

Microsoft Excel - Saving the Excel File



Saving the Excel File

Once the Excel spreadsheet has been created, you may wish to keep a copy for future reference.

To enable you to store the spreadsheet you must use the Save feature.

When saving a file it is good practice to store the file on the computer in an organised fashion in a directory and folder.

By default when an Excel file is saved it will name the file 'Book 1', 'Book 2' etc.

Once again it is good practice to use a logical name for the file 'Budget Plan 2007'


Some characters can not be used in a filename (see Excel help for further reference), keep it simple use letters A-Z and numbers 0-9.

The Save Process

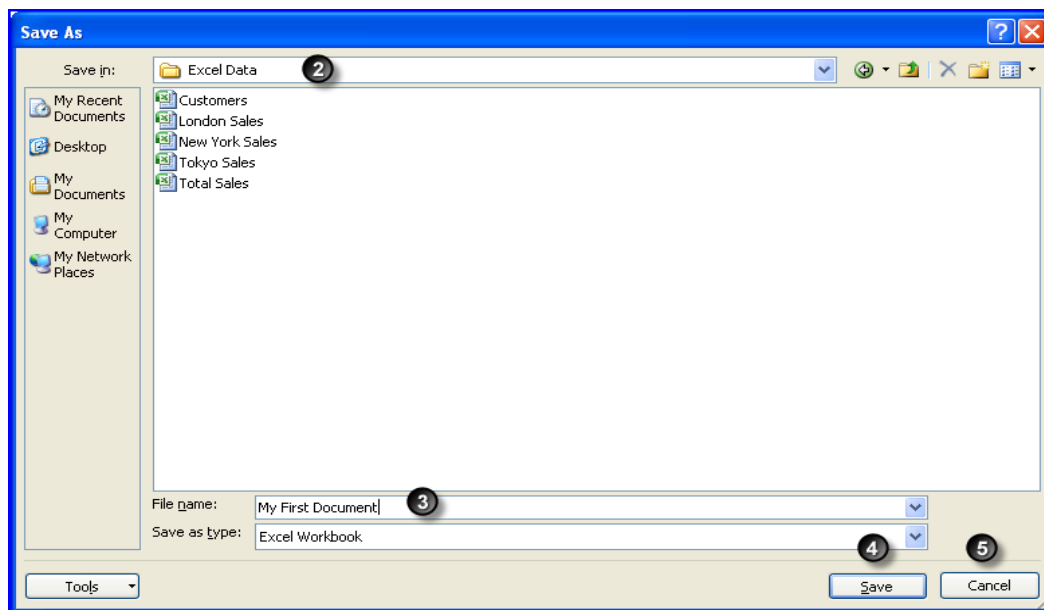
Click on the Office button



or

From the Quick Access Toolbar click on the
Save icon 

The Save As dialog box will be displayed



Select the drive and folder to save the file into
Give the file a name, in this example 'My First Document'
Click on the Save button.
Press Cancel to quite save process.

Saving as different file Types

By default when you save a new file, it will be saved as an Excel 2007 document.

If you wish to share the document to someone using an earlier version of Excel, 'Excel 2003' for exam unless they have loaded the tools so that they can open Excel 2007 they will not be able to open the f

Therefore in Excel 2007 you can save your file into a format that earlier versions can open.

If you save a workbook to Excel 97-2003 formats, some of the new features and formatting are conve to un-editable pictures or are not retained.

The new format is compatible with Excel 2000-2003 if additional patches are installed.

The old file extension for Excel prior to 2007 was '.xls', the current file extension is 'xlsx' or 'xlsm' if the workbook contains VBA code.

There are other file formats like "PDF" or 'XML' that you can save your document as so that users with Excel 2007 can still read the file information.

The Process to save as different File Formats

Save the file in the same way as you would do a new document, if the document has already been saved, you will have to use the 'Save As' option.

When the Save As dialog box is displayed, name the file as normal, but select the 'Files of Typ' and select the format that you require.

