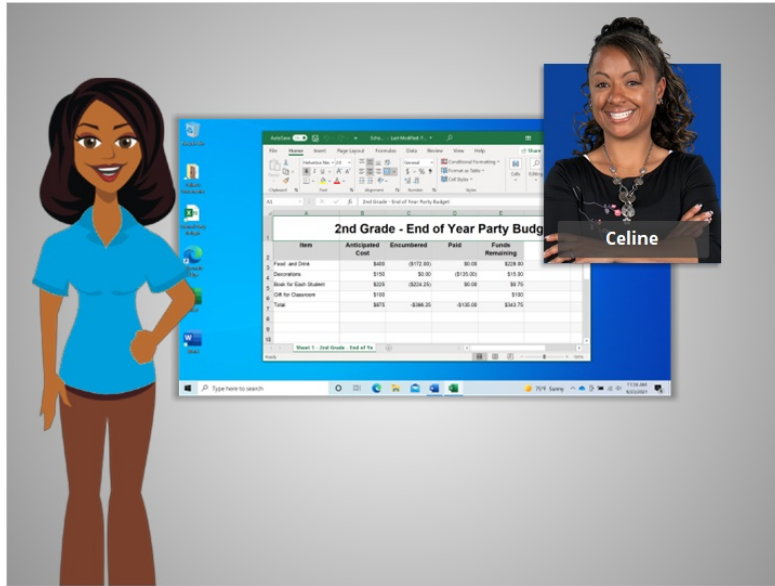


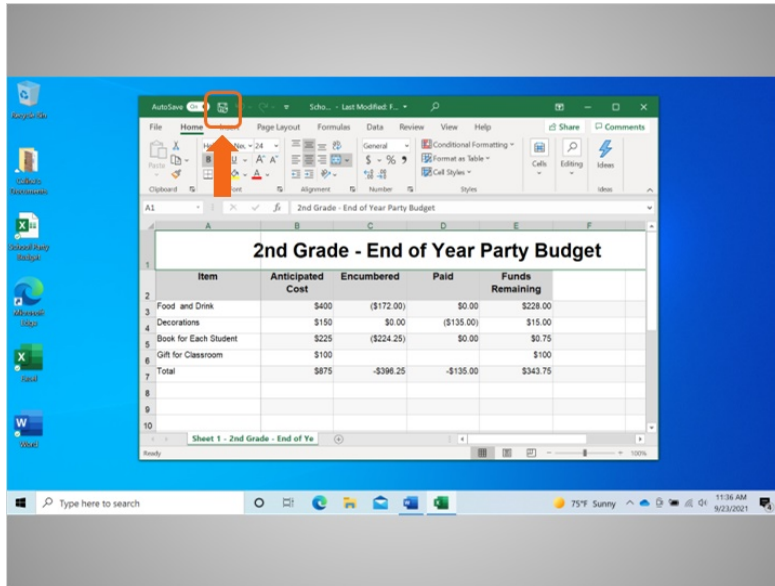
Using a PC Windows 10

Saving and Closing Files

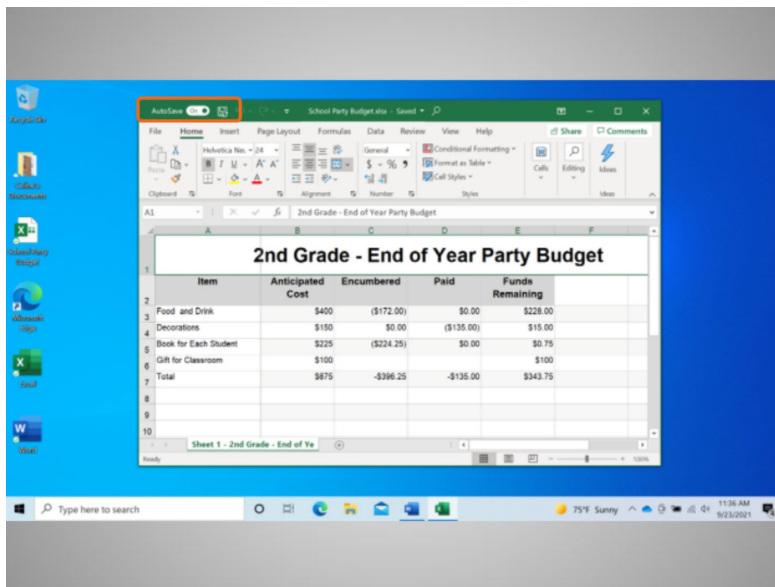


In the previous lesson Celine learned how to find and open files on the computer.

