Lesson 1-6: Save a workbook to a local file

1   Open *The Wealth of Nations* from your sample files folder (if it isn't already open).

2   Save the workbook.

When you are editing a workbook, the changes you make are only held in the computer's memory. If there is a power cut or your computer crashes, you will lose any work that has been done since the last save.

For this reason, you should get into the habit of regularly saving your work.

Even though you haven't changed this workbook, save it by clicking the *Save* button on the *Quick Access Toolbar* at the top left of the screen.
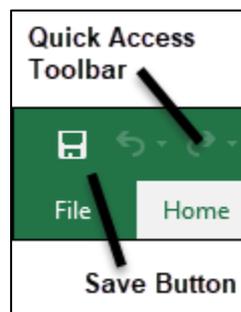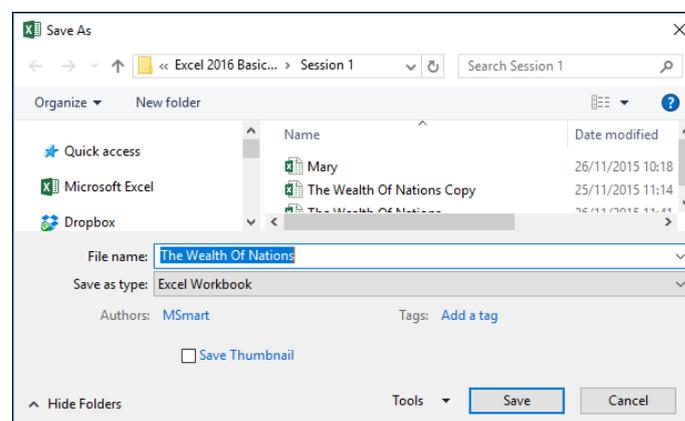

note

You can also use the **<F12>** key to instantly display the *Save As* dialog.

3   Save the workbook with a different name.

1. Click the *File* button.   File   at the top-left of the screen.

2. Click: *Save As*   Save As   in the left-hand list.

3. Click *Browse*   📁 Browse   in the *Save As* menu.

The following dialog will appear if you are using Windows 10. The dialog may be slightly different for Windows 7 or 8 users but you should easily be able to figure out the differences:

The Wealth of Nations

note

OneDrive and Cloud Computing

You may have noticed that the *Save As* dialog also has an option to save your workbook to a OneDrive:

A OneDrive can be thought of as a "disk drive in the sky".

It is just like the C:\ drive on your computer but exists on a Microsoft server many miles away, accessed via the Internet.

The OneDrive can be very useful when you need to access your files from several different computers.

A OneDrive also provides an easier way to share files with others.

The OneDrive is part of a completely new way of working called *Cloud Computing*.

Support for Cloud Computing was first added in the Excel 2013 release.

Because Cloud Computing is such an involved (and complex) subject it is beyond the scope of this *Basic Skills* book.

The *Essential Skills* book in this series devotes an entire session to Cloud Computing (in *Session Eight: Cloud Computing*).

1. Click the drop-down arrow to the right of the *Save as type* drop-down list.

2. A list appears showing a large number of different file types:
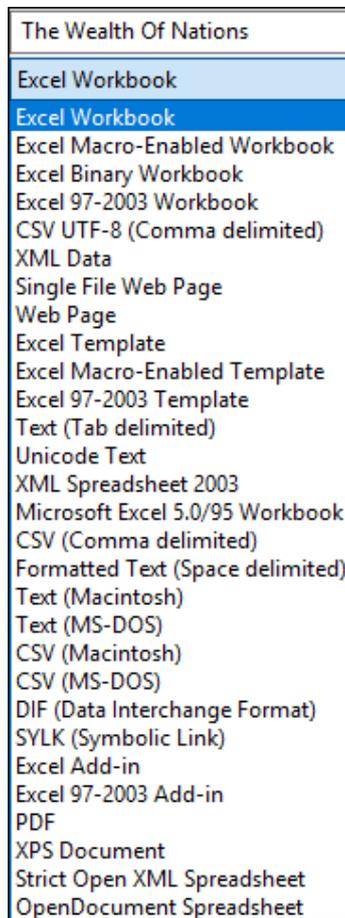
Most of the time you'll want to use the default format: *Excel Workbook* but there may be times when you'll need to save in one of the other formats. You'll learn all about the most important formats (and when you should use them) in the next lesson: *Lesson 1-7: Understand common file formats.* For now, you'll stay with the default: *Excel Workbook* format.

3. Click inside the *File name* box.

4. Type: **The Wealth of Nations Copy**

5. Click the *Save* button.

    Notice that the name of the workbook in the title bar (at the top of the window) has now changed indicating that you are now viewing the new workbook that you have just saved.