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/ en / excel2016 / creation and open-workbooks / Content When you create a new workbook in Excel, you need to know how to save it to access and edit it later. As with previous versions of Excel, you can save files locally to your computer. But, unlike the older versions, Excel 2016 also allows you to save a workbook to the cloud using OneDrive. You can also export and share workbooks with other people directly from Excel. Watch the video below to learn more about saving and sharing workbooks in Excel. Whenever you are opening or saving a book, you will have the option to use your onedrive, which is the online file storage service included with your Microsoft account. To activate this option, you need to enter Office. To learn more, visit our lesson about OneDrive understanding. Excel offers two ways to save a file: save and save as. These options work similarly with some important differences: Save: When you create or edit a workbook, you will use the Save command to save your changes. You will use this command most of the time. When you save a file, you just need to choose a file name and location for the first time. After that, you can just click the Save command to save it with the same name and location. As: You will use this command to create a copy of a workbook, keeping the original. When you use Save as, you will need to choose a different name and / or location for the copied version. It is important to save the book whenever you start a new project or make changes in an existing already. Save early and can often prevent your work from being lost. You also need to pay a lot of attention to where you save the book so it will be easy to find later. 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This can be useful when you squeeze the save button when you did not mean or when you delete the main main final. Here's how you can make a backup in Excel 2010 and 2013 go to the File tab and click on "Save as" click the Browse tab on the bottom of the save as the window will open. At the bottom, there is an option called Tools Click Tools and select "General Options" in the New Window, check the "Always Create Backup Now, each new Excel file that you create will have a Backup associated with this. But remember that the backup Excel files have a different extension - .xlk overall, it is very easy to recover excel files even when you forgot to save them. All That you need to do not become a panel and follow the steps we mentioned. Mentioned.

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