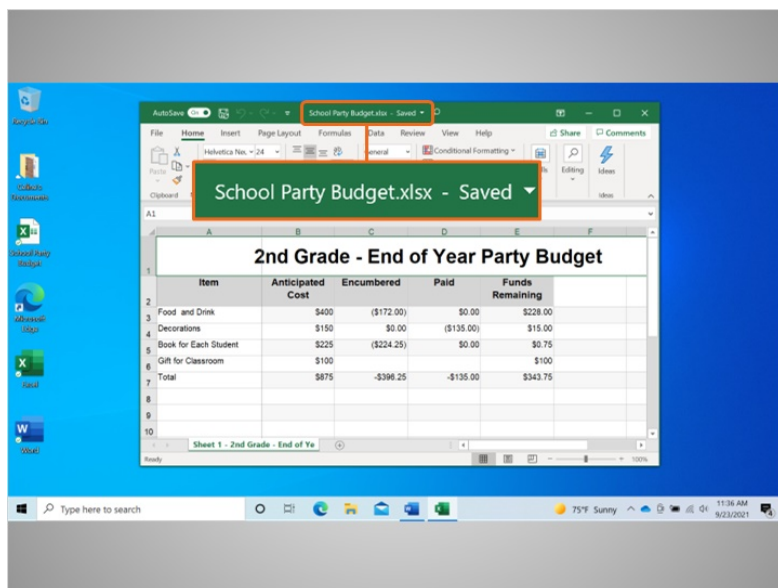
Occasionally, while you are working on a file, or before you close it, you will want to save your work. In today's lesson Celine will learn how to Close a file and Save her work using Microsoft Excel within the Windows 10 operating system.



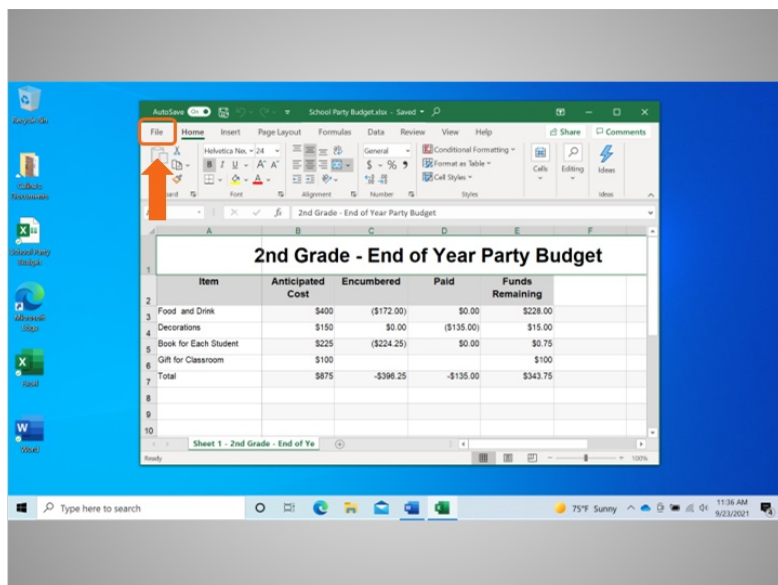
Celine has finished working in this Excel document and wants to save her work. Celine saved this file before and would like to keep the same name and location of the file. So, she clicks the Save option which is in the Toolbar.



