

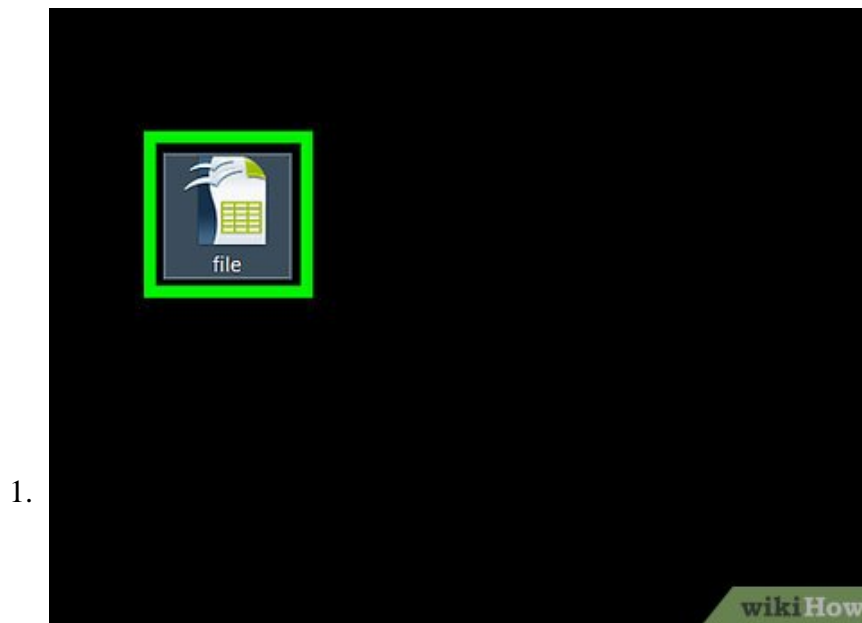
How to Open an ODS File on PC or Mac

This wikiHow teaches you how to open, view, and edit an OpenOffice spreadsheet (ODS) file, using Microsoft Excel on a desktop computer. Find the ODS file you want to open on your computer. Browse your files, and locate where you saved the...

Steps

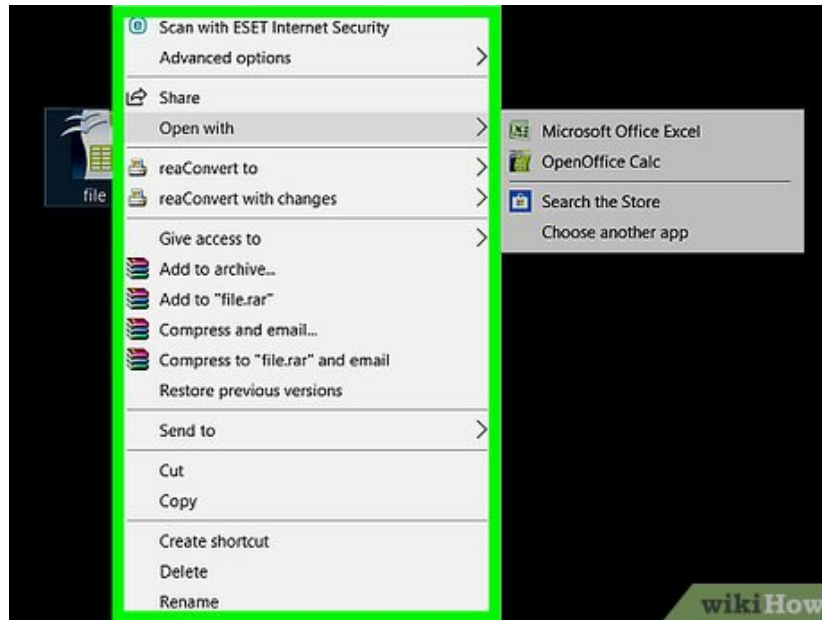
Method 1 of 2:

