## SAVE WORKBOOK IN EXCEL 2010

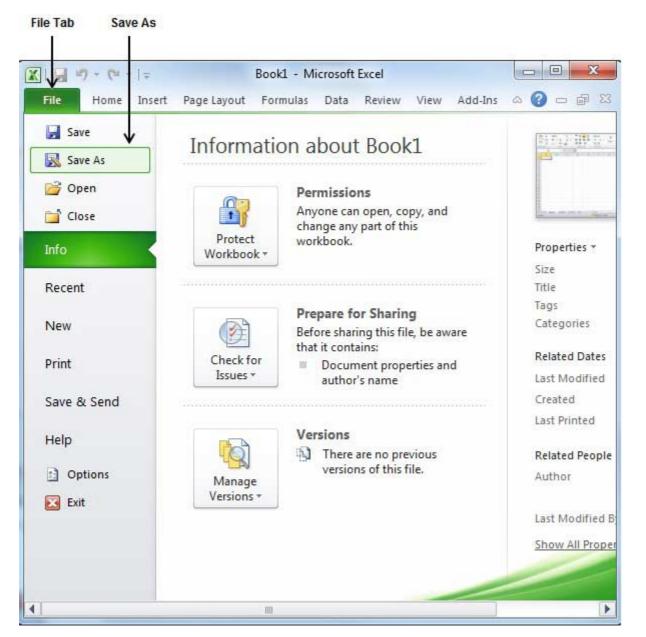
http://www.tutorialspoint.com/excel/excel\_save\_workbook.htm

Copyright © tutorialspoint.com

## **Saving New Sheet**

Once you are done with typing in your new excel sheet, it is time to save your sheet/workbook to avoid losing work you have done on an Excel sheet. Following are the steps to save an edited excel sheet:

Step 1 : Click the File tab and select Save As option.



**Step 2 :** Select a folder where you would like to save the sheet, Enter file name which you want to give to your sheet and Select a Save as type, by default it is **.xlsx** format.

🛣 Save As		×
↓ Libraries → Documents →	← ← Search Documents	۶
Organize 👻 New folder		?

	Includes: 2 locations		Arrange by: Fold	er 🔻		
🙀 Favorites	Name		Date modified	Type		
词 Libraries	E 🔒 Adobe		5/4/2012 4:48 PM	File fol		
A Documents	📕 🔒 Bluetooth Exchange Fo	lder	5/11/2010 4:08 AM	File fol		
Music	J Fiddler2		7/11/2012 11:08 AM	File fol		
Pictures	📃 📗 FlashImagePlugin		7/25/2012 12:42 PM	File fol		
	🍶 My Widgets		5/4/2012 6:07 PM	File fol-		
	🔒 OneNote Notebooks		5/11/2012 2:52 PM	File fol		
Computer	🕌 salary slips		8/18/2012 6:21 AM	File fol		
Windows (C:)	* 4	Ш		+		
File <u>n</u> ame:	Helloxisx			•		
Save as <u>t</u> ype: E	Extel Workbook (*.xlsx)					
Authors: W	findows User	Title: Add a tit	le			
Tags: A	did a tag	Subject: Specify t	he subject			
	Save Thumbrail					
Hide Folders		Too <u>l</u> s 🔻 📘	<u>S</u> ave Car	icel		

**Step 3 :** Finally, click on **Save** button and your sheet will be saved with the entered name in the selected folder.

## **Saving New Changes**

There may be a situation when you open an existing sheet and edit it partially or completely, or even you would like to save the changes in between editing of the sheet. If you want to save this sheet with the same name then you can use either of the following simple options:

- Just press Ctrl + S keys to save the changes.
- Optionally you can click on the floppy icon available at the top left corner and just above the **File tab**. This option will also save the changes.
- You can also use third method to save the changes, which is Save option available just above the Save As option as shown in the above screen capture.

If your sheet is new and it was never saved so far, then with either of the three options, word would display you a dialogue box to let you select a folder, and enter sheet name as explained in case of caving pow sheet

Loading [MathJax]/jax/output/HTML-CSS/jax.js