

recover unsaved excel workbooks

recover unsaved excel workbooks can be a daunting task for anyone who has ever faced the frustration of losing important data due to unexpected shutdowns, crashes, or mistakes. Fortunately, Microsoft Excel offers several built-in features and techniques that can help you retrieve those precious unsaved workbooks. This article will explore various methods to recover unsaved Excel workbooks, including AutoRecover, temporary files, and manual recovery options. Additionally, we will discuss preventive measures to avoid losing your work in the future. Whether you're a seasoned Excel user or a novice, this comprehensive guide will equip you with the knowledge to retrieve your work efficiently.

- Understanding Excel's AutoRecover Feature
- Locating Temporary Files
- Manual Recovery Methods
- Preventive Measures for Future Work
- Conclusion

Understanding Excel's AutoRecover Feature

Excel's AutoRecover feature is one of the most valuable tools for users who want to safeguard their work. This functionality is designed to automatically save a copy of your workbook at specified intervals, which can be a lifesaver after an unexpected closure. By default, AutoRecover is enabled, but users can adjust its settings to suit their needs.

How AutoRecover Works

AutoRecover saves a temporary version of your workbook every few minutes. If Excel crashes or your system shuts down unexpectedly, you can recover the last saved version upon reopening Excel. To ensure AutoRecover is functioning:

- Open Excel and go to the "File" menu.
- Select "Options," then click on "Save."
- Check the AutoRecover information settings to confirm the time interval (e.g., every 10 minutes).

- Make sure the "Keep the last autosaved version if I close without saving" option is enabled.

By adjusting these settings, you increase your chances of recovering unsaved workbooks effectively. It is also essential to save your work regularly, as relying solely on AutoRecover may not always suffice.

Locating Temporary Files

If you have not set up AutoRecover or if the feature did not capture your latest changes, you may still be able to retrieve unsaved workbooks through temporary files. Microsoft Excel creates temporary files while you work, which can sometimes be recovered in case of a crash.

Finding Temporary Files in Windows

To locate temporary Excel files on a Windows machine, follow these steps:

1. Open File Explorer.
2. Navigate to the following directory:
C:\Users\[YourUsername]\AppData\Local\Microsoft\Office\UnsavedFiles
3. Look for files with an .xlsx extension. These files are your unsaved workbooks.
4. Open the files in Excel to check if they contain your lost data.

It is important to note that the AppData folder may be hidden by default. If you do not see it, you may need to enable the viewing of hidden items in the File Explorer options.

Finding Temporary Files on Mac

For Mac users, the process is slightly different:

1. Open Finder.
2. Press Command + Shift + G to open the "Go to Folder" dialog.
3. Enter the following path:
/Users/[YourUsername]/Library/Containers/com.microsoft.Excel/Data/Library/Preferences/AutoRe

covery

4. Look for any files with the name "AutoRecovery save of..." and check their contents.

By following these steps, Mac users can recover unsaved workbooks effectively. Remember that temporary files may not always contain the most recent changes, so regular saves are advisable.

Manual Recovery Methods

If the previous methods do not yield results, there are still manual recovery techniques you can employ to retrieve your unsaved Excel workbooks. These methods are particularly useful when AutoRecover has not saved your latest changes.

Using the Document Recovery Pane

When Excel is restarted after a crash, the Document Recovery Pane appears on the left side of the window. This pane displays all the recovered files that Excel has managed to save. To utilize this feature:

- Open Excel after a crash.
- Look for the Document Recovery Pane on the left side.
- Click on any of the listed files to open them.
- Review the contents and save the necessary files immediately.

This method is effective if Excel has automatically saved your work before the crash. Always ensure to check this pane after an unexpected shutdown.

Checking OneDrive or SharePoint

If you work with Excel files saved in OneDrive or SharePoint, you may be able to recover previous versions of your workbooks. Both services offer version history features that allow users to view and restore earlier versions of files. To check for previous versions:

1. Navigate to OneDrive or SharePoint and locate the file in question.

2. Select the file and click on the "Version History" option.
3. Review the list of available versions and select the one you want to restore.
4. Click "Restore" to recover that version of the file.

This feature is particularly beneficial for users who work collaboratively, as it enables easy tracking of changes and restoration of previous work.

