


## Excel problems...

### Some minor fixes required by a GroupWise update, or by a new computer

If you have received a new computer, **or** have recently had your GroupWise updated, you **MUST** follow these steps (both parts 1 and 2) to have Excel work correctly.

#### Part 1: Cannot Open / Close Excel

1. Open  My Computer, and then the following folders in this order...



2. Select this file



#### Important

DO NOT delete any other file. Your programs might not work correctly.

#### Problem?

2. a. Don't see the above file? **Skip to step 4.**

2. b. Opened Excel accidentally? Click File and then click Exit. Repeat steps 1 and 2.

3. On left, click , then Click .

#### Problem?

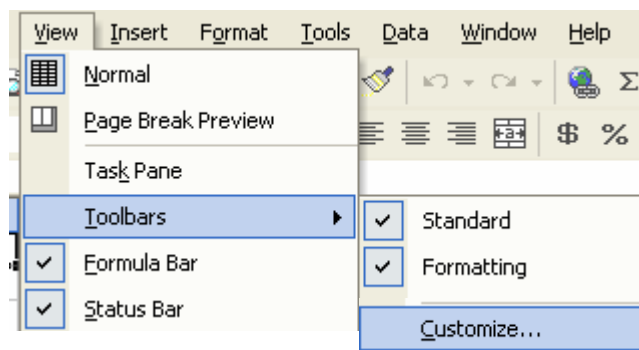
3. a. Don't see "Delete this File" in a task menu on the left? **Skip to step 13.**

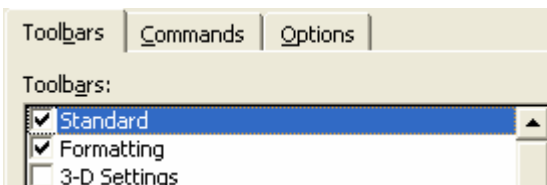
4. Close My computer. Go on to Part 2.

#### Part 2: Cannot Save or Save As

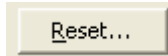
5. Open Excel .

6. Click View... Toolbars...Customize...





7. On the **Toolbars** tab, select **Standard** and click



8. **Click Okay.**

9. **Scroll down and select the Worksheet Menu Bar**



10. and click



11. **Click Okay.**

12. **Click Close**

### **Problem?**

*DO NOT* clear the checkboxes beside **Standard** or **Worksheet menu**. Your toolbars will not be available. Repeat steps 6 – 11 and check both toolbars to restore.



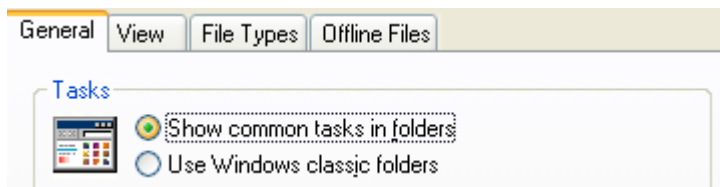
Congratulations...you can now enjoy working with Excel, the workhorse of the Office suite.

*The remaining steps are from step 3.a.*

*The following steps will create a **Common Tasks** pane on the left side of your **My Computer**. This **Common Tasks** pane will help you in your daily management of files and folders. Keep it visible.*

13. While still in **My Computer**, click **Tools...Folder Options...**

14. Select “**Show common tasks in folders,**” as shown on right.



15. **Click Okay.**

16. Now go back and finish steps 3 – 11 in order.