Opening With Excel



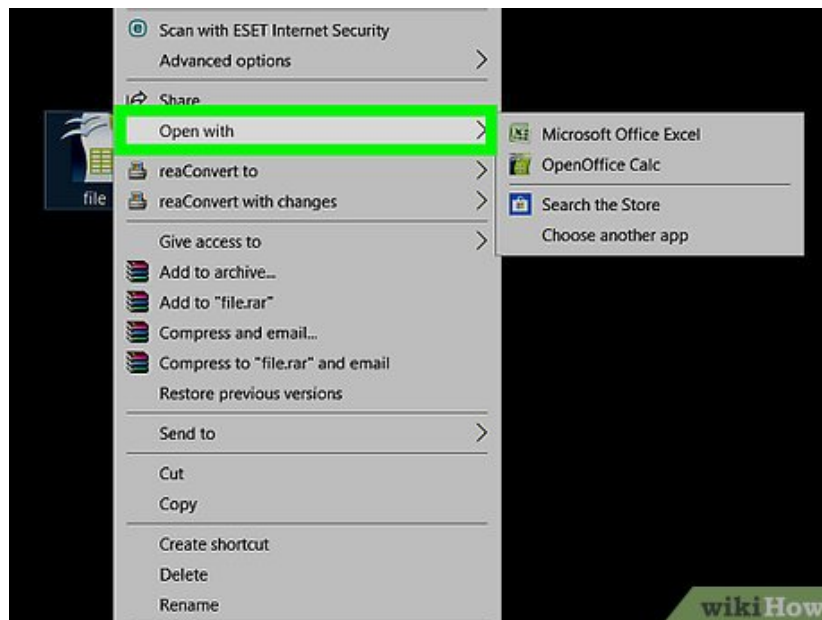
Find the ODS file you want to open on your computer. Browse your files, and locate where you saved the ODS file.

2.



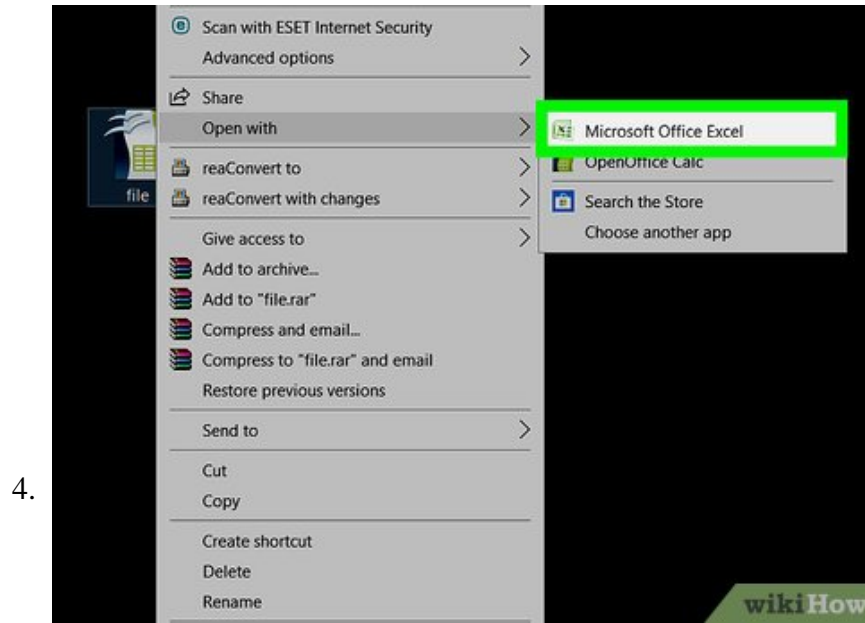
Right-click the ODS file. This will open your right-click options on a pop-up menu.

3.

