

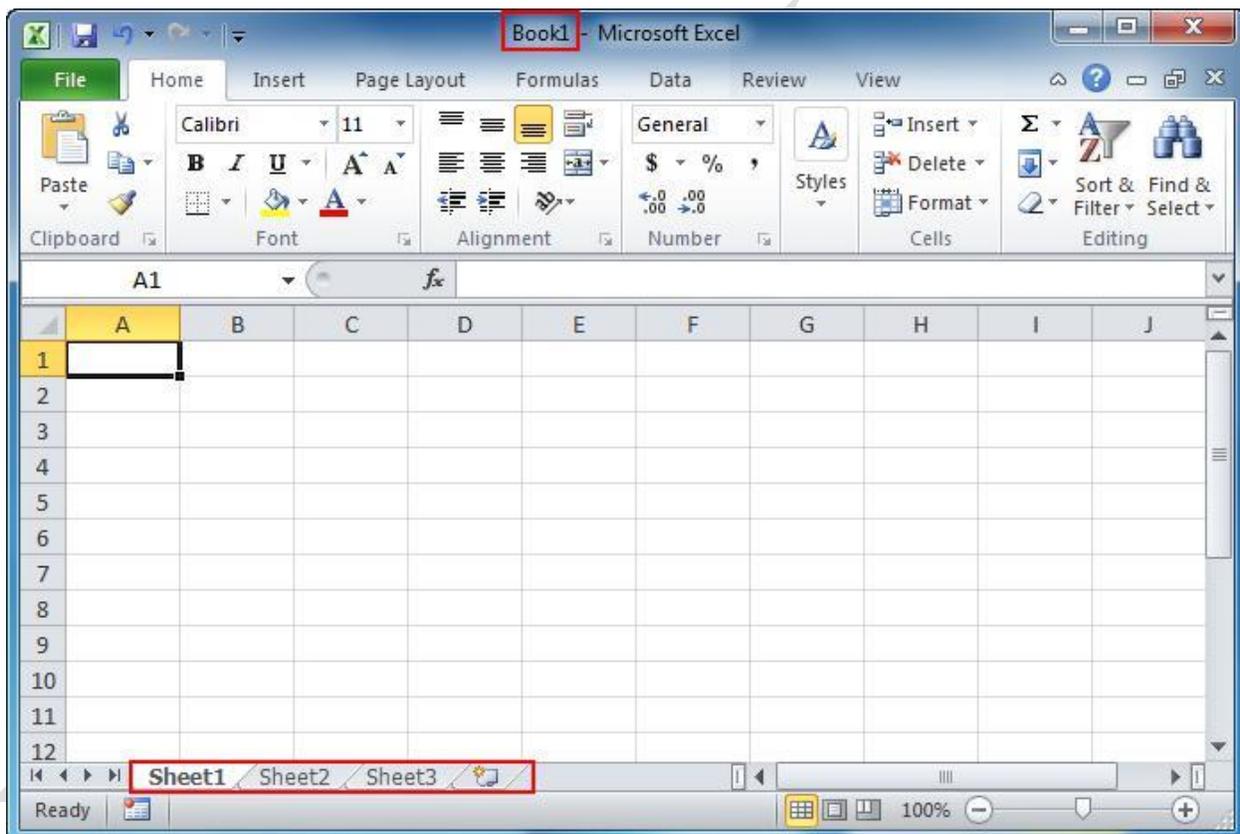
About Workbooks

In the previous lesson, we learned how to open Excel and how to close it. We also received a brief introduction to Excel spreadsheets, cells, and the basics of the user interface.

Let's move on and talk a bit more about workbooks. In the last lesson, we learned that a workbook is synonymous with an Excel file. The workbook can contain one or more worksheets; a large grid of cells that contains data. Many people use the word "spreadsheet" to describe either a worksheet or a workbook, but we will stick with the proper names in order to differentiate between the two.

