

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## CHANGING THE DEFAULT PROGRAM FROM OPEN OFFICE TO MS OFFICE

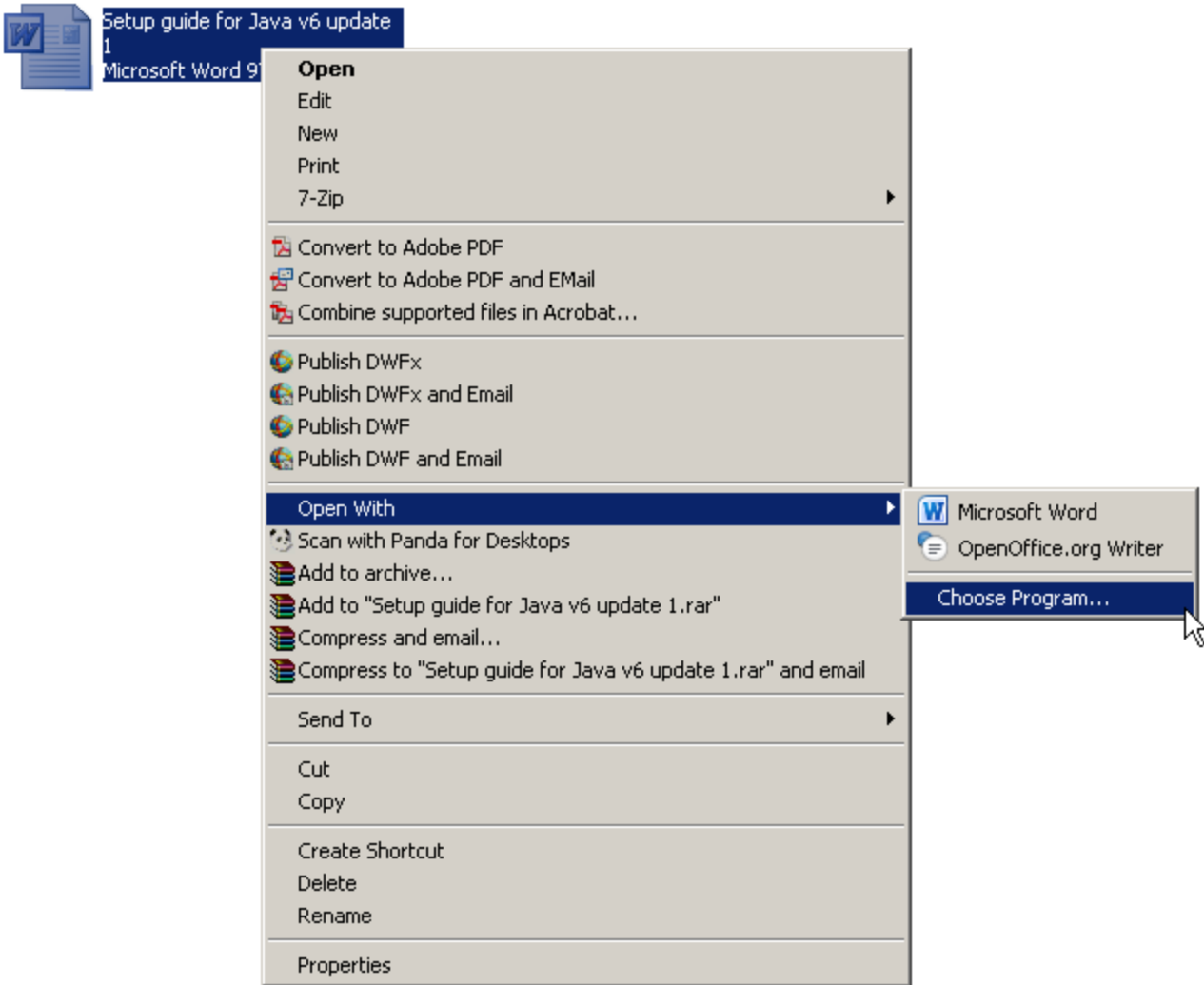
### Purpose

For those who have their default program set to Open Office (that is, when they open files from the web (for ex.), these documents automatically open in Open Office), and who would instead like files to automatically open in MS Office.

### Procedures

Go to a document that you have on your computer.

Right-click on the document → Open With → Choose Program



Select **“Always use the selected program to open this kind of file”** and click OK. This should make Word the default program for documents. For presentation files, such as .ppt files, do this same process and select PowerPoint as the default program.

