

Lesson 1-8: Pin a workbook and understand file organization

tip

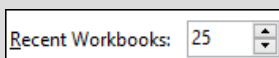
Increasing the number of items in the recent workbooks list

Excel remembers the twenty five most recently opened documents.

As you open more documents the twenty-fifth oldest is removed from the *Recent Documents* list unless you pin it.

If you'd like to increase Excel's memory up to a maximum of fifty items here's how it's done:

1. Click the *File* button at the top left of the screen.
2. Click the *Options* button at the bottom of the left-hand menu bar.
3. Choose *Advanced* from the left hand menu bar.
4. Scroll down the right-hand list until you find the *Display* category. You'll see *Show this number of Recent Workbooks: 25*.

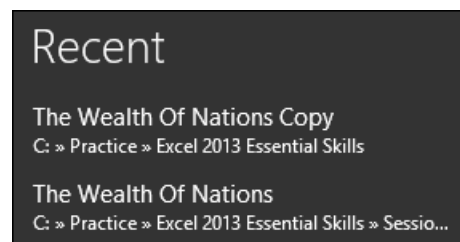


5. Change the number to the number of recently opened workbooks you'd prefer Excel to remember (up to a maximum of fifty).

1. Close down and restart Excel.
2. Pin a workbook to the *Recent Workbooks* list.

Notice that there is a list of recently opened documents at the top of the left-hand menu bar.

The list begins with the most recently opened workbook (probably the *Wealth of Nations Copy* workbook saved in: *Lesson 1-6: Save a workbook*).





1. Hover the mouse cursor over one of the files in the *Recent* list:

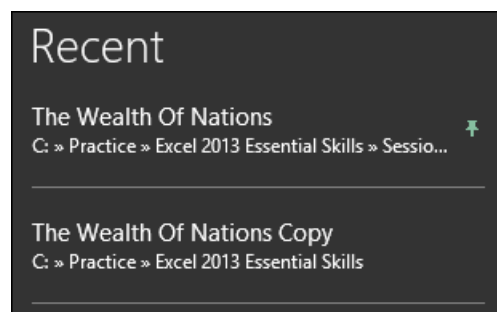


Note that a pin icon  has appeared next to the workbook name.

When you hover the mouse cursor over the pin a tooltip is displayed saying: *Pin this item to the list*.

This can be a great time saver as it enables any workbook that you use a lot to always be at the top of the *Recent Workbooks* list. You won't have to waste time looking for it on the hard drive.

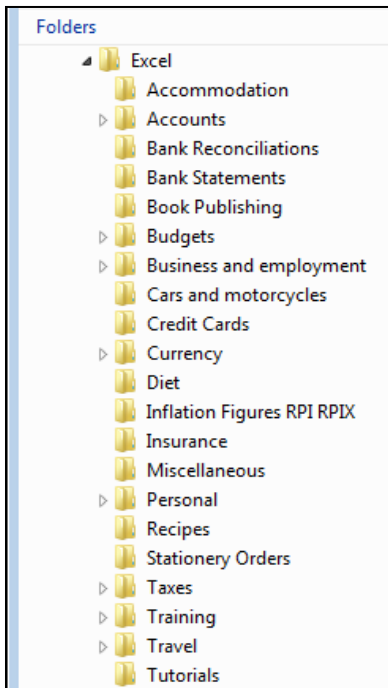
2. Click the pin icon. The item moves to the top of the list and the pin icon changes from unpinned  to pinned. 



3. Click on *The Wealth of Nations* to open the workbook.

3 Understand file organization.

By default Excel saves all workbooks into your *Documents* folder along with other Office documents (such as Word and PowerPoint



note

How do I create a subfolder?

The concept of folders, subfolders and files is a very fundamental Windows skill rather than an Excel skill.

If you do not have basic Windows skills (an understanding of how Windows organizes files) you would get good value from a Windows book to give you the foundation skills you need to use any Windows program.

Here's how you create a new subfolder:

1. Right-click on the *Documents* folder.
2. Click *New Folder* in the shortcut menu.

A new folder will appear called *New Folder*.

3. You will now be able to type: **Excel** in order to name the folder.

If this doesn't work for you, right-click the new folder and select *Rename* from the shortcut menu. You'll then be able to type: **Excel** to rename the folder.

files). This clearly is going to cause problems when you have a few hundred files.

Better to organize yourself from the start by setting up an orderly filing system.

4 Create an *Excel* subfolder beneath your *Documents* folder.

I create a folder called *Excel* beneath the *Documents* folder. In this folder I create subfolders to store my work. You can see a screen grab of my Excel folder in the sidebar (of course, your needs will be different to mine).

See sidebar if you don't know how to create a subfolder.

5 Set the default file location to point to the new *Excel* folder.

If you take my advice and create an Excel folder you will waste a mouse click every time you open a file because Excel will take you to the *Documents* folder by default.

Here's how to reset the default file location to your new Excel folder:

1. Click the *File* button at the top left of the screen.
2. Click the *Options* button towards the bottom of the left-hand list.

The *Excel Options* dialog appears.

3. Choose the *Save* category from the left hand side of the dialog. During the remainder of the book I'll explain the above three steps like this:

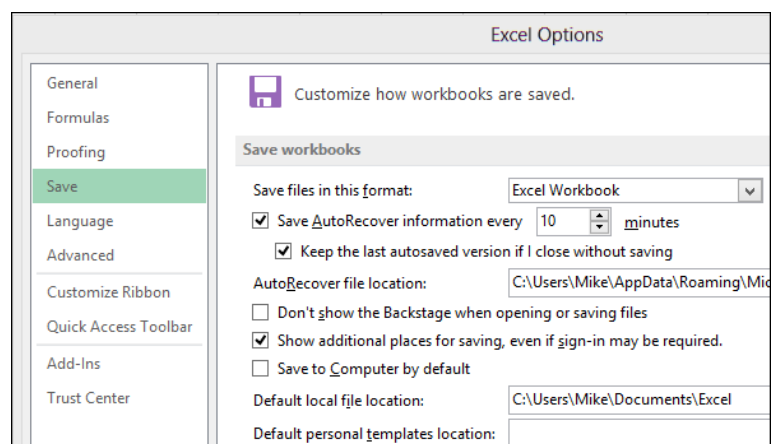
Click: *File*→*Options*→*Save*.

This will save a lot of time and forests!

4. Change the *Default local file location*.

Type: **\Excel** after the end of the current default file location.

You have to actually type this manually. Microsoft seem to have forgotten to add a browse button!



When you click *File*→*Open* in future you'll automatically be taken to your Excel folder ready to choose a category.