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Even with changes in Office versions and file formats, you should be able to open and work on old files in Microsoft Word and Excel. However, if Word or Excel doesn't open, or if it either opens with an empty file, you may need to change settings or make repairs. The instructions in this article apply to Microsoft Word and Excel versions for Microsoft 365 and Word and Excel 2019, 2016, 2013 and 2010. If you have certain file lock settings enabled, you won't be able to open or edit old MS Office files. Checking these parameters and changing them if necessary can solve your problems. If Open is selected in file Block settings, the program blocks the file type and prevents it from opening (or opening it in a secure view). Choose a file. Select the options at the bottom of the panel on the right. Word Options or Excel Options window opens. Select the Target Center in the left glass. Select the target center settings. The trust centre window will open. Select file lock settings in the left glass. Make sure the type of file you want to open isn't selected in the Open column. Choose all the checked boxes to clean them. Choose OK to apply the changes. Close the windows to go back to Word or Excel and try to open the file. If the file is corrupt, you won't be able to open it in Excel or Word. Open and Repair can solve this problem. Open Excel or Word (depending on the program in which you can't open the file). Select File of the Open. Go to the storage site of the damaged file. Choose the name of the file. Choose a drop arrow next to the Open. Select Open and Repair. If the program can repair the file, it will open. If someone changes the default file association for Word or Excel files, the program may not open as expected when they try to open the file. Resetting these file associations can be a simple solution. The settings you need to make these changes are in Windows. The type control panel in the Windows search box. Select the control panel in the search results list. The control panel window will open. Make sure you browse the dashboard in the View category and select programs. Choose the default programs. Select Set The Default Programs. The Settings window will open with selected apps by default. Select the default app set. A list of programs will open. Scroll down to Word or Excel and select it. Choose Management. Select a file type that is not associated with MS Office and select the program you want to use to open this type of file. In some cases, the reason Word or Excel won't open is because of the problem with the program itself. Repairing a program may be the best resolution. Type control panel in search box Select the control panel in the search results list. The control panel window will open. Make sure you browse the dashboard in the View category and select programs. Select Delete Remove The Uninstall or Change a Program window will open. Choose your Microsoft Office version of the program list. Select Change. Choose online repairs and then choose a repair. Restart the computer as you repair it. Double-click the Office file you want to open. Even with changes in Office versions and file formats, you should be able to open and work on old files in Microsoft Word and Excel. However, if Word or Excel doesn't open, or if it either opens with an empty file, you may need to change settings or make repairs. The instructions in this article apply to Microsoft Word and Excel versions for Microsoft 365 and Word and Excel 2019, 2016, 2013 and 2010. If you have certain file lock settings enabled, you won't be able to open or edit old MS Office files. Checking these parameters and changing them if necessary can solve your problems. If Open is selected in file Block settings, the program blocks the file type and prevents it from opening (or opening it in a secure view). Choose a file. 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The type control panel in the Windows search box. Select the control panel in the search results list. The control panel window will open. Make sure you browse the dashboard in the View category and select programs. Select Delete program. The Uninstall or Change a Program window will open. Choose your Microsoft Office version of the program list. Select Change. Choose online repairs and then choose a repair. Restart the computer as you repair it. Double-click the Office file you want to open. Go back to school with Office templates. Download templates now free Excel templates to help you create spreadsheets with ease Microsoft Excel is one of the most versatile and useful programs in the Office set. It doesn't matter if you need Excel templates to budget for the next fiscal year, tracking your business inventory, power planning, or creating a fantasy football draft sheet, there are plenty of Microsoft Excel templates for you. For example, if you need to visualize data over a timeline, consider Excel Gantt chart templates that are ready and available to customize with your specific project information. Excel's capabilities don't stop there. If you're looking for Excel templates to use at home, consider a weekly work schedule or homework list. These free Excel templates relieve the stress of having to remember whose turn it is to clean the bathrooms or wash the dishes. Similarly, Excel spreadsheet templates can also help you with short- and long-term budgeting. These tables come in a wide range of built-in formulas that automatically end after the first few lines are filled. Any list or chart you can imagine, the Excel template is there for you. 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