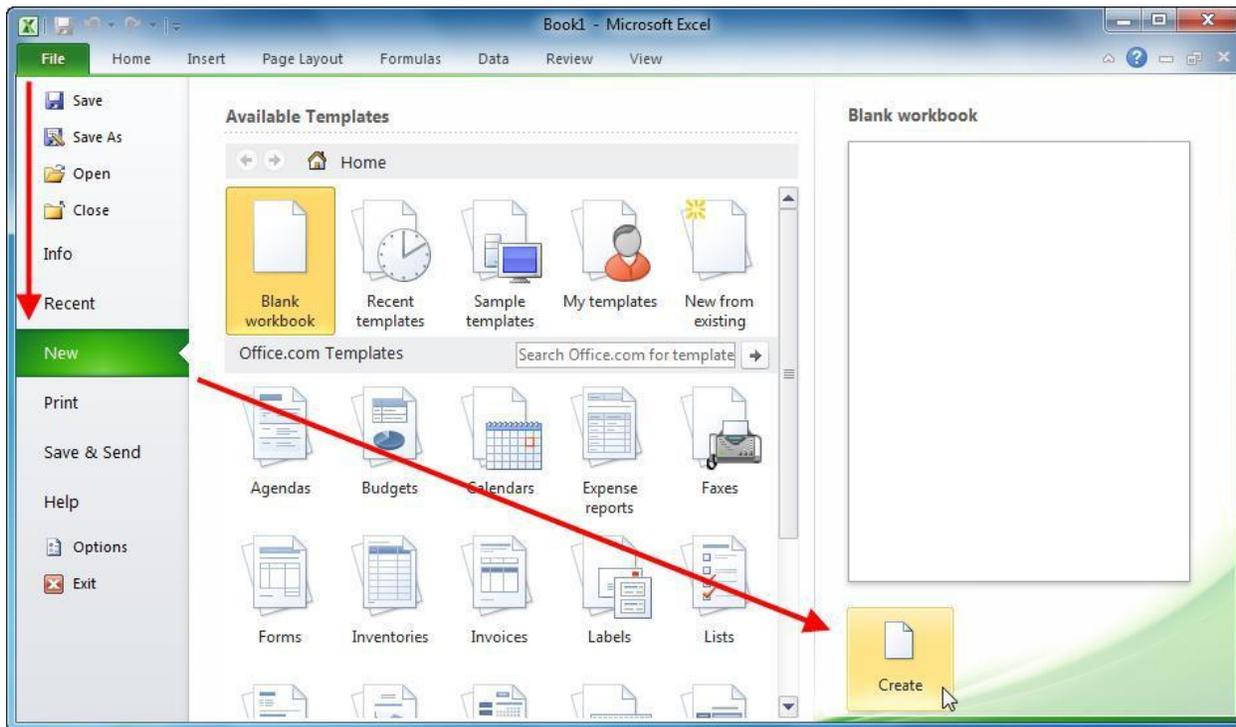
Creating a New Workbook

If you open Excel using the methods described earlier (shortcut, Start Menu, etc.), a new blank workbook with three worksheets will appear:

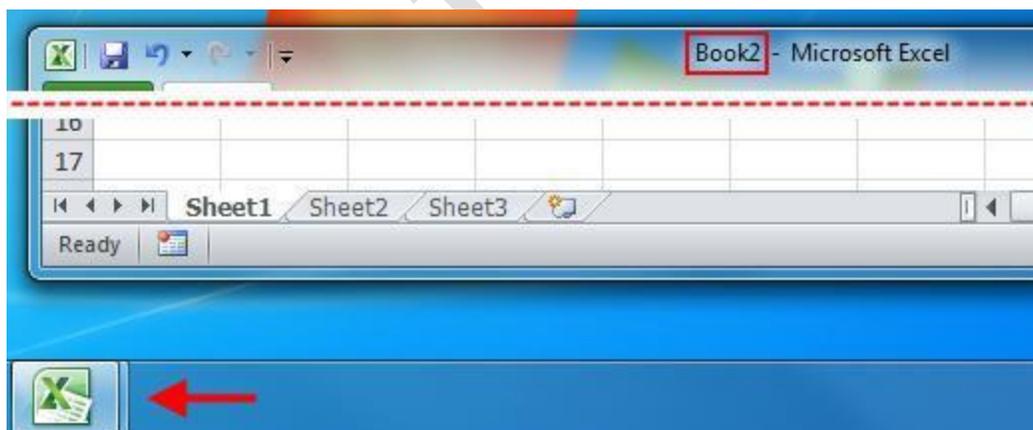


As you can see, this new file is given the default name of "Book1" and the three worksheets are highlighted at the bottom.