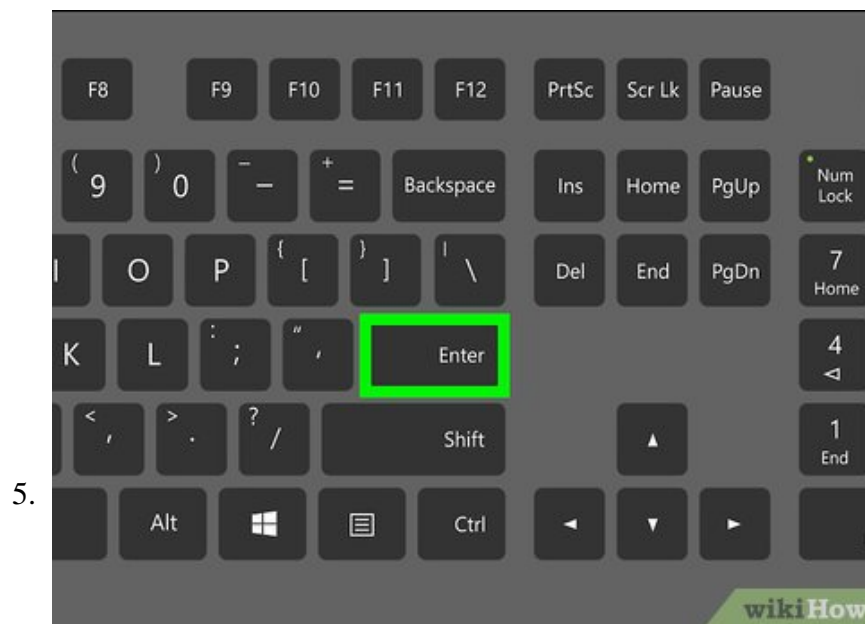


Click **Open with** on the right-click menu. This will open a list of your available applications in a new pop-up window, and allow you to select any one of them to open this file.

1. If you've opened an ODS file before, a sub-menu of recommended apps may pop up when you hover over **Open with**. In this case, you can select an app from the list here.



Select **Microsoft Excel** from the list of applications. Excel allows you to open, view, and edit ODS files.



Hit **Enter** or **Return** on your keyboard. This will open the selected ODS file in Excel.

Method 2 of 2:

Converting to XLS

1.



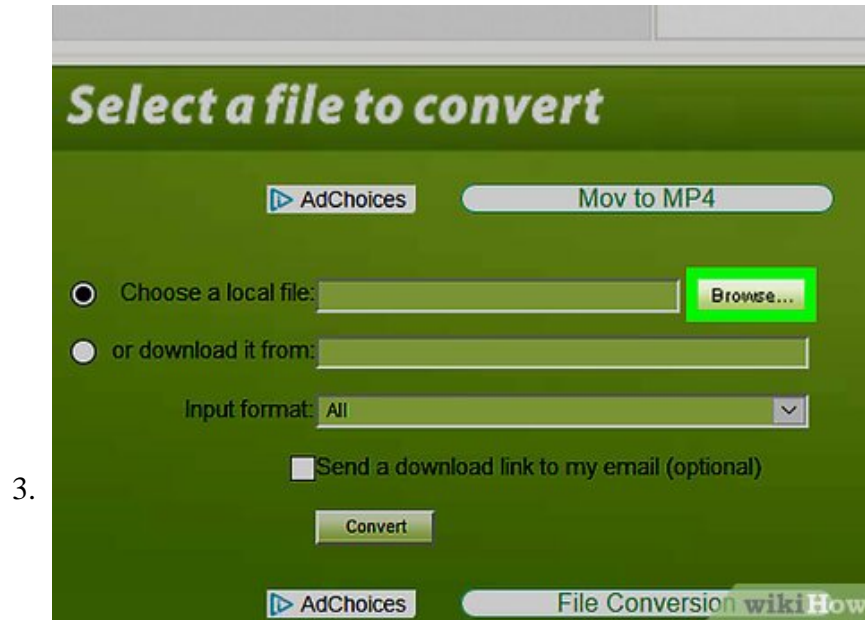
Open your internet browser. You can use any browser, such as Firefox, Chrome, Safari, or Opera.

2.

