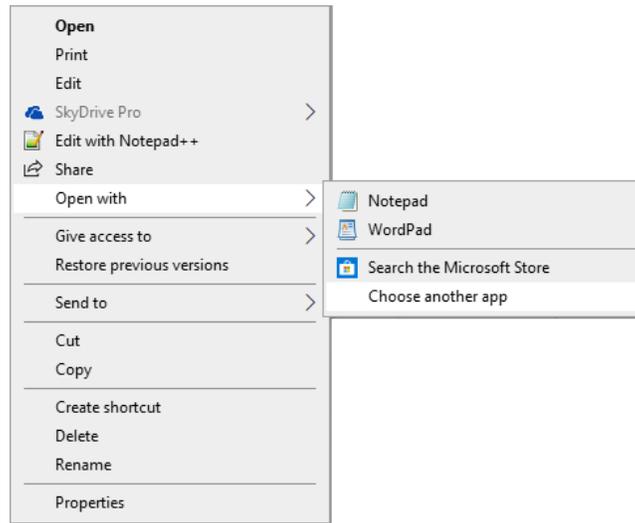


# Setting Excel as your Default Program for Powerschool Exports

- Powerschool exports Quick Exports and other files as .text files which by default open with notepad
- Once you have the .text file from Powerschool that you want to open in Excel, right click the file (which should be located in your downloads folder) > Open with > Choose another App



- Once the window pops up check the box next to  Always use this app to open .text files so the setting will always apply
- If Excel is in this list select it
- If Excel isn't listed click [More Apps](#)
  - Scroll down until you reach [Look for another App on this PC](#) and click it
  - Now you will need to find Excel to associate it to the file type it is located in either of these places (Office# is a place holder here and in my case it was Office15)
    - C:\Program Files\ Microsoft Office\Office#\Excel.exe
    - C:\Program Files(x86)\ Microsoft Office\Office#\Excel.exe
    - Double click on the program and you should be all set.