Preventive Measures for Future Work

Recovering unsaved Excel workbooks can be a hassle, so implementing preventive measures is crucial. By adopting certain practices, you can significantly reduce the risk of losing your work in the future.

Regular Saving Habits

One of the simplest yet most effective ways to prevent data loss is to develop a habit of saving your work regularly. To make this easier:

- Use keyboard shortcuts such as Ctrl + S (Windows) or Command + S (Mac) to save frequently.
- Set reminders or alarms to prompt you to save your work at regular intervals.
- Consider enabling the "AutoSave" feature if you are working on files stored in OneDrive or SharePoint.

Utilizing Cloud Storage

Storing your Excel files in cloud storage solutions like OneDrive or Google Drive adds an extra layer of security. These platforms automatically save your work and provide version history, making it easier to recover files if necessary.

Conclusion

Recovering unsaved Excel workbooks is a critical skill for anyone who relies on this powerful tool. By understanding the various methods available—such as using AutoRecover, locating temporary files,

and employing manual recovery techniques—you can minimize the frustration associated with data loss. Furthermore, adopting preventive measures will ensure that your work is continually safeguarded against unexpected events. With this knowledge at your disposal, you can work with confidence, knowing that your important data is secure and recoverable.

Q: How can I recover an unsaved Excel workbook if AutoRecover is turned off?

A: If AutoRecover is turned off, you can look for temporary files in the Unsaved Files directory or check the Document Recovery Pane after reopening Excel. Additionally, consider looking in OneDrive or SharePoint if your files are stored there for previous versions.

Q: What should I do if my Excel application crashes frequently?

A: If Excel crashes frequently, ensure that you are running the latest version of the software, check for updates, and consider repairing the installation. You may also want to limit the number of large files open at once.

Q: Can I recover an Excel file that was closed without saving?

A: Yes, if the AutoRecover feature was enabled before the file was closed, you can recover the last autosaved version by reopening Excel and checking the Document Recovery Pane.

Q: Are there any third-party tools for recovering unsaved Excel files?

A: Yes, there are third-party recovery tools that specialize in recovering unsaved or deleted Excel files. However, it is important to use reputable software to avoid security risks.

Q: How often does AutoRecover save my work?

A: By default, AutoRecover saves your work every 10 minutes, but you can change this setting in Excel's options to save at a frequency that suits your workflow.

Q: What is the difference between AutoRecover and AutoSave?

A: AutoRecover saves temporary versions of your workbook at intervals, while AutoSave continuously saves your work if you are using files stored in OneDrive or SharePoint, allowing for real-time updates.

Q: Can I disable AutoRecover completely?

A: Yes, you can disable AutoRecover in Excel's Options under the "Save" section. However, it is not recommended as it increases the risk of losing unsaved work.

Q: How do I access the AutoRecover settings in Excel?

A: To access AutoRecover settings, go to the "File" menu, select "Options," and then click on "Save." Here, you can adjust the AutoRecover time interval and other related settings.

Q: Is it possible to recover a deleted Excel file from the Recycle Bin?

A: Yes, if you have deleted an Excel file, you can often recover it from the Recycle Bin by locating the file, right-clicking on it, and selecting "Restore." If it is not there, consider using file recovery software.

[Recover Unsaved Excel Workbooks](#)

Find other PDF articles:

<http://www.speargroupllc.com/games-suggest-002/Book?docid=DUo35-4315&title=infinite-fusion-walkthrough.pdf>

recover unsaved excel workbooks: *Excel Workbook For Dummies* Paul McFedries, Greg Harvey, 2022-01-19 Get practical walkthroughs for the most useful Excel features Looking for easy-to-understand, practical guidance on how to go from Excel newbie to number crunching pro? Excel Workbook For Dummies is the hands-on tutorial you've been waiting for. This step-by-step guide is packed with exercises that walk you through the basic and advanced functions and formulas included in Excel. At your own speed, you'll learn how to enter data, format your spreadsheet, and apply the mathematical and statistical capabilities of the program. Work through the book from start to finish or, if you'd prefer, jump right to the section that's giving you trouble, whether that's data visualization, macros, analysis, or anything else. You can also: Brush up on and practice time-saving keyboard shortcuts for popular commands and actions Get a handle on multi-functional and practical pivot tables with intuitive practice exercises Learn to secure your data with spreadsheet password protections Perfect for new users of Excel, Excel Workbook For Dummies is also the ideal resource for those who know their way around a spreadsheet but need a refresher on some of the more advanced features of this powerful program.

