

Excel File Tab

The File Tab is used to perform such tasks as opening and closing a workbook, printing a workbook, or saving a workbook. In Office the File Tab opens Backstage View. This view is explained in detail in another workbook on the Excel 2016 Training Web page.

Feature	Description
Info	This tab displays different commands, properties, and metadata depending on the state of the workbook and where it is stored. Commands on the Info tab may include Protect Document, Inspect Workbook, Versions, or Browser View Options.
New	This feature is used to create a new blank workbook or to create a workbook using a template. When the link for this feature is clicked a gallery of templates will appear. Click the template icon to create a new workbook using the selected template. A list of template categories will appear at the top of the window.
Open	Click this link to open a previously created workbook. The Open window will display. From this window a list of recent workbooks and folders will display. Click a folder to locate a workbook or click one of the workbooks in the Recent Documents area.
Save	To save a workbook, click this button. The Save As window will appear the first time the workbook is saved. After the workbook has been saved the first time, clicking this button will override the old copy without asking.
Save As	Once a workbook has been saved, click this link to rename the workbook or to save the workbook in a different format, or to save the workbook to a different folder. To save the workbook in a different format, such as PDF, click the Save As list. A list of different options will appear.
Print	Click this link to open the Print & Preview window. Several different print options will appear in the middle column of the window. A preview of the workbook will appear on the right side of the window.
Share	Select this feature to send a workbook in an email message. Workbooks can be send as an attachment, as a link, as a PDF file, or as an XPS link.
Export	This feature is used to save a workbook as a PDF or XPS document. It is also possible to change the file type for the workbook under this area.
Close	Click this feature to close the currently open workbook. This is the workbook where the insertion point is located. The Excel program, along with all other workbooks, will remain open.
Account	To locate information about the Excel Program, select this option. This area can also be used to change the Office Background or Office Theme. The Office Theme options are Colorful, Dark Gray, or White. When the Office Background or Office Theme is changed, the change will apply to all the Office programs, not just Excel.
Options	Click this button to open the Excel Options window. This window is used to make changes to the overall format of the Excel program.