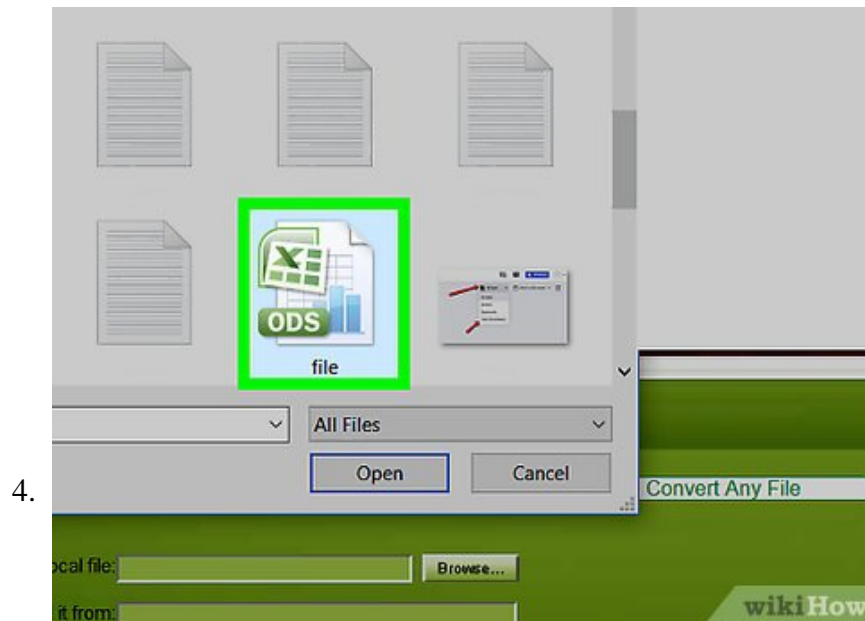


Go to ConvertFiles.com in your browser. Type www.convertfiles.com into the address bar, and hit **Enter** or **Return** on your keyboard.

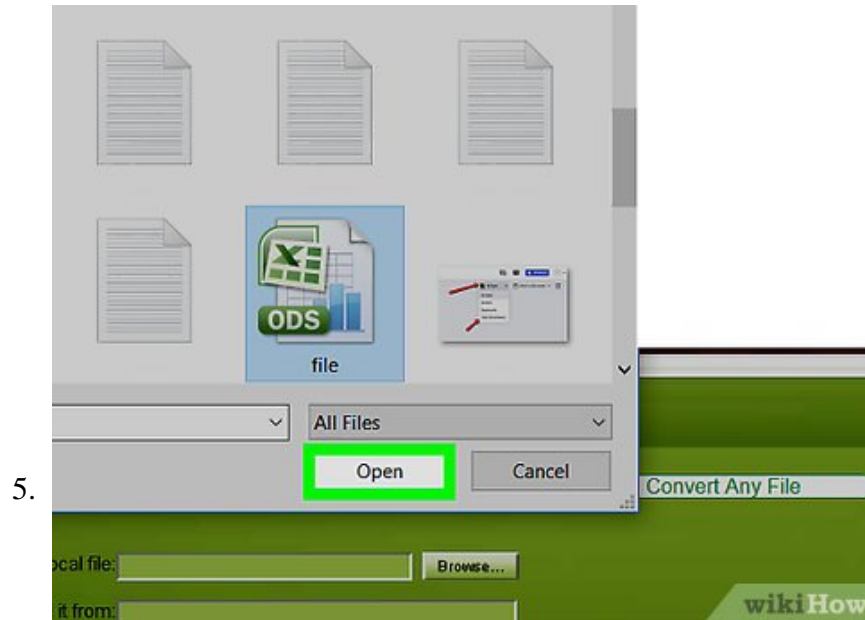
1. This is a third-party website that allows you to upload and convert your files to a different format. It's not associated with Microsoft Excel or OpenOffice.



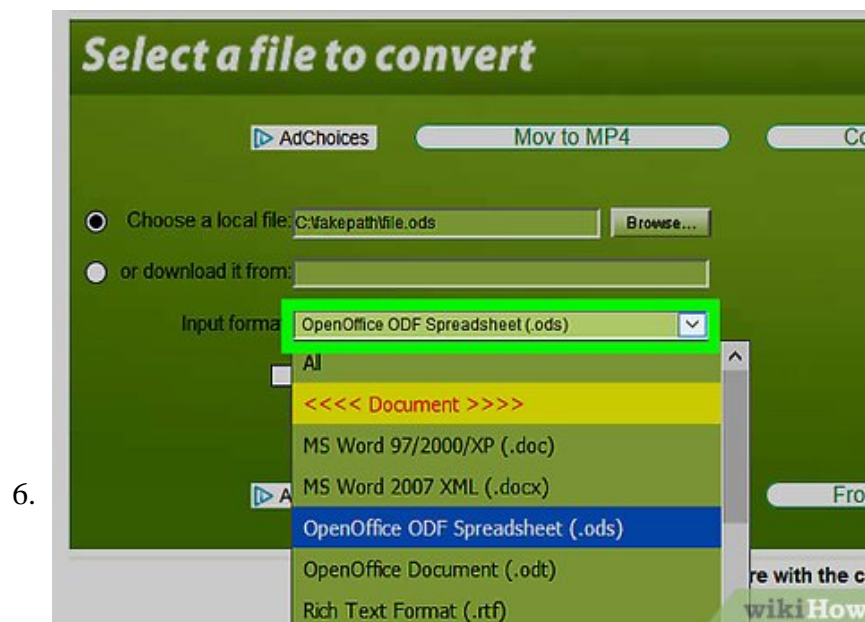
Click the **Browse** button next to "Choose a local file." This option lets you upload a file from your computer, and convert it to a different format. You can find it in the green box with the "Select a file to convert" heading.



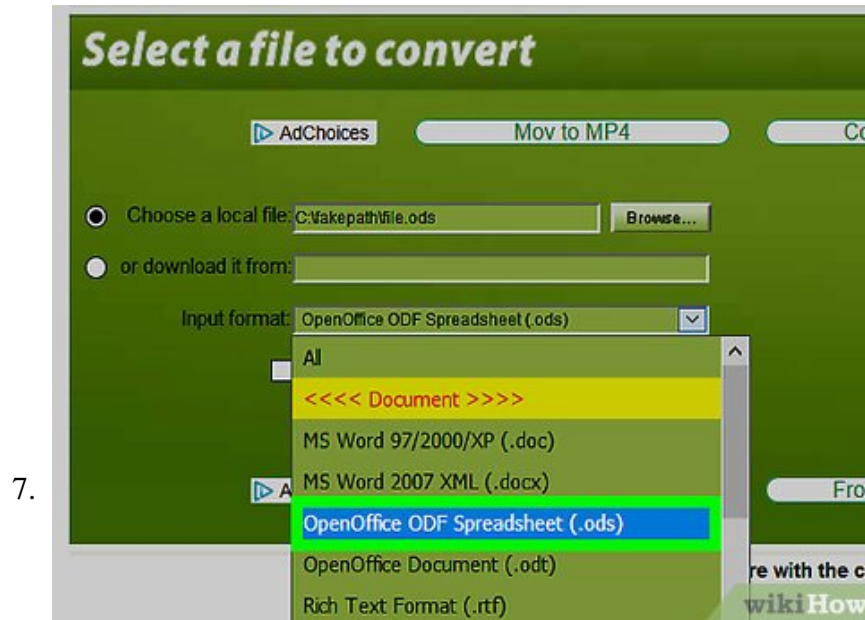
Select the ODS file you want to convert. Browse your files in the file navigator window, and click the ODS file you want to convert to XLS.



Click **Open** in the file navigator window. This will upload the selected ODS file to the converter website.



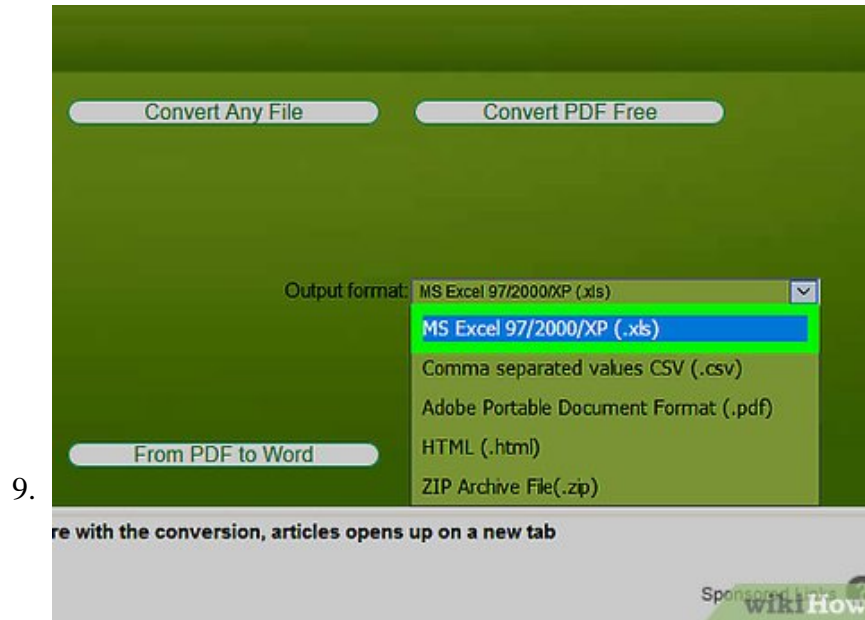
Click the selector bar next to "Input format" in the green area. This will open a list of all the file formats this website can process and convert.