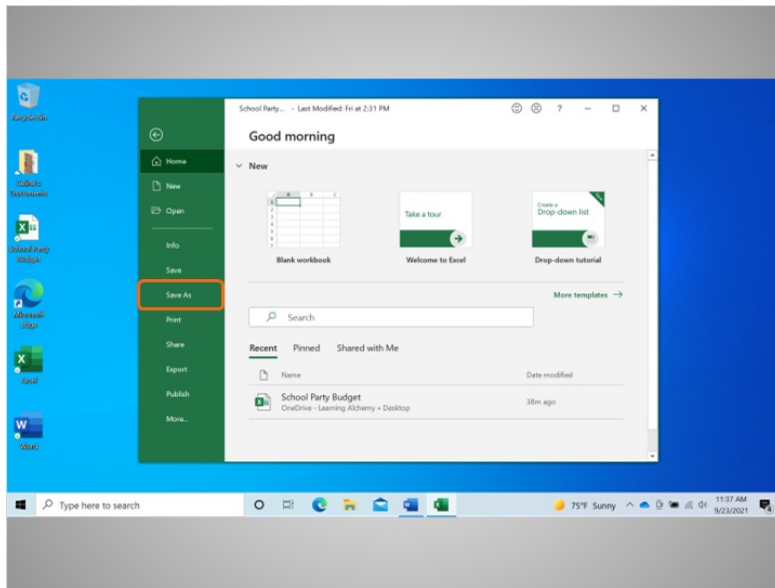
Newer versions of Microsoft products of Excel save your file automatically, every few seconds, as you work.



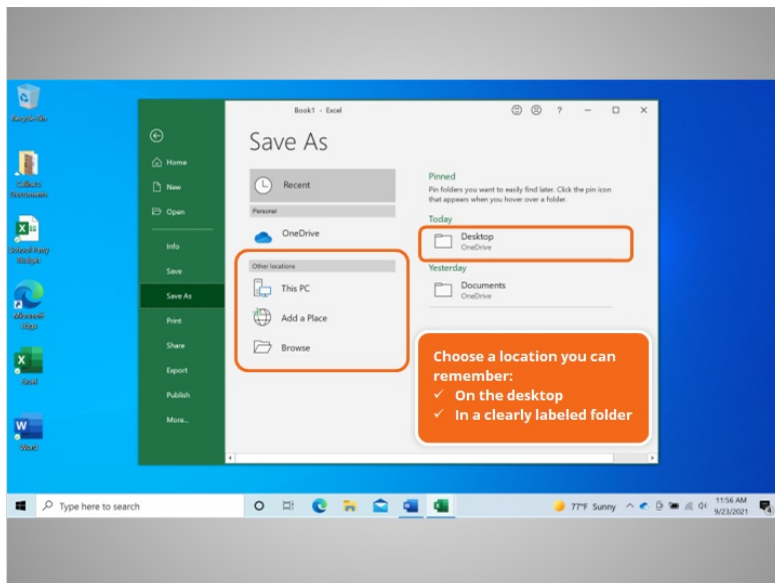
The tool bar will show you the saved status of the document.



If this is the first time you are saving the file, click File...

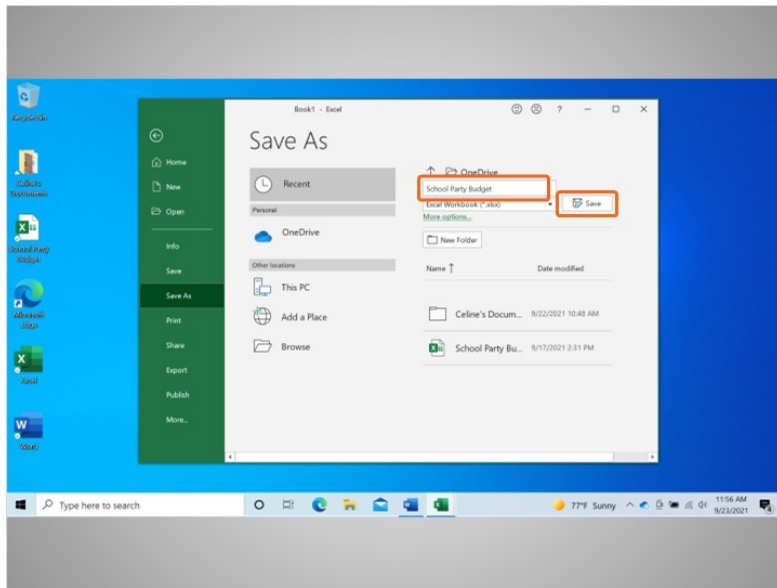


and select Save As.



