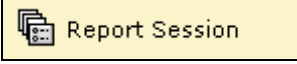# Workflows Tip of the Week

Module: Reports

Summary: View finished reports in Microsoft Excel

Note: If you are trying to look at statistical reports, opening the report in Excel can be helpful in making calculations.

Instructions:

1. Click the Reports button in the tool bar. **Reports**

2. Click the Report Session wizard. **Report Session**

3. In the "Application to view reports" field, click the gadget.

4. Navigate to your Excel program, most likely in this location:
   C:\Program Files\Microsoft Office\OFFICE11\EXCEL.EXE
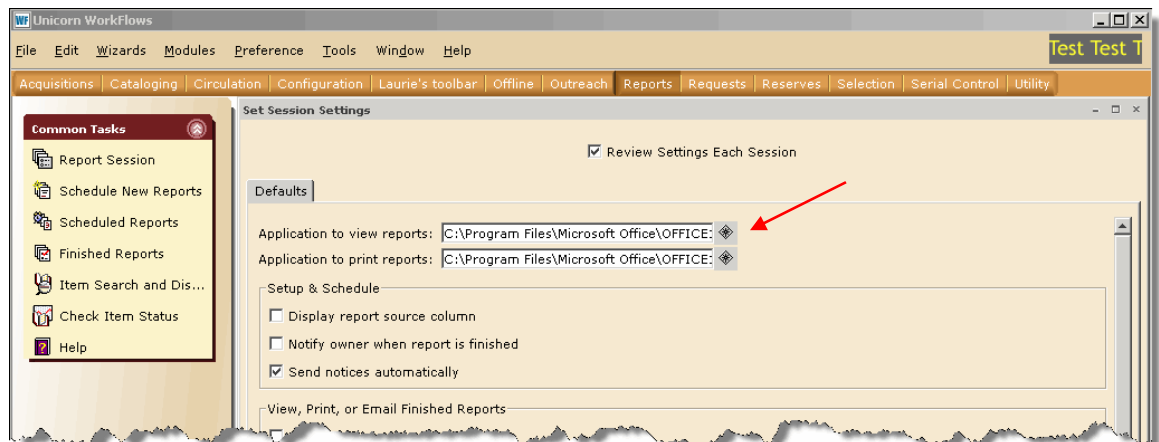
5. Click OK at the bottom of the screen