Office Documents Will Not Open

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This article is applicable to any file-type in Windows, but this particular issue with Office has been experienced at Stickman.

If a Word or Excel document does not open properly, or the application throws an error, check that the icon next to those file-types looks as expected. For example, it has been experienced that Excel files with the .xls extension had the generic Office icon (orange box) and would not open correctly; those ending .xlsx had the normal Excel icon (green) and would open. Read on if you cannot see the file extensions in your file viewer.



It is easy to remind Windows which application should open which file-type: right-click one of the files with the incorrect association, select *Properties*. Click the *Change* button and search for Excel (or the most appropriate program).

Viewing File Extensions

File extensions are often hidden by default, the method for being able to see them varies, but on Windows 10:

- 1. Open File Explorer (Win+E);
- 2. Click the View menu;
- 3. Tick the File name extensions box;
- 4. All files will now show their extensions.

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This method works for all recent versions of Windows:

- 1. Click the Start menu;
- 2. Type folder options;
- 3. Click the appropriate search result (probably File Explorer Options);
- 4. Select the View tab;
- 5. Untick the Hide extensions for known file types option.

File Explorer Options								
General View Search								
Folder views You can apply this view (such as Details or Icons) to								
all folders of this type.								
Apply to Folders <u>Reset Folders</u>								
Advanced estringe:								
Files and Folders								
Always show icons, never thumbnails								
Always show menus								
✓ Display file icon on thumbnails ✓ Display file cies is formation in folder time								
Display file size information in folder tips Display the full path in the title bar								
Hidden files and folders								
O Don't show hidden files, folders, or drives								
Show hidden files, folders, and drives								
✓ Hide empty drives								
Hide extensions for known file types								
Hide folder merge conflicts								
Restore <u>D</u> efaults								
OK Cancel Appl	у							

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