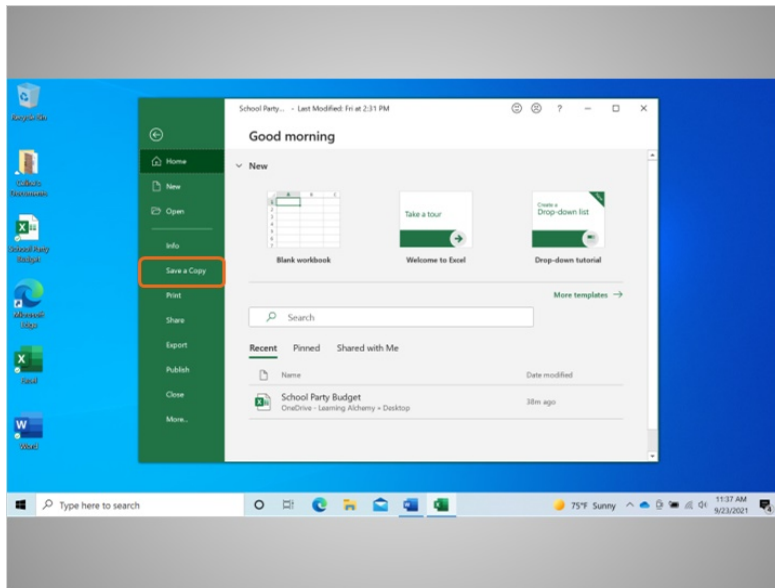
A “Save As” window will open. This allows you to select where the saved file will be located on your computer, and to enter a name for the file.

Celine is going to save the file to the desktop.

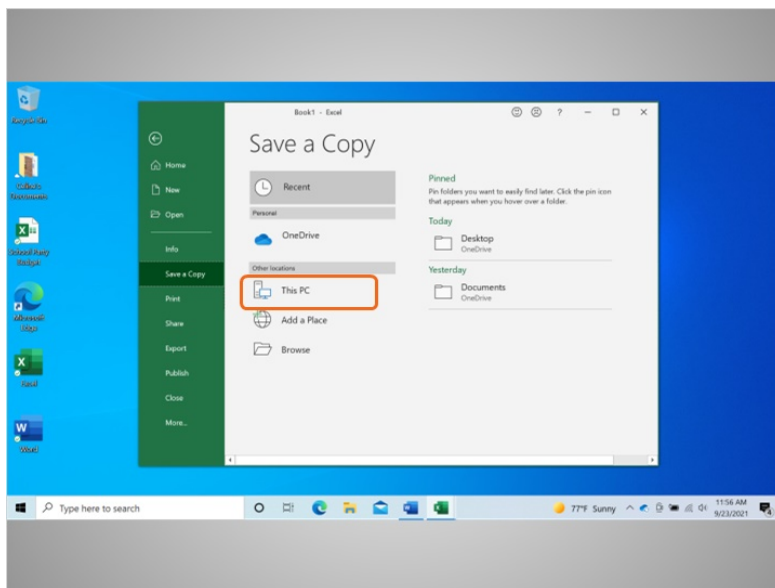


You can also use the navigation pane on the left to choose a different location for your file. Be sure to choose a location you can remember easily such as on the desktop or in a clearly labeled folder.