recover unsaved excel workbooks: *Excel in MS Excel* NAVEENKUMAR NAMACHIVAYAM, MS Excel - a spreadsheet application of Microsoft playing a critical role in management, accounting, business deals, software industry, government agencies, statistics, and more. Excel is one of the most popular program across the globe. Millions of people uses MS Excel in a regular basis. Not many people know about the amazing features of Excel. It is important to know about those features in order to manage your data and perform tasks easily and quickly. Excel in MS Excel enables MS Excel users to work efficiently and effectively by lessening the effort and time spent on data manipulations, data illustrations, modeling data and reports, reviewing reports and by creating

add-ins/macros to perform repetitive tasks. Excel in MS Excel explains about the user interface of MS Excel 2013 and illustrate the basic useful functionalities of MS Excel in a simple and effective way with relevant examples and screenshots in place. It provides useful tips and best practices to work-on, learn, and excel in doing tough tasks in easy and quick methods. Features of MS Excel explained using the latest version of MS Office suite i.e. MS Excel 2013.

recover unsaved excel workbooks: Microsoft Excel Guide for Success Kevin Pitch, EXCLUSIVE BONUS CONTENTS AVAILABLE INSIDE: -VIDEO MASTERCLASS: Access expert-guided tutorials on Microsoft Excel and discover valuable tips and tricks. -MOBILE APP ON THE GO: Gain instant access to a world of resources and tips right from your smartphone. -READY-TO-USE TEMPLATES: Simplify your work with a collection of templates ready for immediate use. -PRINTABLE SHORTCUTS: Instant help at your fingertips - Speed up Excel tasks with ready-to-use printed shortcuts. -TIPS FOR INTEGRATION WITH CHAT GPT: Unlock innovative ways to integrate Excel with ChatGPT, enabling you to automate tasks, generate insightful data analysis, and much more. Feel overwhelmed by columns, rows, and endless data? Are you stuck in the quagmire of Excel confusion, feeling like you're just skimming the surface of its potential? Dream of a day when Excel tasks become second nature, powering your professional journey? If you answered "Yes" to at least one of these questions, then keep reading to start saving precious minutes of your work. I understand how daunting Excel can seem, with its complex functions and seemingly infinite possibilities. It's easy to feel lost amidst the formulas and charts, wondering if you'll ever harness the full power of this essential tool. You're not alone in this struggle. Many face these challenges, feeling overwhelmed and under-equipped to turn data into decisions. Unveil the magic of Microsoft Excel with this guide, meticulously crafted not just to educate but to empower. Witness not only a transformation in your technical prowess but also a newfound confidence that permeates every professional endeavor. Unveil Your Potential & Discoveries: -BE THE MASTER OF YOUR DATA: No more data dread. Transform intimidating numbers into stories, insights, and confident decisions. -ARTISTIC DATA VISUALS: It's not just about charts; it's about telling compelling tales. Create visuals that captivate, inform, and inspire. -DIVE INTO EXCEL'S MYSTERIES: Unearth the hidden gems and potent functions. Feel the thrill of discovery as even the most advanced features bow to your command. -CONNECT & THRIVE: Move beyond solitary work. Master collaborative tools, share insights, and build bridges of understanding across teams. -YOUR TRANSFORMATIONAL JOURNEY: It's not just about Excel; it's about you. Become the beacon of expertise, confidence, and growth in your workspace. Are you ready to not just learn, but to evolve? To not just work, but to thrive? Embrace your journey with Microsoft Excel, where every chapter is a steppingstone to your professional renaissance. Click Buy Now and let your Excel odyssey begin!

