# EXCEL-SAVE WORKBOOK

Two features within the Excel program can be used to save workbooks. The Save feature when accessed the first time, opens the Save As window. When this button is clicked the second time, the current version of the workbook replaces the older version. The Save As feature always opens the Save As window. When the Save As feature is used, it is possible to change the name of a workbook or to save the workbook to a different folder.
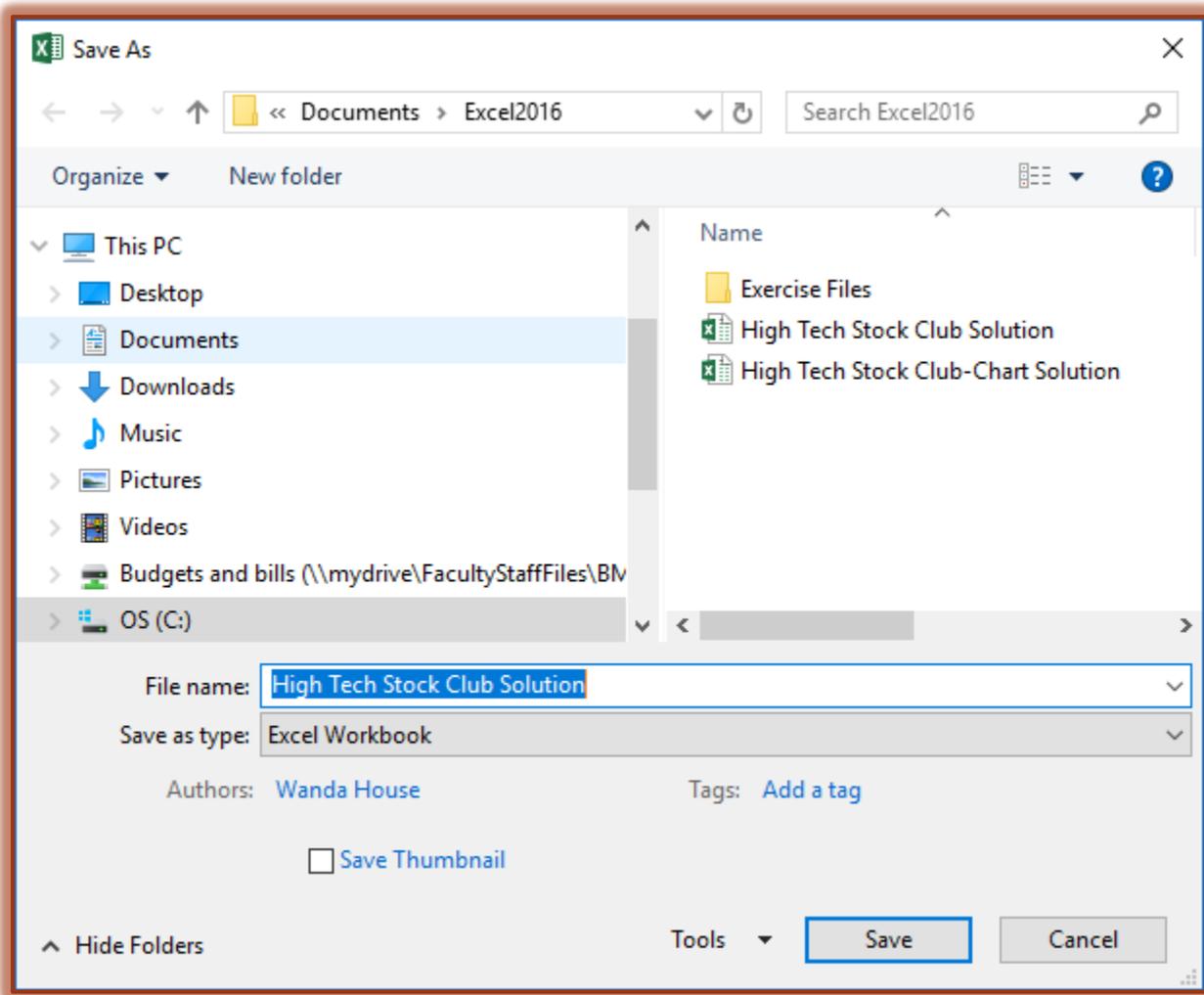
✝ Click the **File Tab**.
✝ Click the **Save** or **Save As** link.
✝ The **Save As** window will display.
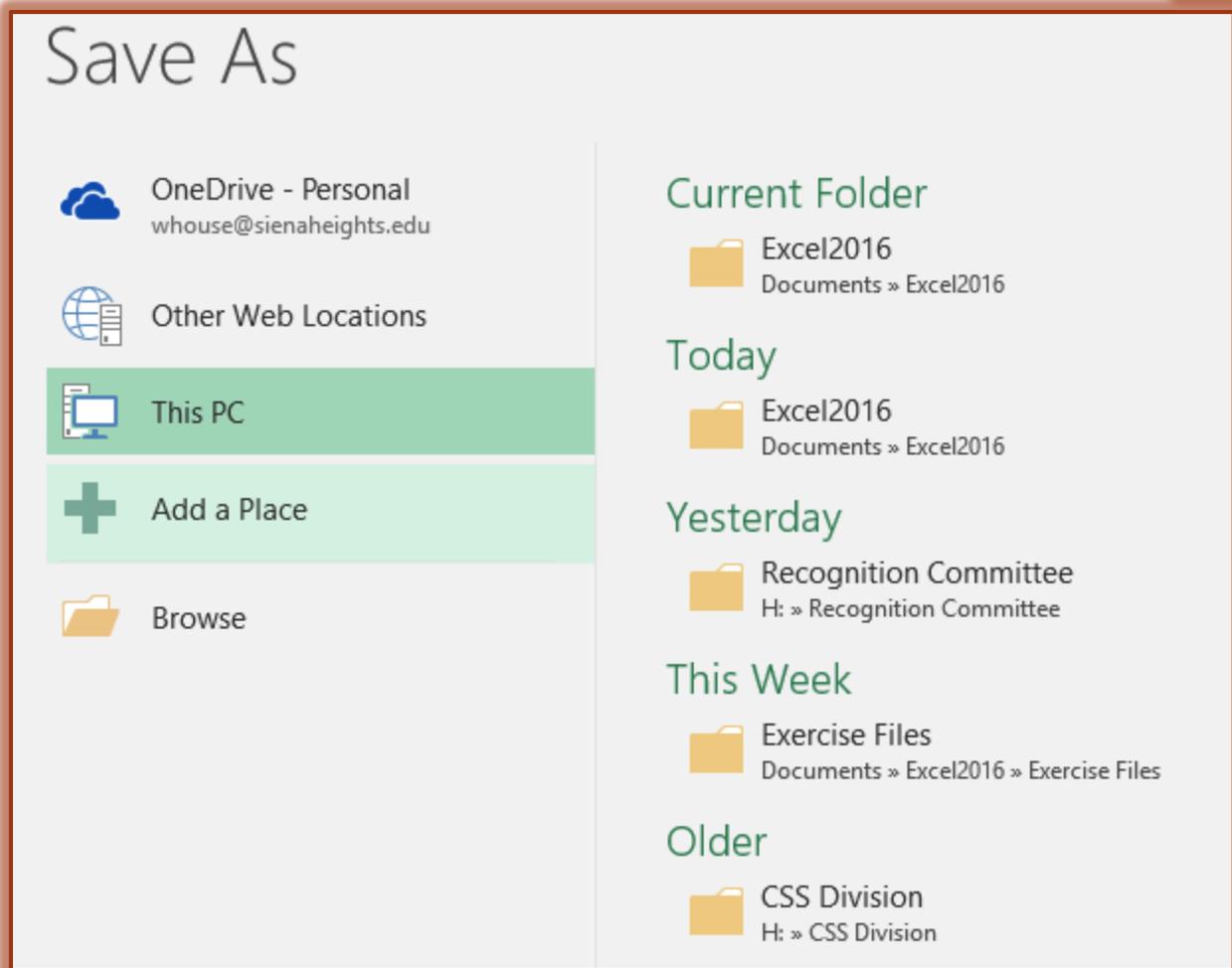
✝ Click the **Folder** link on the left side of the window or lick the **Browse** button.
✝ The **Save as** window will display (shown in the illustration on the next page).
✝ In the **File Name** box, input a name for the workbook.
  ✶ The name should be something that explains what the workbook is about.
  ✶ It is not a good idea to save the workbook with the default name of Book1.xlsx.
✝ The default **Save as type** is **Excel Workbook** in **.xlsx** format.
  ✶ To change the default **Save as type**, click the list arrow and choose from the list.
  ✶ Remember, that workbooks saved as.**xlsx** files cannot be opened in versions earlier than Excel 2007.
  ✶ The workbook has to be saved in the **.xls (Excel 97-2003 Workbook)** format when the workbook has to be read in versions earlier than Excel 2007.

✟ Click the **Save** button to save the workbook to the specified folder.

NOTE: After a workbook has been saved the first time, clicking the **Save** link under the **File Tab** will automatically replace the previous version of the workbook.

NOTE: The **Save** button on the **Quick Access Toolbar** can also be used to save a workbook. If a workbook has not been saved for the first time, clicking this button will open the Save As window. After the workbook has been saved the first time, clicking the Save button will replace the older version of the workbook.