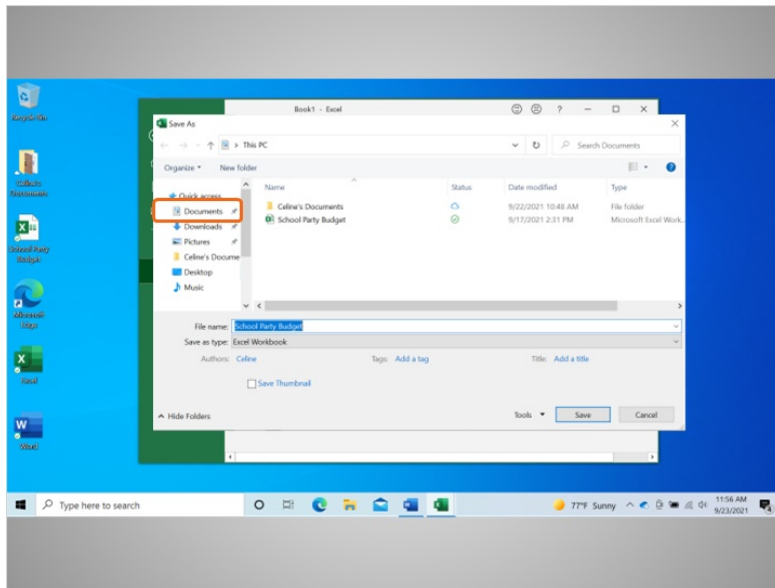
Celine enters a file name here, then clicks the Save button.



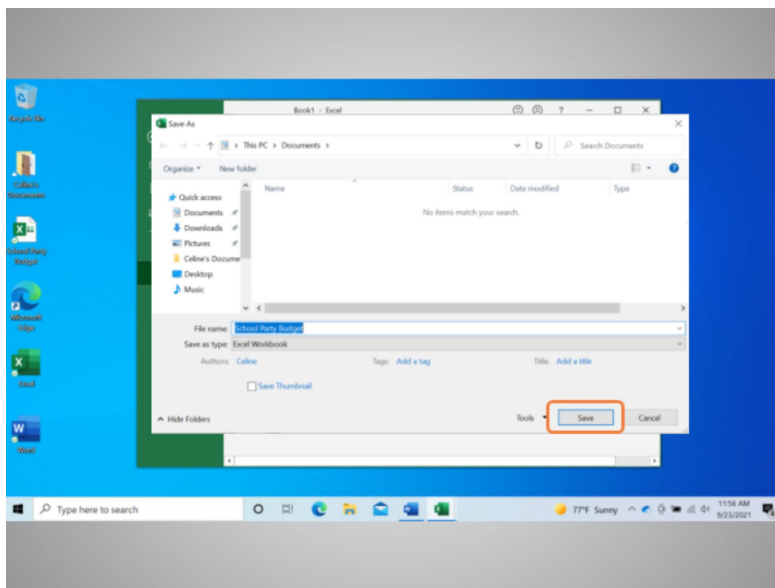
If Celine wants to save the file to a different location on her computer, she would click on Save a Copy.



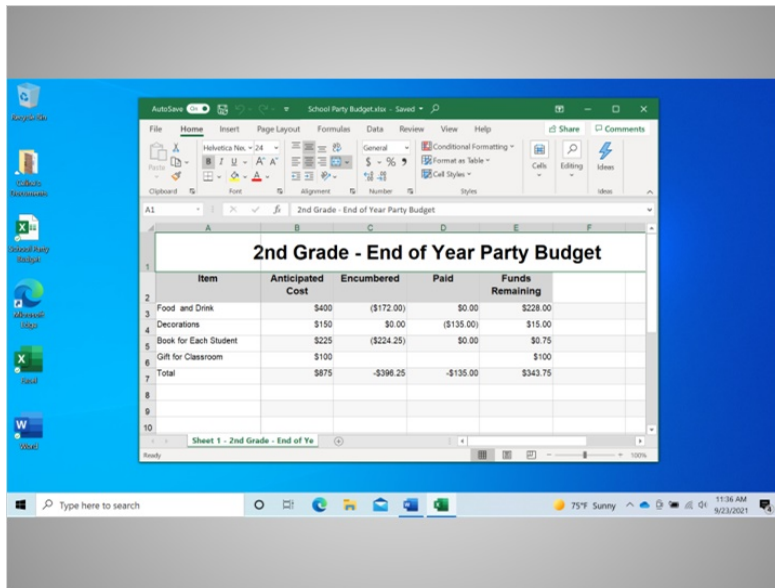
A "Save a Copy" window opens. This allows Celine to select where the saved file will be located on the computer. Celine wants to save the file to the Documents folder, so she clicks on This PC.