recover unsaved excel workbooks: Microsoft Office 365 Guide Kevin Pitch, EXCLUSIVE BONUS ACCESSIBLE VIA QR CODE IN THE PAPERBACK EDITION Ever pondered how mastering Microsoft 365 could boost your career, enhancing your productivity, and turning you into an indispensable team member? It's an enticing thought, yet perhaps you've hesitated, fearing it might be too complex or time-consuming. One major drain on productivity in both professional and personal settings is the repetitive nature of tasks, leading to dwindling efficiency and escalating frustration. Today, the hunt is on for individuals skilled in Microsoft 365 to optimize operations, yet those truly adept are rare gems. Hence, this proficiency is increasingly in demand and highly valued. Here is your opportunity to transform. Introducing a comprehensive, step-by-step exploration of the Microsoft 365 suite, encompassing Word, Excel, PowerPoint, Teams, OneNote, OneDrive, Publisher, Access, Outlook, and SharePoint. This guide is a powerhouse of over 500 pages, combining ten books in one! It's expertly crafted for all, blending straightforward explanations, enriching images, and rapid learning strategies. With this guide, you won't just become familiar with the software; you'll evolve into the Microsoft 365 whizz every organization covets! Here's a glimpse of the value you'll unlock: • CAREER PROGRESSION: Elevate your efficiency, standing out as a top performer and gaining recognition from your superiors, • PRODUCTIVITY GAIN: Curtail time spent on monotonous manual tasks by automating most processes, thereby conserving energy and boosting

productivity, • **FINANCIAL ORDER:** Leverage your Microsoft 365 expertise to optimize personal expense management or investment planning, ensuring superior organization, Within this expansive guide, you'll delve into: • **ACCESSIBLE EXPLANATIONS:** Transparent, relatable explanations, augmented with instructive images and step-by-step tutorials (tailored for both Windows OS and iOS), • **PATH FROM NOVICE TO GURU:** Begin from scratch and ascend to proficiency across all Microsoft 365 apps, recognizing their practical applications in both professional and personal scenarios, • **SHORTCUTS AND COMMANDS UNVEILED:** Master essential shortcuts and commands, empowering you to use them with confidence, • **COMPLEX FEATURES SIMPLIFIED:** Navigate the advanced features of Microsoft 365 - Data manipulation in Excel, email management in Outlook, seamless collaboration in Teams, and more! Don't let success wait any longer. Click Buy Now to immerse yourself in the Microsoft 365 world the effortless way. Embark on your journey to fully unleash your potential and revolutionize your work landscape!

recover unsaved excel workbooks: Computer Applications and Software Tools Mr. Rohit Manglik, 2024-03-09 EduGorilla Publication is a trusted name in the education sector, committed to empowering learners with high-quality study materials and resources. Specializing in competitive exams and academic support, EduGorilla provides comprehensive and well-structured content tailored to meet the needs of students across various streams and levels.

recover unsaved excel workbooks: Excel All-in-One For Dummies Paul McFedries, Greg Harvey, 2021-11-16 Excel-erate your productivity with the only guide you'll need to the latest versions of Microsoft Excel Microsoft Excel offers unsurpassed functionality and accessibility for data exploration and analysis to millions of users around the world. And learning to unlock its full potential is easier than you can imagine with help from Excel All-in-One For Dummies. Follow along with Excel expert and veteran author Paul McFedries as he walks you through every feature and technique you need to know to get the most out of this powerful software. You'll learn how to design worksheets, use formulas and functions, collaborate with colleagues and review their work, create charts and graphics, manage and analyze data, and create macros. Plus, you'll discover all the capabilities Microsoft has included in the newest versions of Excel, including dark mode and accessibility features. This indispensable reference allows you to: Get a firm grasp of Excel basics with the book's step-by-step guides before moving on to more advanced topics, like data analysis Access up-to-date information on all the new versions of Excel, including the ones bundled with Microsoft 365, Office 2021, and the LTSC/Enterprise Edition Enjoy the convenience of a single, comprehensive resource detailing everything you need to know about Excel Perfect for people coming to Excel for the very first time, Excel All-in-One For Dummies, Office 2021 Edition is also a must-read resource for anyone looking for a refresher on foundational or advanced Excel techniques.

recover unsaved excel workbooks: Microsoft Office Inside Out Ed Bott, Carl Siechert, 2013 Provides timesaving tips, tricks, shortcuts, solutions, and troubleshooting guidelines for Microsoft Excel, Outlook, Word, PowerPoint, and other applications, and explores new features and capabilities of Office 2013.

