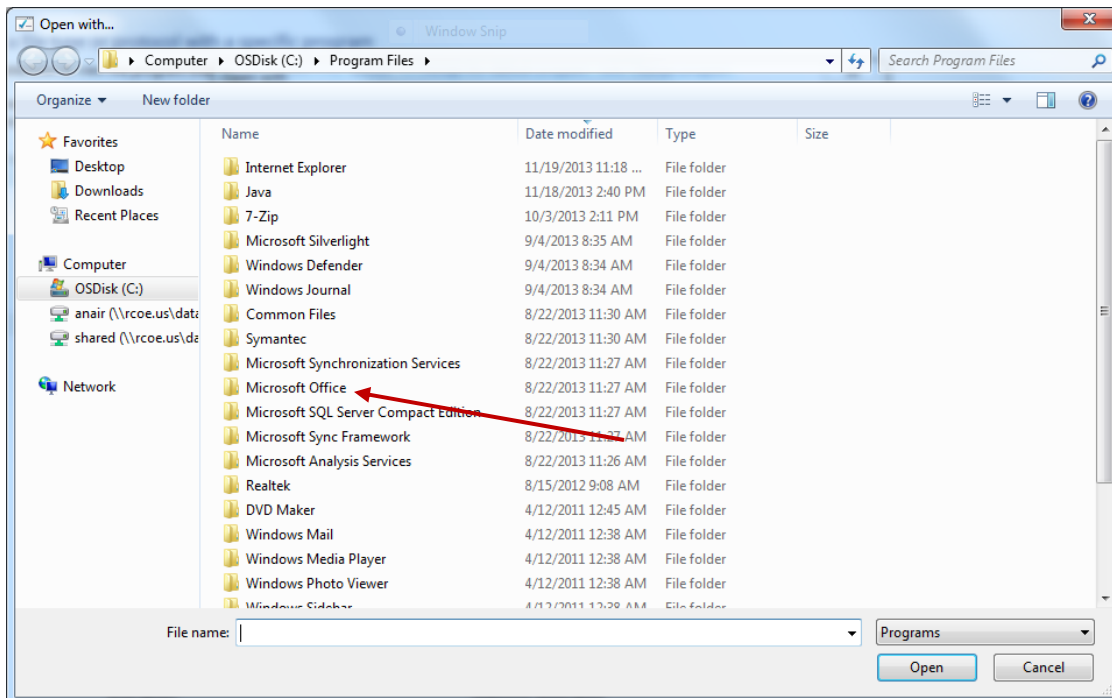


Note: The selected program can be either Internet Explorer (web) or Microsoft Excel (spreadsheet).

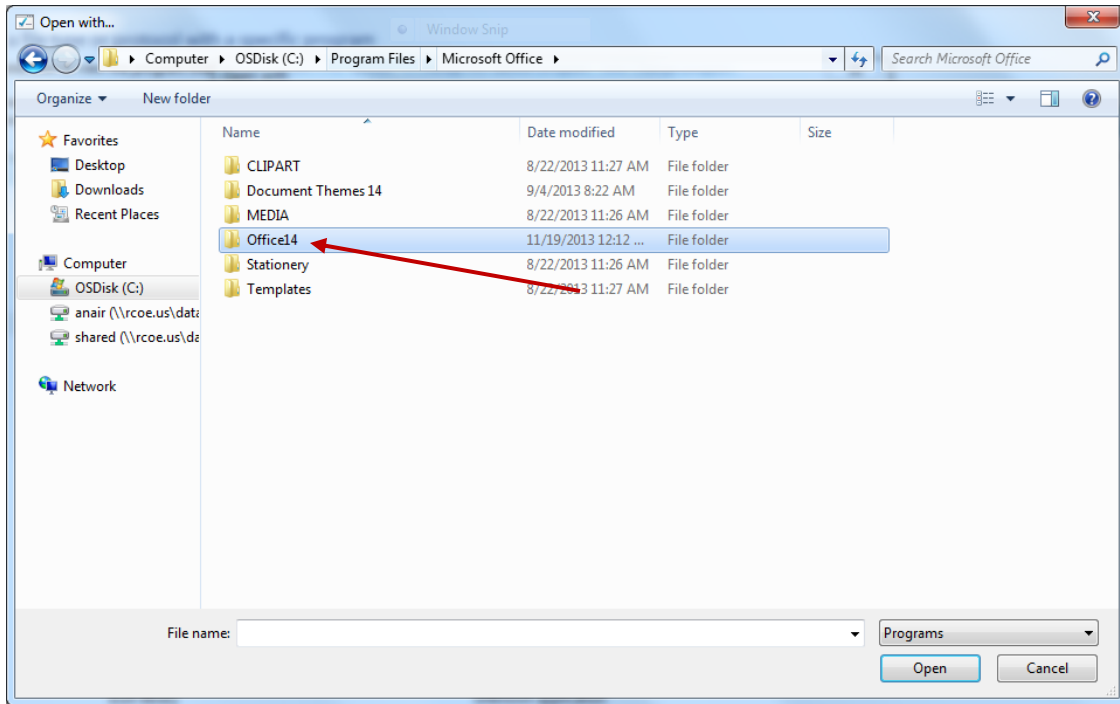
If Microsoft Excel is not available to choose either from 'Recommended Programs' or 'Other programs', then click the 'Browse' button.



