Lesson 1-10: Use the Versions feature to recover an unsaved Draft file

Excel 2010 introduced a major new feature called *Versions*. The Versions feature is fantastically useful as it finally solves two common problems that are as old as computing itself:

1. Your computer crashes, there's a power cut, or you close your work without saving, and then discover that you've lost all of your work since the last save.

2. You delete parts of your workbook and then save, only to realize that you deleted something important before saving. Because saving over-writes the old version of the file, you find that you've lost the deleted work forever.

Microsoft has finally figured out how to solve both problems. The Versions feature works like this:

1. Every so often Excel saves a backup of your workbook (called a *Version*) for you. The default time interval for these automatic backups is every 10 minutes (but you can change this to any interval). You'll see the Versions feature at work in the next lesson: *Lesson 1-11: Use the Versions feature to recover an earlier version of a workbook.*

2. If you create a new workbook and then close it without saving, Excel will still keep the last automatic backup it made. Excel calls this a *Draft* version. Draft versions are automatically deleted after four days. The Draft feature is the subject of this lesson.

You'll need a watch or clock with a second hand for this lesson.

1   Open a new blank workbook.

> You learned how to do this in: *Lesson 1-1: Start Excel and open a new blank workbook.*

2   Set the AutoSave interval to one minute and check that AutoSave features are enabled

1. Click: File→Options→Save.

2. Change the *Save AutoRecover information every* box to 1 minute.

3. Make sure that the other options are set in the same way as in this screen grab (the two check boxes will already be checked unless another user has changed them):
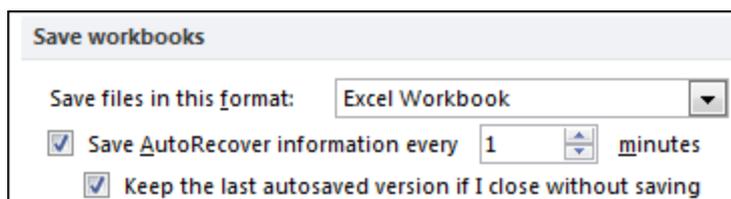
4. Click: *OK* and check the time on your clock or watch. The first AutoSave will happen one minute from now!

5. Type the following into cells A1 and A2 , pressing the **<Enter>** key after each line:

	A	B	C
1	Mary had a little lamb		
2	Its fleece was white as snow		
3			

6. Wait for at least one minute. (After one minute Excel will automatically save your workbook).

   After a little over a minute try to close the workbook. The following dialog should appear:

   Microsoft Excel

   ⚠ Want to save your changes to 'Book1'?

   If you click "Don't Save", a recent copy of this file will be temporarily available.
   Learn more

   [Save] [Don't Save] [Cancel]
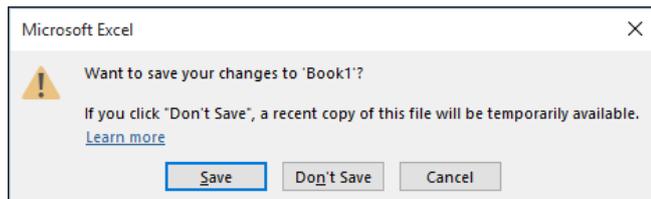
   Excel is telling you that it has already saved a draft copy of the workbook.

7. Click the *Don't Save* button.

   Even though you told Excel not to save, a draft copy has been secretly saved just in case you made a mistake and may need the file later.

3 Recover the draft document.

1. Open Excel.

2. Click: *Open Other Workbooks* at the bottom of the menu bar.

3. Click: *Recover Unsaved Workbooks.*

   You'll find this at the bottom center of the screen (you may need to scroll down).

   📁 Recover Unsaved Workbooks

4. A dialog appears showing the unsaved document that you were working on:
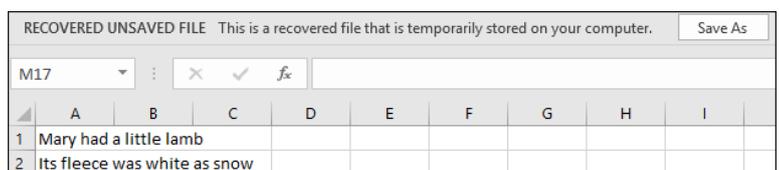
Name	Date modified
Book1((Unsaved-306056443257458486))	20/07/2017 11:38

5. Double-click the document to open it.

   The document is now shown on screen (even though you have never saved it).

6. Recover the unsaved file.

   Click the *Save As* button in the top information bar.

RECOVERED UNSAVED FILE This is a recovered file that is temporarily stored on your computer.								Save As

   M17

	A	B	C	D	E	F	G	H	I
1	Mary had a little lamb								
2	Its fleece was white as snow								

7. Save the file in your sample files folder with the name: **Mary**.