recover unsaved excel workbooks: Excel Quick Start: Master the Essentials in Record Time Pasquale De Marco, 2025-04-08 Excel Quick Start: Master the Essentials in Record Time is the ultimate guide for anyone looking to unlock the full potential of Microsoft Excel. Written in a clear and concise style, this book takes you on a step-by-step journey through the fundamentals of Excel, ensuring that you grasp each concept thoroughly before moving on to the next. With Excel Quick Start, you'll learn how to: * Navigate the Excel interface and enter data with ease * Master essential formula techniques for calculations and data analysis * Create visually appealing charts and graphs to communicate your data effectively * Organize and manage your data using sorting, filtering, and data validation * Collaborate seamlessly with others and share your workbooks securely * Automate repetitive tasks using macros and VBA programming * Troubleshoot common errors and resolve problems quickly This book is packed with hands-on exercises and real-world examples that reinforce your understanding of the material. Whether you're a student, a professional, or simply someone looking to improve your Excel skills, Excel Quick Start is the perfect resource for you. In

addition to the core Excel skills, this book also covers advanced techniques such as: * Using Power Query to extract and transform data from various sources * Creating interactive dashboards and reports with Power BI * Automating complex tasks with VBA programming With Excel Quick Start as your guide, you'll be able to transform spreadsheets from daunting tasks into opportunities for efficiency and success. Unlock the power of Excel today and take your productivity to the next level! If you like this book, write a review!

recover unsaved excel workbooks: Excel 2010 Bible John Walkenbach, 2010-04-09 A comprehensive reference to the newest version of the world's most popular spreadsheet application: Excel 2010 John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. Known as Mr. Spreadsheet, Walkenbach shows you how to maximize the power of all the new features of Excel 2010. An authoritative reference, this perennial bestseller proves itself indispensable no matter your level of skill, from Excel beginners and intermediate users to power users and potential power users everywhere. Fully updated for the new release, this latest edition provides comprehensive, soup-to-nuts coverage, delivering over 900 pages of Excel tips, tricks, and techniques you won't find anywhere else. Excel guru and bestselling author John Walkenbach (Mr. Spreadsheet) guides you through every aspect of Excel Delivers essential coverage of all the newest features of Excel 2010 Presents material in a clear, concise, logical format that is ideal for all levels of Excel experience Includes a CD that contains all the templates and worksheets used in the book plus John Walkenbach's award-winning Power Utility Pak Excel 2010 Bible serves as an excellent resource on all things Excel! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

recover unsaved excel workbooks: Microsoft Excel Inside Out (Office 2021 and Microsoft 365) Bill Jelen, 2021-12-22 Master proven processes for improving development with Scrum and Azure DevOps This guide can help any development team plan, track, and manage work far more effectively, by combining today's leading agile framework (Scrum) and Microsoft's ALM/DevOps toolset (Azure DevOps). Renowned Scrum expert Richard Hundhausen thoroughly covers team formation, backlogs, Sprints, test plans, collaboration, flow, continuous improvement, Azure Boards, Azure Test Plans, and the real-world tradeoffs associated with DevOps. Throughout, you'll find practical, in-the-trenches tips from experienced Professional Scrum Developers. To make this guide even more valuable, Hundhausen has organized it to complement Scrum.org's popular Professional Scrum Developer (PSD) program, which he created with Scrum.org's Ken Schwaber, author of this book's Foreword. Professional Scrum Trainer Richard Hundhausen shows how to: Deepen your understanding of the Scrum framework and Professional Scrum as based on the 2020 Scrum Guide. Provide proven work item planning and tracking, and quickly drive value from Azure Boards Improve your Scrum "pre-game": the tasks you'll perform before your first Sprint Use Azure DevOps to create and manage backlogs, plan Sprints, and collaborate throughout them Improve at scale with Scaled Professional Scrum and the Nexus scaled Scrum framework Recognize which practices are still most efficiently performed without tools Define and optimize team flow, overcome common dysfunctions, and evolve into a high-performance Professional Scrum Team About This Book For everyone who works with or relies on Scrum, including developers, designers, architects, testers, business analysts, Product Owners, Scrum Masters, managers, and other stakeholders Focuses primarily on using Scrum for software products, but can support development of adaptive solutions for any complex problem performance Professional Scrum Team

