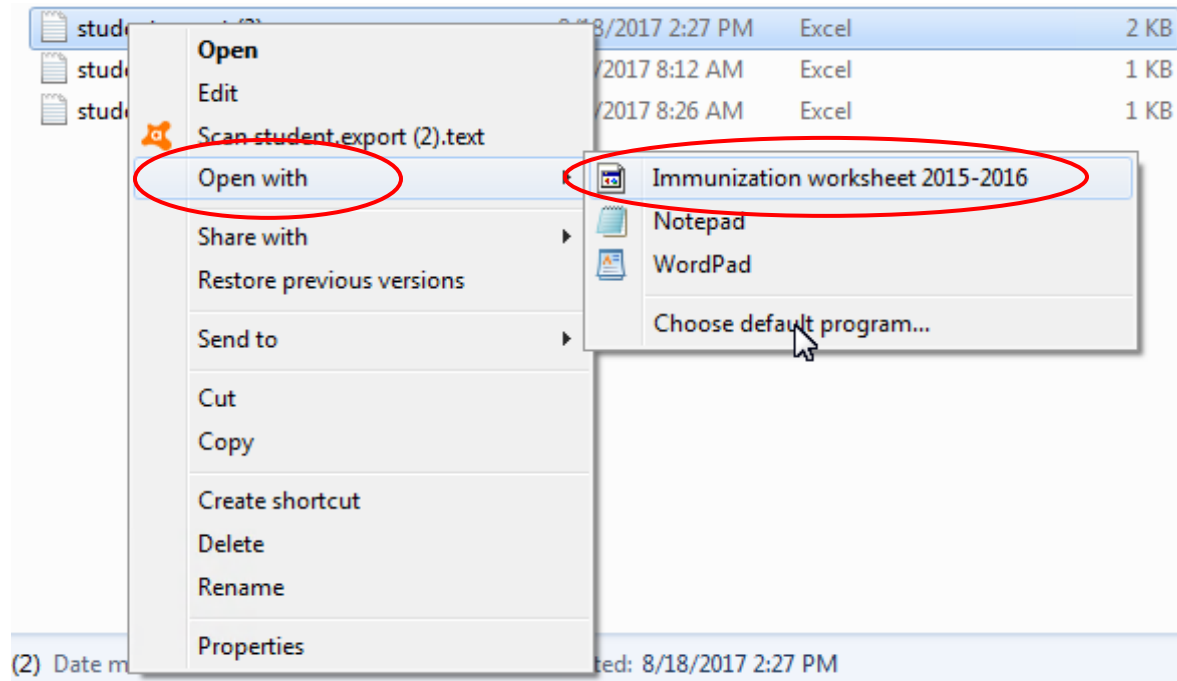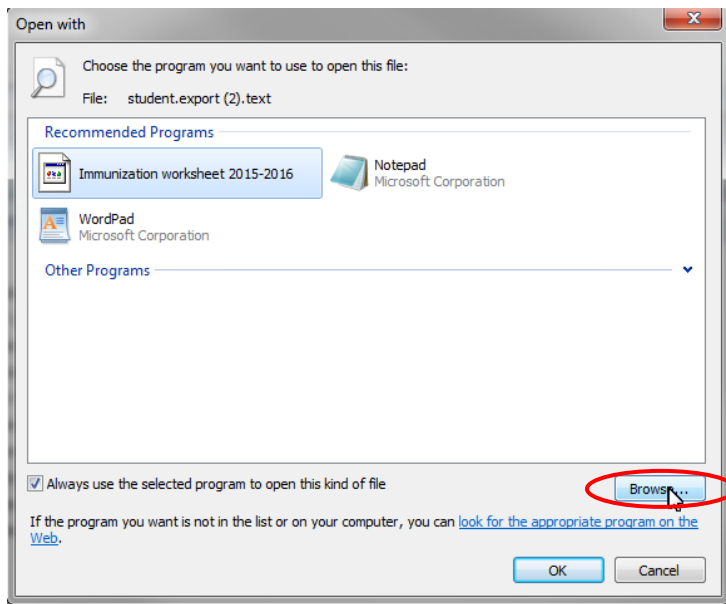# How to Open an PowerSchool Quick Export in Excel
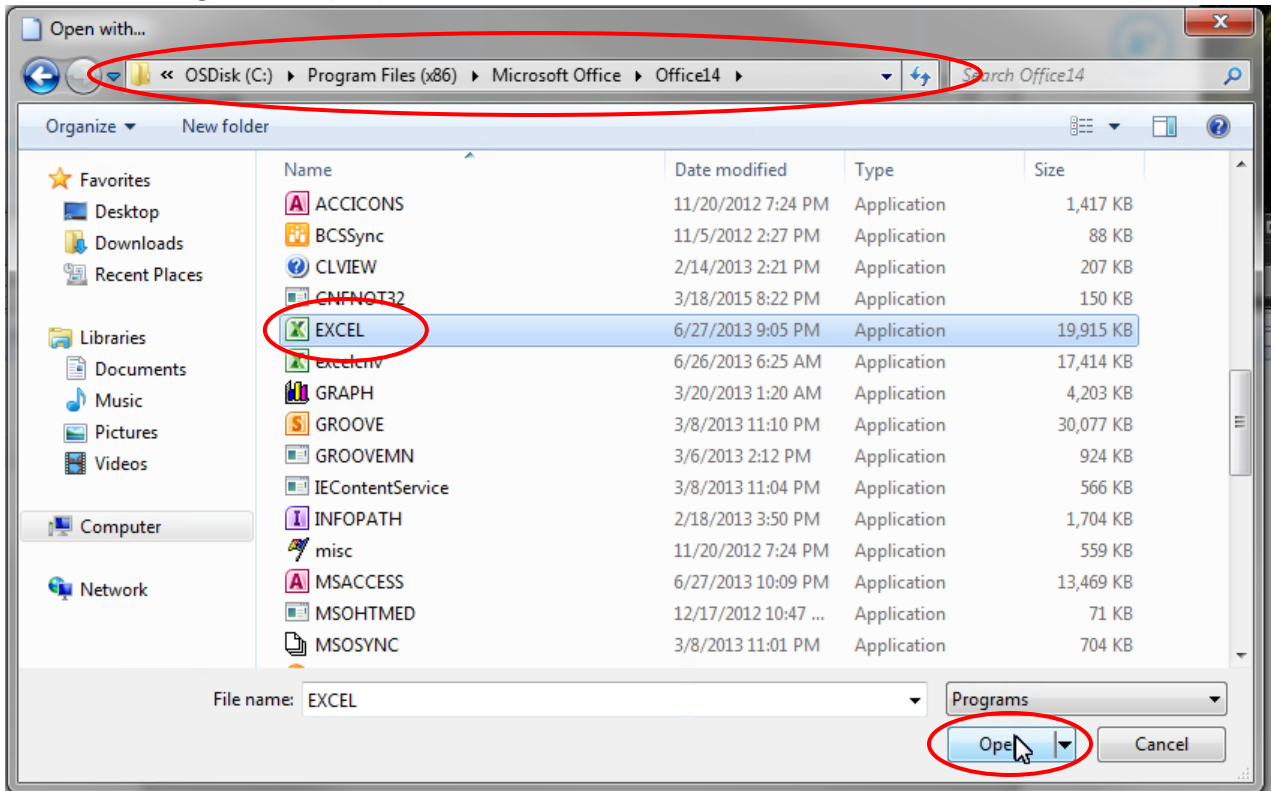
1. Do a quick export in **PowerSchool**
2. *Go to* **Download** folder
3. *Right Click* on one of the downloaded file
4. *Go to* **Open With** and then *click* "**Choose default program**". If the open with does not show up then try shift+right click