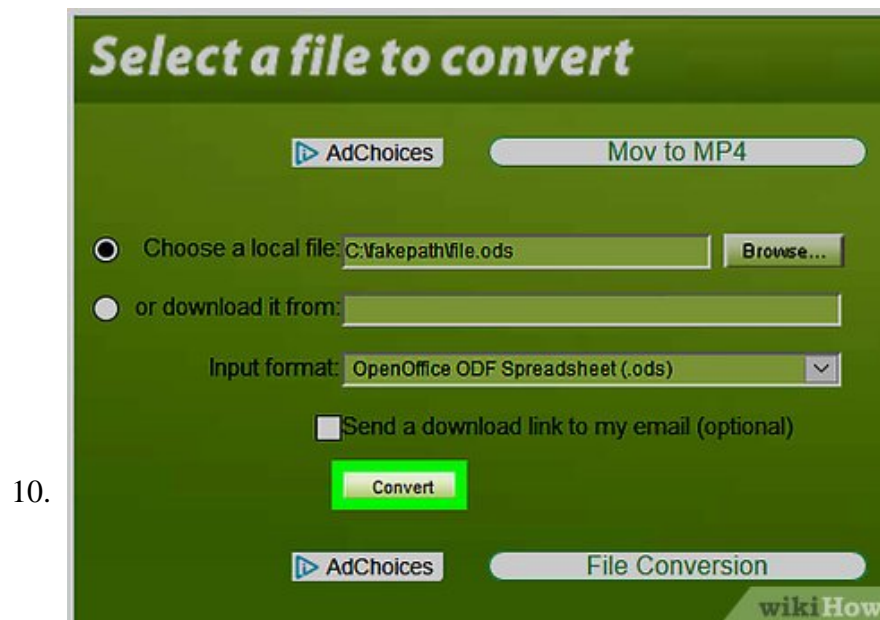
Select **OpenOffice ODF Spreadsheet (.ods)** as your input format. This field should match the correct format of the document you're uploading.



Click the selector bar next to "Output format" in the green area. This will open a drop-down list of all the available file formats.



Select **MS Excel 97/2000/XP (.xls)** as your output format. This option will convert your uploaded ODS file to XLS, which you can open in Excel.

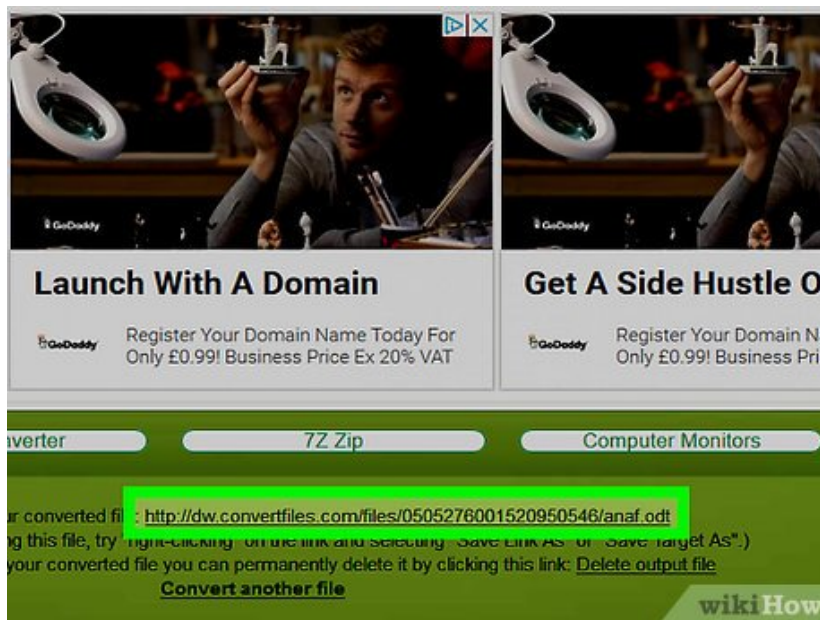


Click the **Convert** button. This button is located below the Input format box. It will upload your ODS file to the website, and convert it to an XLS file.



11. Clicking on the articles won't interfere with the conversion, articles opens

Click the **Click here to go to the download page** button. When your file is successfully converted, you will see this button on your screen. It will give you a download link to the converted file.



12. Clicking on the articles won't interfere with the conversion, articles opens

Click the **download link**. This will automatically start the download, and save the converted XLS file to your browser's default folder for downloads.

1. If you don't have a default folder set for downloads, you will be prompted to select a saving location.

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