You can also create a new workbook while Excel is already open. Click File → New. The “Blank workbook” template will already be selected, so click Create:



This will create a new file named Book2, Book3, etc. A new icon will be added to the Windows taskbar:



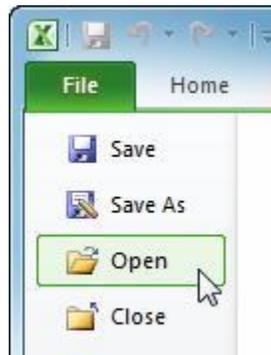
You can also press and hold Ctrl and then press N to create a new workbook. (This keyboard shortcut is denoted as Ctrl + N.)

Opening a Workbook

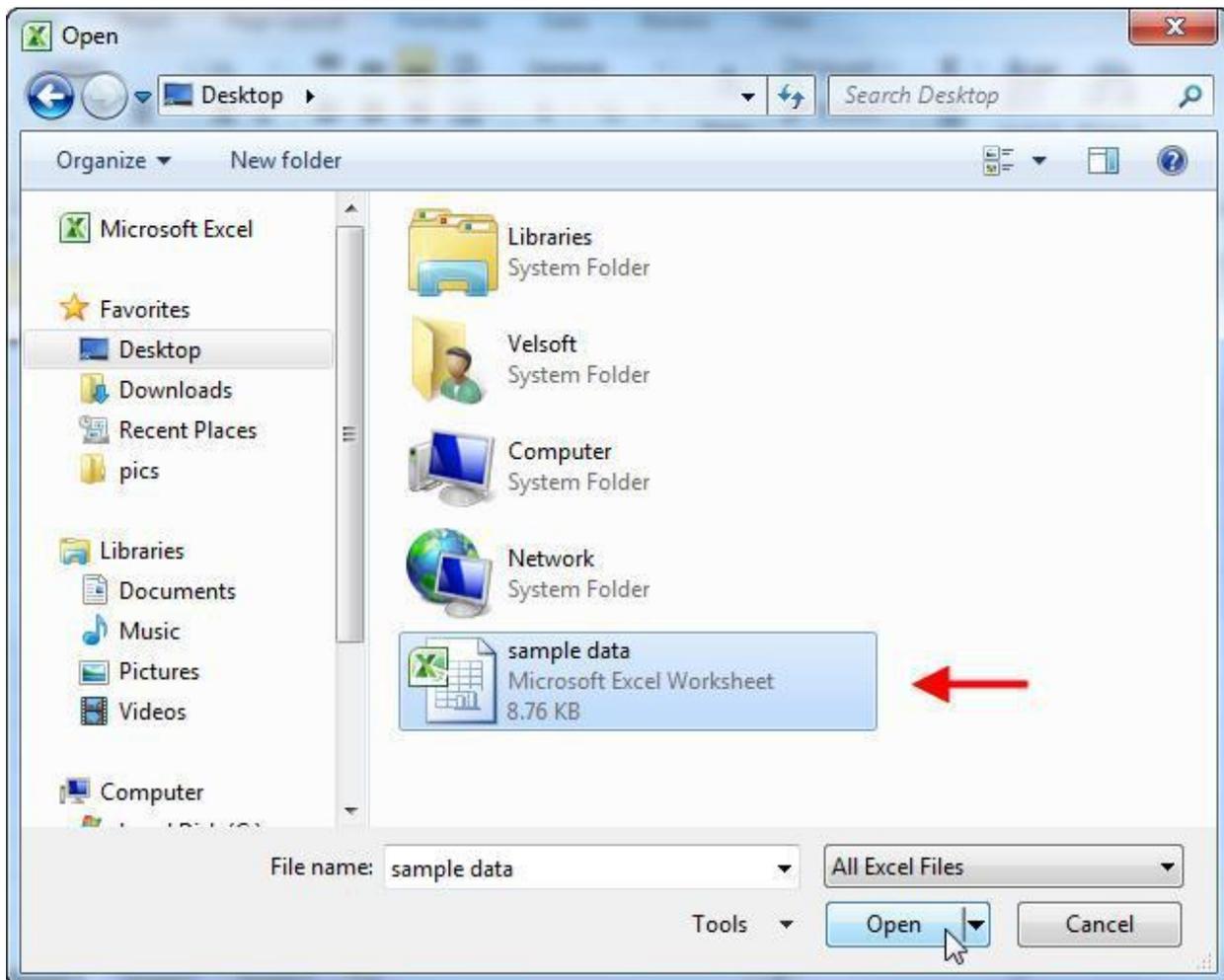
To open an existing workbook when Excel is not open, just double-click the file name:



