



Saving Workbooks

What is the difference between 'Save' and 'Save As'?

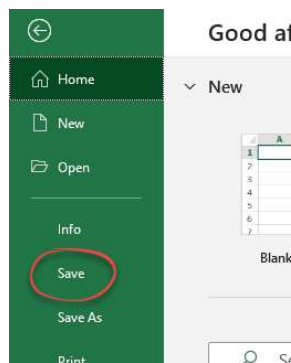
When you save a file for the first time the 'Save As' dialogue box is displayed and you are asked to provide a location and filename for the file.

On future occasions clicking 'Save' will overwrite the original file with the new version.

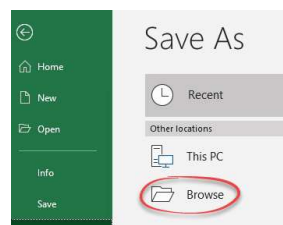
Should you wish to keep both the current and previous version use the 'Save As' command and provide a new filename and/or location.

How do I save my file?

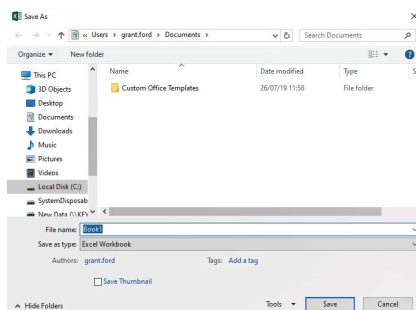
1. Click the 'Save' button in the 'Quick Access Toolbar'.
OR
Click 'File' then click 'Save'.
If you have previously saved the file it will be overwritten. Otherwise, the 'Save As' window will be displayed.



2. Click 'Browse' to display the 'Save As' window and locate the folder in which the file should be saved. Alternatively, use the 'Recent' section to automatically open a folder which has been previously used.

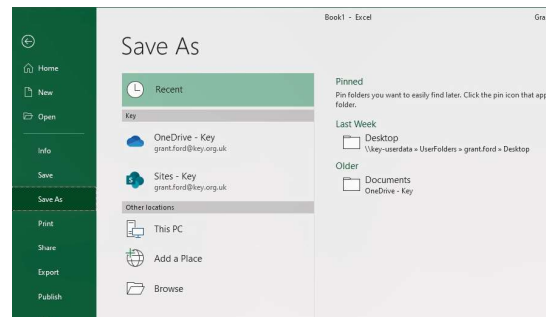


3. Name the file, if required, by deleting the data in the 'Filename' section and type the new name.
4. Click 'Save'.



How do I 'Save As'?

1. Click File, Save As

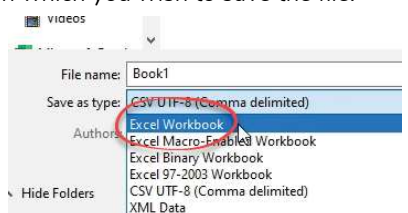


2. Click a folder in the recent folders list to use this folder as the save location or click 'Browse' to locate and select another folder.
3. Amend the file name as appropriate.
4. Click 'Save'.

How do I convert my file?

You may have access to other files which Excel can open, for example a .CSV file downloaded from Evolve. You may wish to convert this to Excel's native file format for future use.

1. In Excel, Click File, Open.
2. Click Browse.
3. Use the 'file type' drop down menu in the bottom left to select 'All Files'.
4. Navigate to the folder containing the file.
5. Double click on the file to open it.
6. Click File, Save As
7. Click Browse.
8. Navigate to the folder in which you wish to save the file.
9. Use the 'Save as type' drop down menu and select 'Excel Workbook'.
10. Change the filename if necessary.
11. Click 'Save'.





For help and assistance call the ICT
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to
the out-of-hours phone list.



Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk