Part I

Using Workbook Files

Working with files is critical to using any software. Microsoft Excel files are known as *workbooks.* This part covers the procedures that you need to know to manage workbook files efficiently.

In this part . . .

2 Part I: Using Workbook Files

Changing the Default File Location

After you open a file in Excel, by default the Open dialog box points to the My Documents folder as the starting location to open files. If you keep frequently used documents in a different folder, you may want the Open dialog box to point to this different folder instead to save some navigation steps. To change this default folder, follow these steps:

1. Choose Tools➪Options from the menu bar.

2. In the Options dialog box that appears, select the General tab.

3. In the Default File Location text box, enter the path of the new default starting location to open files. For example, if your new default file location is in a subfolder named Excel, which itself is in a folder named Program Files on drive C, enter the path **C:\Program Files\Excel**.

4. Click OK

Creating Multiple Windows (Views) for a Workbook

Sometimes, you may want to view two different parts of a worksheet at once. Or, you may want to see more than one sheet in the same workbook. You can accomplish either of these actions by displaying your workbook in one or more additional windows.

To create a new view of the active workbook, choose Window➪New Window from the menu bar. Excel displays a new window for the active workbook. To help you keep track of the windows, Excel appends a colon and a number to each window.

See also "Arranging Windows Automatically," in Part II to see all your workbook views simultaneously.

Remember: A single workbook can have as many views (that is, separate windows) as you want.

Displaying multiple windows for a workbook also makes copying information from one worksheet to another easier. You can use Excel's drag-and-drop procedures to copy a cell, a range, a graphic object, or a chart.

Deleting a Workbook File

If you no longer need a workbook file, you may want to delete it from your floppy disk or hard drive to free space and reduce the number of files that appear in the Open dialog box.

You can delete files by using standard Windows techniques (for example, by using the Delete option in Windows Explorer or in a third-party file manager program), or you can delete files directly from Excel by following these steps:

1. Choose either File⇨Open or File⇨Save As from the menu bar to open a dialog box that displays a list of filenames.

2. Right-click a filename, and choose Delete from the shortcut menu that appears. Depending on how your system is set up, you may need to confirm this action.
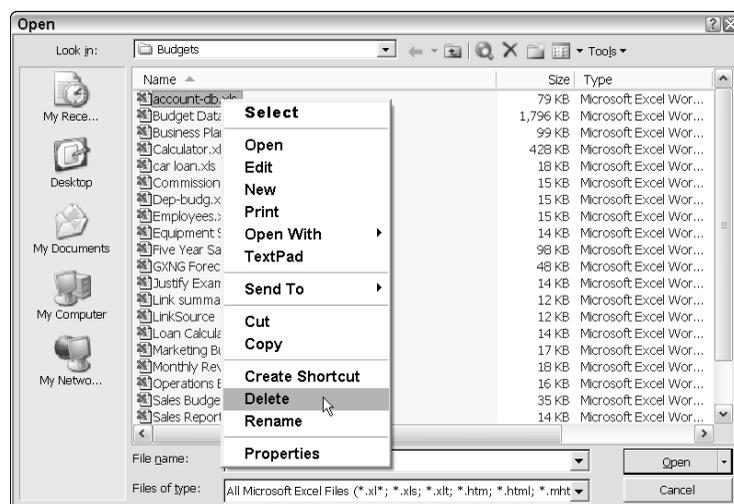
> **TIP** If your system is set up to use the Recycle Bin, you can often recover a file that you delete accidentally. Before you empty the Recycle Bin, open it and drag out any items that you want to save.

Opening Nonstandard Files

In The Big Picture part, we describe the procedure for opening standard workbook files. In this section, we show you how to open non-Excel files, older Excel files, and workspace files.

Opening a non-Excel or older Excel file

Excel 2003 can open files that weren't saved in its native format by using filters to open the foreign file as a workbook file.

To open a non-Excel or older Excel file, follow these steps:

1. Choose File➪Open to display the Open dialog box.

2. Select the file type from the Files of type drop-down list box.

3. Specify the folder that contains the file in the Look In drop-down list.

4. Select the file and click Open, or double-click the filename.

Excel can open files saved in any earlier version of Excel (*.XLS, *.XLT, *.XLC, *.XLW, *.XLM) or files saved in Lotus 1-2-3 (*.WKS, *.WK1, *.WK3, *.WK4), Quattro Pro (*.WQ1, *.WB1, *.WB3), text (*.CSV, *.TXT, *.PRN, *.DIF, *.SLK), Microsoft Works for DOS or V2.0 for Windows (*.WKS), HTML (*.HTM, *.MHT), XML (*.XML), Access databases (*.mdb, *.mde) and Dbase (*.dbf) files.

Opening a workspace file

To open a workspace file, follow the steps outlined for opening a non-Excel or older Excel file, except in Step 2, select Workspaces (*.XLW) in the Files of type drop-down list box. Excel opens all the workbooks that you originally saved in the workspace.

See also "Saving a workspace file," later in this part.

Protecting a Workbook File

Sometimes, you may want to protect a workbook by preventing users from adding or deleting sheets. Or, you may want to ensure that the workbook's window size or position doesn't change. To protect a workbook, follow these steps:

1. Choose Tools➪Protection➪Protect Workbook from the menu bar to open the Protect Workbook dialog box.

   2. Select the appropriate check box, as follows:

   - *Structure* prevents any of the following changes to a workbook sheet: adding, deleting, moving, renaming, hiding, or unhiding.

   - *Windows* protects the workbook window from being moved or resized.

   3. Supply a password in the Password (optional) text box if you feel that you need a level of protection.

   4. Click OK.

   To remove protection from a protected workbook, choose Tools➪Protection➪Unprotect Workbook and enter a password if you used one to protect the workbook.

Recovering Workbook Files after a System Crash

Excel 2003 enables you to recover previously opened files following a system crash, application lockup, or power failure. Excel analyzes the files that you were working on for errors. Depending on the extent of the error, Excel repairs or recovers information in the working files. Usually, but not in all cases, Excel can recover unsaved data.

Document Recovery

Excel has recovered the following files. Save the ones you wish to keep.

Available files

carloan.xls [Original]
Last saved by user
14:56 31 July 2003

Monthly.xls [Original]
Last saved by user
15:07 04 August 2003

Dep-budg.xls [Original]
Last saved by user
15:01 31 July 2003

Which file do I want to save?

Close
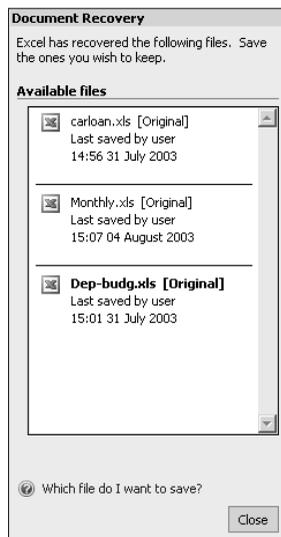
The Document Recovery task pane displays all files that were res-
cued from the last Excel session and indicates whether the files were
recovered by placing the word Recovered in brackets next to the
filename. To open, delete, or save a recovered file, follow these steps:

1. Place the mouse cursor over the recovered file in the
Document Recovery task pane.

An arrow appears on the right side of the filename.

2. Click the arrow next to the recovered file.

A menu appears.

3. Perform one of the following actions from the menu:

• Select Open to view the file.

You can also click the filename directly to open the file.

• Select Save As to save the file.

Save it by using the same or a new filename.

• Select Delete to delete the file.

• Select Show Repairs to view what repairs Excel made (if any).

4. Repeat Steps 1 and 2 for each recovered file.

You can also click the filename to open the file.

By default, Excel saves information for document recovery every
10 minutes. To change this default interval, follow these steps:

1. Choose Tools⇨Options from the menu bar, and click the Save
tab in the Options dialog box that appears.

2. Make sure that the Save AutoRecover info every check box is
selected, and enter the new recovery save interval in the
Minutes text box.

You can enter from 1 to 120 minutes in the Minutes text box.

3. Click OK.

You can turn the Document Recovery task pane on and off whenever
Excel lists recovered files by choosing View⇨Toolbars⇨Document
Recovery from the menu bar. This procedure is different from that
of clicking the Close button in the Document Recovery task pane,
which requires you to delete the recovered files unless you want to
view them the next time that you start Excel.

You don't want to use the document recovery feature as a substi-
tute for periodically saving files, because Excel can't always
recover unsaved data. And the recovery feature can't help you if
you close your files normally without saving changes.

Remember: If the word `Original` appears in brackets next to a file in the Document Recovery task pane, Excel hasn't recovered the file. The version of the file that you open with an `Original` designation is based on the last manual save.

Saving Files

In The Big Picture part, we describe the procedure for saving standard workbook files. In this section, we show you how to save a workbook file under a different name, save a workbook file in a different file format, save your work automatically, and save a workspace file.

Saving a workbook under a different name

Sometimes, you may want to keep multiple versions of your work by saving each successive version under a different name.

To save a workbook with a different name, follow these steps:

1. Choose File⇨Save As from the menu bar to open the Save As dialog box.

2. Select the folder in which you want to store the workbook from the Save In drop-down list.

3. Enter a new filename in the File Name text box. (You don't need to include the XLS file extension.)

4. Click Save.

Excel creates a new copy with a different name, but the original version of the file remains intact. (Notice that the original file is no longer open.)

You can also use the File⇨Save As command to make a backup copy of a workbook simply by saving the file (with the same name) to a floppy disk, a different drive, or a different folder. Excel remembers only the last place that it saves the file, however, so you may want to save the workbook again in its original location.

To prevent others from opening a workbook or from making changes to it, select Tools⇨General Options in the Save As dialog box and enter a password in the Save Options dialog box that appears.

Saving a workbook in a different or older file format

To share a file with someone who uses an application that opens files in a format that is different from Excel 2003, such as a much

older version of Excel or a version Lotus 1-2-3, be sure to save the file in a format that the application can read.

To save a workbook in a different file format, follow these steps:

1. Choose File⇨Save As from the menu bar.

2. Select the format in which you want to save the file from the Save As Type drop-down list.

3. Click Save.

Remember: Excel 2003, Excel 2002, Excel 2000, and Excel 97 all use the same file format so that you can use the File⇨Save command (or click the Save toolbar button) if you're saving files to share with users of Excel 2002, Excel 2000, or Excel 97.

To save your workbook as a Web page so that people can view it within a browser, choose File⇨Save as Web Page from the menu bar. In the Save As dialog box that appears, select the Entire Workbook radio button (this is the default setting), give the file a name with the HTM extension, and click Save.

Excel can save to any earlier version of Excel workbook (*.XLS, *.XLW), Lotus 1-2-3 (*.WKS, *.WK1, *.WK3, *.WK4), Quattro Pro for DOS (*.WQ1), text (*.CSV, *.TXT, *.PRN, *.DIF, *.SLK), HTML (*.HTM, *MHT), XML (*.XML), and so on.

Saving a workspace file

The term *workspace* means all the workbooks and their screen posi-tions and window sizes — sort of a snapshot of Excel's current state.

You may have a project that uses two or more workbooks, and you may also like to arrange the windows in a certain way to make them easy to access. Fortunately, Excel enables you to save your entire workspace to a file. Then you can open the workspace file, and Excel is set up exactly as it was when you saved your workspace. To save your workspace, follow these steps:

1. Choose File⇨Save Workspace from the menu bar.

2. Use the filename that Excel proposes (resume.xlw or resume), or enter a different name in the File Name text box.

The file extension appears only if you turn off the Hide file extensions for known file types option on the View tab of the Folder Options dialog box in Windows Explorer. This option is on by default.

3. Click the Save button, and Excel saves the workspace file to a disk.

WARNING

A workspace file doesn't include the workbook files themselves — only the information that Excel needs to recreate the workspace. Excel saves the workbooks in standard workbook files. If you distribute a workspace file to a coworker, therefore, make sure that you also include the workbook files that the workspace file refers to.

Switching among Open Workbooks

If you have multiple workbooks open, the workbooks usually appear maximized on-screen so that you can view only one workbook at a time.

To switch the active display among workbooks, use either of the following methods:

- ✔ Click the Window item on the menu bar, and select one of the workbook names in the lower portion of the menu that appears.

- ✔ Press Ctrl+F6 or Ctrl+Tab to cycle the active display among the open workbooks.

Working with Workbook Templates

A *workbook template* is basically a workbook file that contains one or more worksheets that are set up with formatting and formulas and are ready for you to enter data and get immediate results. A workbook template can use any of Excel's features, such as charts, formulas, and macros. Excel includes templates that automate the common tasks of filling in invoices, expense statements, and purchase orders. You can also create your own templates.

Creating a workbook template

To save a workbook as a template, follow these steps:

1. Choose File➪Save As from the menu bar to open the Save As dialog box.

2. Select Template from the Save As Type drop-down list box.

Excel displays the Templates folder in the Save In drop-down list box.

3. Select the Templates folder or a subfolder within the Templates folder, and save the template workbook in the folder that you choose.

To create a new folder in the Templates folder in which you can save the template, click the Create New Folder button in the Save As dialog box and give the new folder a name.