To open an existing workbook while Excel is open, click File → Open:



You will then be required to browse your computer to find the document. Select it and click Open:

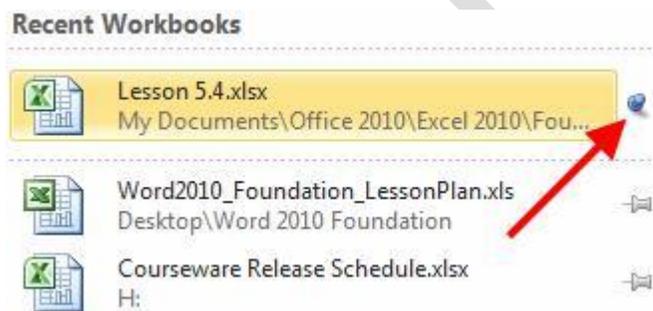


The file will open.

As you work with more files, Excel remembers the names and locations of those files. If you click File → Recent, you will see a list of recently-used files and recent locations. Click any file to open it, or click any location to open its contents in the Open dialog:



As you work with more and more files/locations, only the most recently-used items will remain in this list. If you want certain files/locations to always stay in the list, you can “pin” them by clicking the pushpin icon. Click the pushpin icon to “pin” the item; click it again to “unpin” the item:



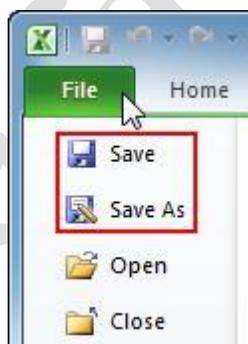
Note that Excel does not keep track of files that you move manually. For example, if you cut the SalesReport1 file from the Desktop and pasted it to the Documents folder, Excel would not record this change, even if the file was pinned.

Saving a Workbook

When working with files in Excel, there will be two save scenarios. You will either save a new file that was made from scratch or save changes to an existing file. There are two different save commands in Excel: **Save** and **Save As**. Consider the following chart which outlines the actions of each command on either a new file or an existing file:

	Save	Save As
New File	You will be prompted to give the file a name and choose a save location. You can also specify a file type.	You will be prompted to give the file a name and choose a save location. You can also specify a file type.
Existing File	Any changes you made will be applied to the existing file in its current location.	You have the option to give the file a new name and/or a new save location. You can also specify a new file type. If you do change something, the original existing file will not be changed.