recover unsaved excel workbooks: Microsoft® Office 2010 Inside Out Carl Siechert, Ed Bott, 2010-09-27 Dive into the essential features in Microsoft Word 2010, Excel 2010, OneNote 2010, Outlook 2010, and PowerPoint 2010. This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Let the experts help you become at ease and proficient with every program in the Office family. Create great-looking documents using expert formatting tips. Build spreadsheets for complex calculations and data analysis. Save notes, clippings, web pages, and more in a notebook. Create dynamic slides and video-powered presentations. Expertly manage your inbox and business

information. Protect your security and safeguard private information. Collaborate with Windows Live SkyDrive and SharePoint.

recover unsaved excel workbooks: *Microsoft Office Specialist: Excel Expert (Office 2016) - Exam 77-728 Study Guide* Anand Vemula, The Microsoft Office Specialist: Excel Expert (Office 2016) - 77-728 Study Guide provides comprehensive preparation for individuals aiming to achieve certification in advanced Excel skills. This guide is designed for users who are proficient in Excel basics and wish to demonstrate their expertise in more complex tasks such as creating advanced formulas, managing large datasets, and optimizing Excel workbooks for collaboration and analysis. Key topics covered include advanced charting and data analysis tools, such as creating and modifying PivotTables and PivotCharts, applying data slicers and timelines, and performing what-if analysis with tools like Goal Seek and Scenario Manager. The guide also delves into advanced formula creation, exploring logical functions (IF, IFS, AND, OR), lookup functions (VLOOKUP, HLOOKUP, INDEX, MATCH, XLOOKUP), and financial, statistical, and math functions. Another critical focus is on data management: importing data from external sources, cleaning and transforming data, applying data validation rules, and utilizing Flash Fill. Users will also learn about advanced workbook management, including configuring workbook options, protecting worksheets, collaborating with others via OneDrive or SharePoint, and using macros for automation. The study guide includes step-by-step explanations, real-world examples, and practice questions that mirror the certification exam format, ensuring thorough preparation for both theoretical and practical Excel tasks. By mastering these advanced skills, candidates can confidently sit for the 77-728 exam, demonstrating their ability to handle Excel's most sophisticated features in professional environments

recover unsaved excel workbooks: *Excel for Microsoft 365 Training Tutorial Manual Classroom in a Book* TeachUcomp, 2024-01-18 Complete classroom training manual for Excel for Microsoft 365. 345 pages and 211 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create spreadsheets and advanced formulas, format and manipulate spreadsheet layout, sharing and auditing workbooks, create charts, maps, macros, and much more. Topics Covered: Getting Acquainted with Excel 1. About Excel 2. The Excel Environment 3. The Title Bar 4. The Ribbon 5. The "File" Tab and Backstage View 6. Scroll Bars 7. The Quick Access Toolbar 8. Touch Mode 9. The Formula Bar 10. The Workbook Window 11. The Status Bar 12. The Workbook View Buttons 13. The Zoom Slider 14. The Mini Toolbar 15. Keyboard Shortcuts File Management 1. Creating New Workbooks 2. Saving Workbooks 3. Closing Workbooks 4. Opening Workbooks 5. Recovering Unsaved Workbooks 6. Opening a Workbook in a New Window 7. Arranging Open Workbook Windows 8. Freeze Panes 9. Split Panes 10. Hiding and Unhiding Workbook Windows 11. Comparing Open Workbooks 12. Switching Open Workbooks 13. Switching to Full Screen Mode 14. Working With Excel File Formats 15. AutoSave Online Workbooks Data Entry 1. Selecting Cells 2. Entering Text into Cells 3. Entering Numbers into Cells 4. AutoComplete 5. Pick from Drop-Down List 6. Flash Fill 7. Selecting Ranges 8. Ranged Data Entry 9. Using AutoFill Creating Formulas 1. Ranged Formula Syntax 2. Simple Formula Syntax 3. Writing Formulas 4. Using AutoSum 5. Inserting Functions 6. Editing a Range 7. Formula AutoCorrect 8. AutoCalculate 9. Function Compatibility Copying & Pasting Formulas 1. Relative References and Absolute References 2. Cutting, Copying, and Pasting Data 3. AutoFilling Cells 4. The Undo Button 5. The Redo Button Columns & Rows 1. Selecting Columns & Rows 2. Adjusting Column Width and Row Height 3. Hiding and Unhiding Columns and Rows 4. Inserting and Deleting Columns and Rows Formatting Worksheets 1. Formatting Cells 2. The Format Cells Dialog Box 3. Clearing All Formatting from Cells 4. Copying All Formatting from Cells to Another Area Worksheet Tools 1. Inserting and Deleting Worksheets 2. Selecting Multiple Worksheets 3. Navigating Worksheets 4. Renaming Worksheets 5. Coloring Worksheet Tabs 6. Copying or Moving Worksheets Setting Worksheet Layout 1. Using Page Break Preview 2. Using the Page Layout View 3. Opening The Page Setup Dialog Box 4. Page Settings 5. Setting Margins 6. Creating Headers and Footers 7. Sheet Settings Printing Spreadsheets 1. Previewing and Printing Worksheets Helping Yourself 1. Using Excel Help 2.

