Lesson 1-11: Use the Versions feature to recover an earlier version of a workbook

Excel's ability to automatically backup your document at a chosen time interval was explored in the previous lesson*: Lesson 1-10: Use the Versions feature to recover an unsaved Draft file.*

This lesson will show you how to view the automatic backups and to revert to an earlier version if you've messed up the current version.

You can even cut-and-paste sections from older versions of a workbook and paste them into the current version.

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

1   Open *Mary* from your sample files folder (if it isn't already open).

2   Cause Excel to automatically save a different version of the workbook.

In the last lesson*: Lesson 1-10: Use the Versions feature to recover an unsaved Draft file*, you set the time interval for automatic backups to 1 minute. If you are not completing this course sequentially, you will need to go back to this lesson and make sure that this setting is set to 1 minute.

Add the following text to cells A4 and A5, pressing the **<Enter>** key after each line:

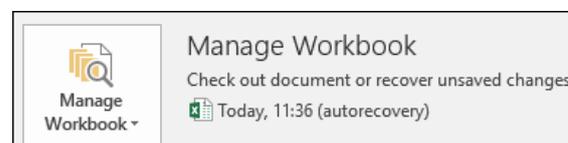|	A	B	C	D
1	Mary had a little lamb			
2	Its fleece was white as snow			
3				
4	and everywhere that Mary went			
5	The lamb was sure to go			
6				

Look at your watch or clock and wait for a little over one minute. Excel should have automatically saved a new version of the workbook.

3   Make sure that Excel AutoSaved the new version.

Some users have reported that Excel sometimes takes as long as ten minutes to AutoSave a file (even when the AutoSave interval is set to one minute). Here's how to check that it performed as it should:

1.   Click the *File* button.   `File`

You should see an AutoSave file version alongside the *Manage Workbook* button.

Manage Workbook
Check out document or recover unsaved changes.
Today, 11:36 (autorecovery)

Mary

If you don't see the AutoSave version, click the *Back* button wait another minute and then click the *File* tab again. Don't move on to the next step until it has appeared.

4   Further modify the file and then save it.

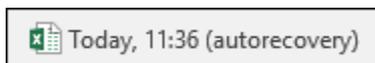1. Add the following text to cells A7 and A8 pressing the **<Enter>** key after each line:

	A	B	C
7	It followed her to school one day		
8	It was against the rules		

2. Save the workbook.

5   View the earlier version that Excel automatically saved.

1. Click the *File* button. **File**

2. Click the earlier AutoSaved version.

Today, 11:36 (autorecovery)

The earlier version opens in Excel.

AUTOSAVED VERSION   A newer version is available.   Restore

| G15 | | | × | ✓ | fx | |

	A	B	C	D	E	F
1	Mary had a little lamb					
2	Its fleece was white as snow					
3						
4	and everywhere that Mary went					
5	The lamb was sure to go					
6						
7						

Notice that Excel advises that there is a later version of your workbook available should you need to go back to the version that you have just replaced.

AUTOSAVED VERSION   A newer version is available.   Restore

Notice also that it would be possible to copy and paste sections from the older version into the newer version if you needed to do that.

6   Replace the current version of the workbook with the earlier AutoSaved version.

1. Click the *Restore* button on the top information bar.

2. Click the OK button to confirm.

7   Reset the AutoSave interval to 10 minutes.

You learned how to do this in: *Lesson 1-10: Use the Versions feature to recover an unsaved Draft file.*

The sidebar table:

	A	B	C
1	Mary had a little lamb		
2	Its fleece was white as snow		
3			
4	and everywhere that Mary went		
5	The lamb was sure to go		
6			
7	It followed her to school one day		
8	It was against the rules		