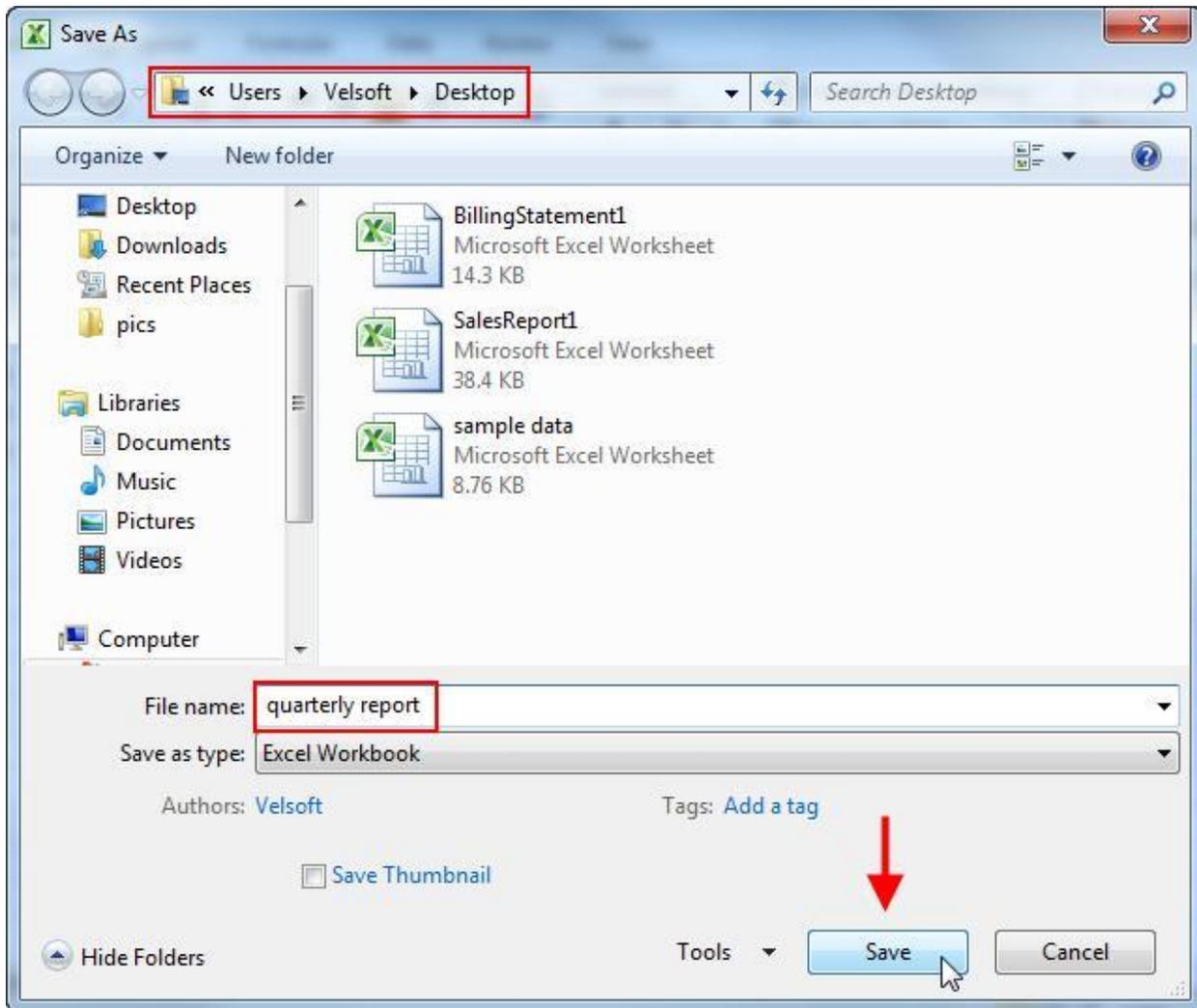
Both save commands are found in the File menu:



The Save command is also found in the Quick Access Toolbar:



As shown in the chart on the previous page, the Save and Save As commands work the same for a new file. When the Save As dialog appears, give the file a name and choose a save location, and then click Save.



If you are working with an existing file and click Save, any changes will simply be saved. If you click the Save As command with an existing file, you will see the Save As dialog appear, and allow you to save the file under a new name and/or in a different location.

For example, imagine you are working on a workbook named “budget.” You want to e-mail a copy of the budget to your supervisor, but give it a more meaningful name. Therefore, you would click File → Save As and name the file something like “Q1 Budget Report J Smith.” Excel creates a new workbook for you to send, and each workbook can be worked on independently of each other.