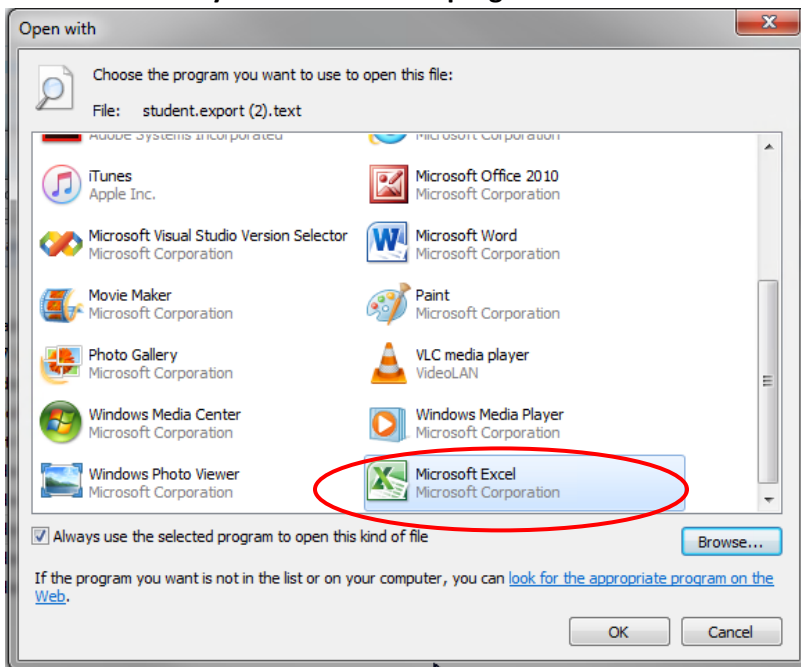

5. *Click* **Browse** at the bottom of the window

6. Brows to **C:\Program Files (x86)\Microsoft Office\Office14\Excel**

7. Click on **Open**
8. Make sure **Microsoft Excel** is selected in the list
9. Make sure "**Always use the selected program to one this kind of file**" is checked.

10. Click **OK**

You should now be able to exports with excel.