4. Enter a name for the template in the File name box, and click Save.

Excel saves templates with an XLT file extension.

WARNING To prevent overwriting the template file when you create a new workbook from a template, always save your templates in the Templates folder or a subfolder within the Templates folder.

Creating a workbook from a template

If you create a new workbook that you base on a template, Excel creates a copy of the template in memory so that the original template remains intact. The default workbook name is the template name with a number appended. For example, if you create a new workbook based on a template by the name of Report.xlt, the workbook default name is Report1.xls. The first time that you save a workbook that you create from a template, Excel displays the Save As dialog box so that you can give the file a new name.

To create a workbook from a template, follow these steps:

1. Choose File⇨New from the menu bar.

Excel displays the New Workbook task pane.

2. In the New Workbook task pane, select a link to the template you want to use from one the following categories:

• In the Templates category, click the On my computer link to display the Templates dialog box. Templates that you create appear on the General tab if you save your template files in the Templates folder. If you save your files in a subfolder within the Templates folder, your files appear on the tab with the subfolder's name. Templates that Excel supplies appear on the Spreadsheet Solutions tab. You can double-click the filename in a tab to open a copy of the template.

• In the Templates category, click the Templates home page link to open a browser window that displays the Microsoft Office Templates home page. This page provides several Office templates that it groups in various categories and subcategories. Click a category and subcategory heading until you find an Excel template that you want to use. On the page that contains the Excel template, click the Download Now button and follow the instructions to import a copy of the template into Excel.

• In the Templates category, click the On my Web sites link to display the New from Templates on my Web Sites dialog box. In the File Name drop-down text box, type the URL (Web address) of the template location and click the Create

Now button to import a copy of the template into Excel. Notice that you must have an active Internet connection for this option to work.

You can click the arrow in the File Name drop-down text box to select the URL of previously used templates.

• Under the Recently used templates category, Excel 2003 displays the last four templates used. You can click one of these filenames to open a copy of the template directly.
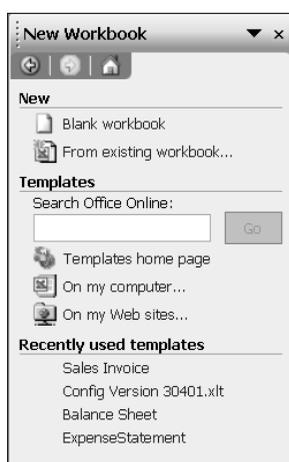
3. Save the workbook after you enter the appropriate data in the template copy. *See also* "Saving Files," earlier in this part.

See also "Creating a workbook template," earlier in this part.

Creating a default workbook template

You can create a default workbook template that defines the formatting or content of the new (blank) workbooks that open after you start Excel. Excel bases blank workbooks that you create by clicking the New button on the standard toolbar (or by pressing Ctrl+N) on the default workbook template. The default workbook template that you create replaces Excel's built-in default workbook template.

Follow these steps to create a default workbook template:

1. Create a new workbook. *See also* "The Basics: Creating an Empty Workbook File," in The Big Picture.

2. Add or delete as many worksheets as you want to appear in new workbooks. *See also* "Adding a New Worksheet" and "Deleting a Worksheet," both in Part II.

3. Apply the desired formatting, sheet names, text, style, and so on. *See also* Part VII if you need help applying different formatting options.

4. Choose File⇨Save As from the menu bar, and select Template from the Save As Type drop-down list box.

5. Locate an xlstart folder in the Save In drop-down box.

Excel can use more than one xlstart folder and will open all files located in these folders on startup. The locations of the xlstart folders depend on the version of Windows that is installed in your system.

For Windows 2000 and XP, the xlstart folders reside in the `C:\Documents and Settings\`*Username*`\Application Data\Microsoft\Excel` and `C:\Program Files\ Microsoft Office\Office 11` folders, respectively. *Username* is your login username.

6. Type **book.xlt** in the File Name text box.

7. Click Save.

All new (blank) workbooks that you create are now replicas of the book.xlt workbook that you saved in Step 7.

You can always edit the book.xlt file or delete it if you no longer want to use it.

Although you can't change the locations of the xlstart folders, Excel allows you to place startup files (including book.xlt) in a folder of your choice. Choose Tools⇨Options to display the Options dialog box, and select the General tab. In the At startup, open all files in box, enter the complete path to your chosen folder. On startup, Excel then opens all files in your chosen folder in addition to any files that are in the xlstart folders.