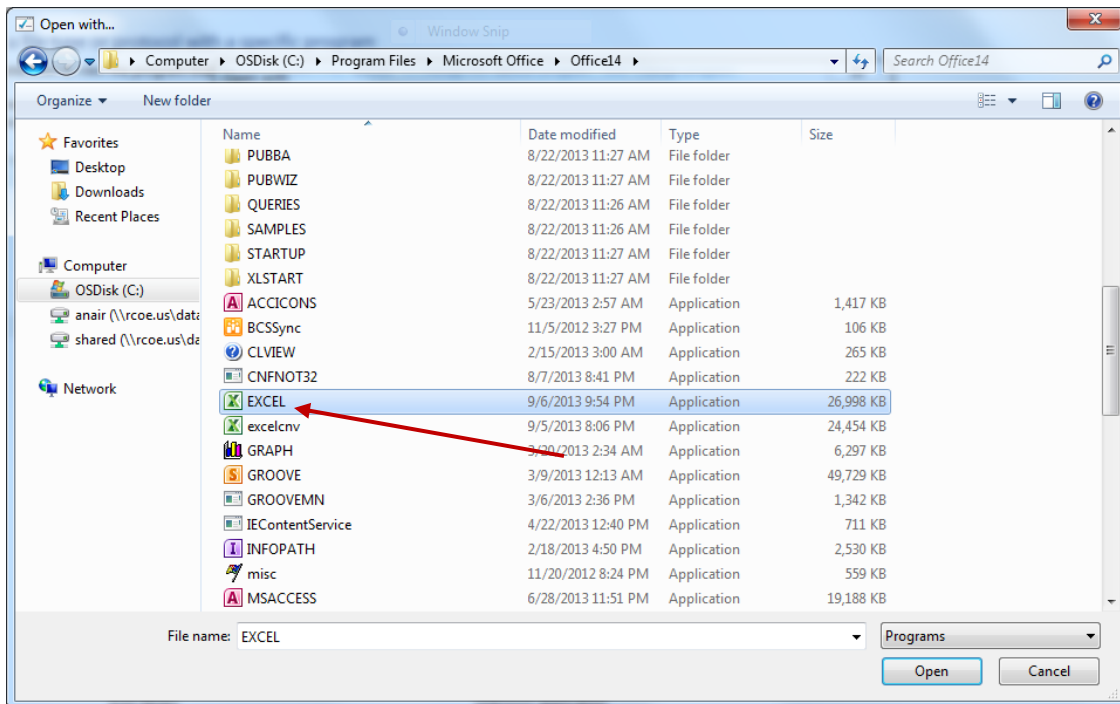
The next window will open up to Computer - OSDisk (C:) - Program Files. Double-click the Microsoft Office folder.



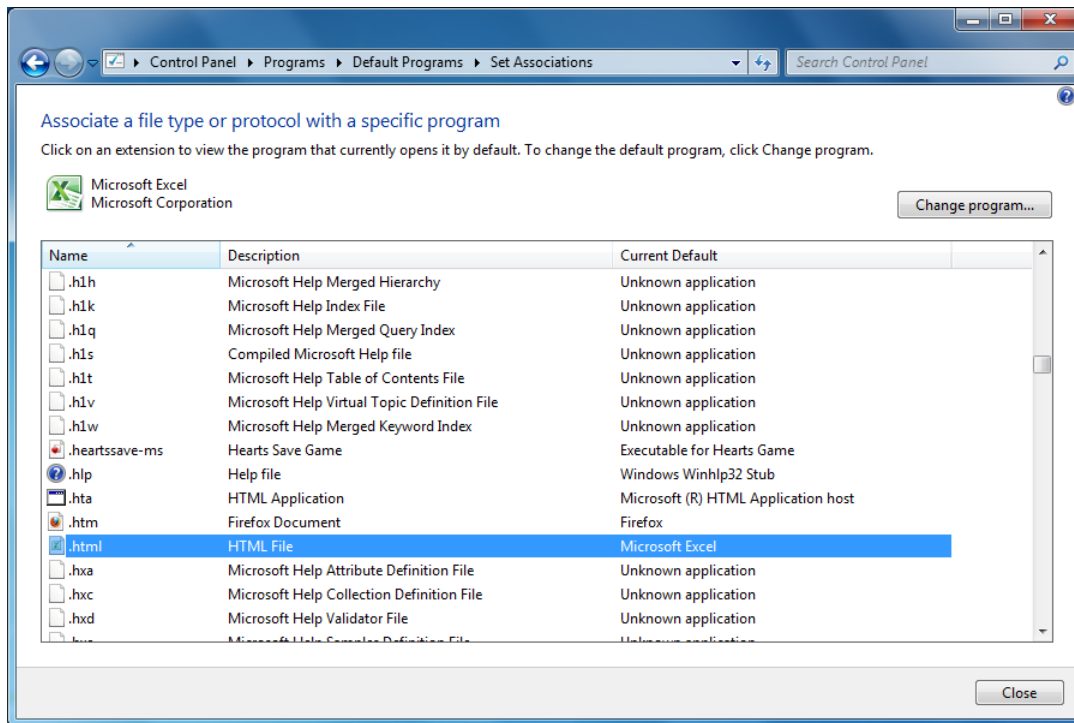
Find the folder called 'Office 14' or 'Office 15', etc. Double-click the folder to open.



Scroll down and locate the 'Excel' file (Application). Select the file and click 'Open'.



Verify that the recommended change is correct and what you wanted. Click **Close**.



Close all remaining (open) windows.