How to Change the Format of an Excel File

How to Format an Excel file from .xlsm to .xls

Save file to your computer

Go to File Explorer and Rename the File Extension

Organize 🔻 📓 Open 🔻 Print Burn New folder					8≡ ▼	
★ Favorites	Name	Date modified	Туре	Size		
Nesktop	Agg Files	9/21/2017 9:40 AM	File folder			
🐌 Downloads	Submissions	12/4/2017 1:25 PM	File folder			
🔛 Recent Places	Summary Files	9/21/2017 10:00 AM	File folder			
	1 01 2017 Data Entered UCR ElkoCoSO.xls	3/20/2017 2:25 PM	Microsoft Excel 97	5,900 KB		
🕞 Libraries	02 2017 Data Entered UCR ElkoCoSO.xls	6/21/2017 3:34 PM	Microsoft Excel 97	5,901 KB		
Documents	3 2017 Data Entered UCR ElkoCoSO.xls	7/13/2017 8:54 AM	Microsoft Excel 97	5,852 KB		
J Music	04 2017 Data Entered UCR ElkoCoSO.xls	8/2/2017 1:07 PM	Microsoft Excel 97	5,884 KB		
E Pictures	8 05 2017 Data Entered UCR ElkoCoSO.xls	7/13/2017 8:55 AM	Microsoft Excel 97	5,840 KB		
😸 Videos	106 2017 Data Entered UCR ElkoCoSO.xls	8/23/2017 9:25 AM	Microsoft Excel 97	5,869 KB		
	07 2017 Data Entered UCR ElkoCoSO.xls	9/18/2017 3:05 PM	Microsoft Excel 97	5,898 KB		
r Computer	108 2017 Data Entered UCR ElkoCoSO.xls	10/16/2017 11:28	Microsoft Excel 97	5,883 KB		
🚢 Windows (C:)	19 2017 Data Entered UCR ElkoCoSO.xls	10/31/2017 4:52 PM	Microsoft Excel 97	5,879 KB		
Removable Disk (F:)	10 2017 Data Entered UCR ElkoCoSO.xls	12/4/2017 1:24 PM	Microsoft Excel 97	5,712 KB		
🖵 Ibrock\$ (\\ccfs1.nvdps.state.nv.us) (H:)	11 2017 Data Entered UCR ElkoCoSO.xls	7/13/2017 9:09 AM	Microsoft Excel 97	5,848 KB		
😴 KShare\$ (\\ccfs1.nvdps.state.nv.us) (K:)	12 2017 Data Entered UCR ElkoCoSO.xls	7/13/2017 9:11 AM	Microsoft Excel 97	5,830 KB		
🎍 apps	Elko County SO Summary File 2017.xlsx	7/20/2017 12:20 PM	Microsoft Excel W	355 KB		
퉬 databases_norsoft	MASTER Data Entered UCR ElkoCoSO.xls	7/13/2017 9:12 AM	Microsoft Excel 97	5,819 KB		
🎍 Enterprise_Software	ECSO UCR Summary October 2017	12/4/2017 1:14 PM	Microsoft Excel M	3,206 KB		Change the File Extension
📕 groups						change the the Extension
🕌 Henderson						name from ylem to yle
🕌 Insight Center Prerequisites						
Rename If you change a file name e Are you sure you want to c	xtension, the file might be hange it? <u>Y</u> es	come unusa	ble. cr cr cr			Press Enter
				Click "YF	S″	

Open the File

Microsoft Excel
The file format and extension of 'ECSO UCR Summary October 2017.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?
Yes No Help
Click "YES"

Enable Editing

Enable Content

Say "Yes" to being a Trusted Document

Save the File As "Month Year Data Entered UCR (Agency Name).xls

Move original file to Agency "Submissions" Folder