The Save As folder opens. Because Celine wants to save the file to the Documents folder, she clicks on the Documents icon on the left-hand menu.

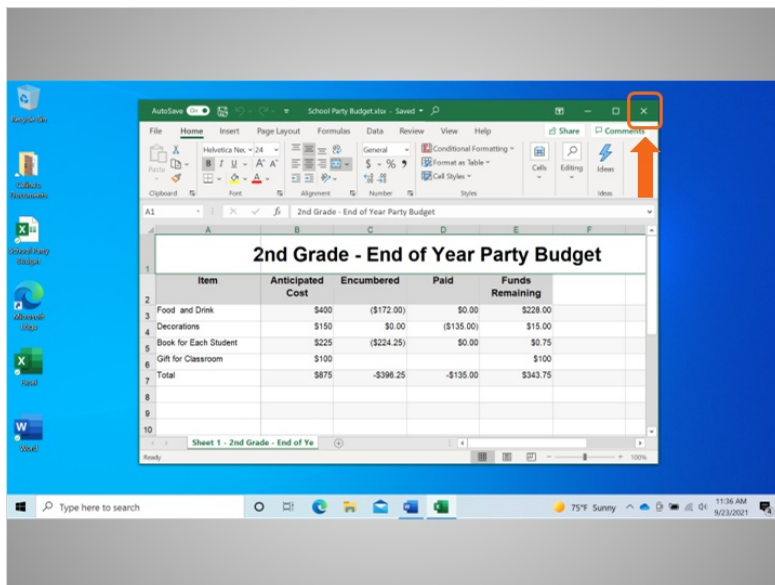


Celine does not want to change the File Name, so she clicks Save...

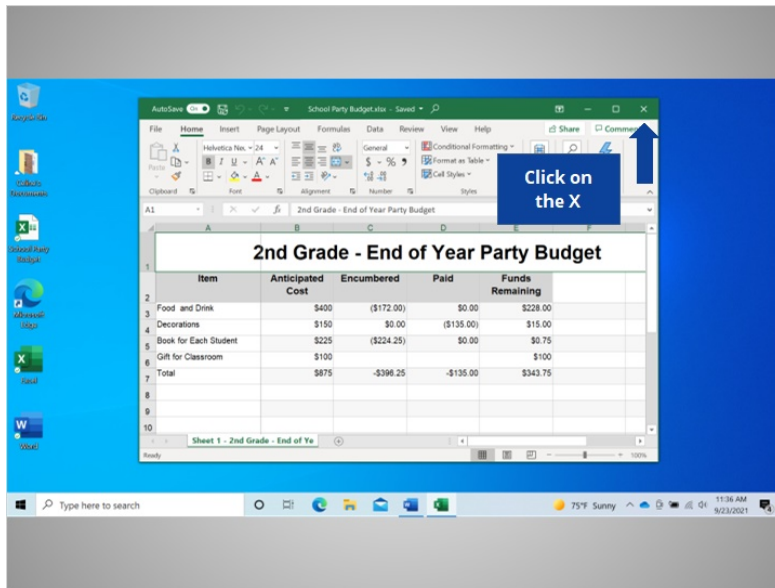


and the file is now saved to the new folder.

If you use a public computer, there may be restrictions on where you can save files. Using a USB or flash drive is a common way to save your files when using a public computer.



Celine is done with the budget spreadsheet and wants to close it now. To do this, she needs to click the X in the title bar. Excel will automatically save the file before the file is closed.



Would you help Celine out, and click the X to close the file?



Good job!

In this lesson Celine learned how to close a file and save her work. In the next lesson Celine will learn how to delete files in Windows 10.