Microsoft Search in Excel 3. Smart Lookup Creating 3D Formulas 1. Creating 3D Formulas 2. 3D Formula Syntax 3. Creating 3D Range References Named Ranges 1. Naming Ranges 2. Creating Names from Headings 3. Moving to a Named Range 4. Using Named Ranges in Formulas 5. Naming 3D Ranges 6. Deleting Named Ranges Conditional Formatting and Cell Styles 1. Conditional Formatting 2. Finding Cells with Conditional Formatting 3. Clearing Conditional Formatting 4. Using Table and Cell Styles Paste Special 1. Using Paste Special 2. Pasting Links Sharing Workbooks 1. About Co-authoring and Sharing Workbooks 2. Co-authoring Workbooks 3. Adding Shared Workbook Buttons in Excel 4. Traditional Workbook Sharing 5. Highlighting Changes 6. Reviewing Changes 7. Using Comments and Notes 8. Compare and Merge Workbooks Auditing Worksheets 1. Auditing Worksheets 2. Tracing Precedent and Dependent Cells 3. Tracing Errors 4. Error Checking 5. Using the Watch Window 6. Cell Validation Outlining Worksheets 1. Using Outlines 2. Applying and Removing Outlines 3. Applying Subtotals Consolidating Worksheets 1. Consolidating Data Tables 1. Creating a Table 2. Adding an Editing Records 3. Inserting Records and Fields 4. Deleting Records and Fields Sorting Data 1. Sorting Data 2. Custom Sort Orders Filtering Data 1. Using AutoFilters 2. Using the Top 10 AutoFilter 3. Using a Custom AutoFilter 4. Creating Advanced Filters 5. Applying Multiple Criteria 6. Using Complex Criteria 7. Copying Filter Results to a New Location 8. Using Database Functions Using What-If Analysis 1. Using Data Tables 2. Using Scenario Manager 3. Using Goal Seek 4. Forecast Sheets Table-Related Functions 1. The Hlookup and Vlookup Functions 2. Using the IF, AND, and OR Functions 3. The IFS Function Sparklines 1. Inserting and Deleting Sparklines 2. Modifying Sparklines Creating Charts In Excel 1. Creating Charts 2. Selecting Charts and Chart Elements 3. Adding Chart Elements 4. Moving and Resizing Charts 5. Changing the Chart Type 6. Changing the Data Range 7. Switching Column and Row Data 8. Choosing a Chart Layout 9. Choosing a Chart Style 10. Changing Color Schemes 11. Printing Charts 12. Deleting Charts Formatting Charts in Excel 1. Formatting Chart Objects 2. Inserting Objects into a Chart 3. Formatting Axes 4. Formatting Axis Titles 5. Formatting a Chart Title 6. Formatting Data Labels 7. Formatting a Data Table 8. Formatting Error Bars 9. Formatting Gridlines 10. Formatting a Legend 11. Formatting Drop and High-Low Lines 12. Formatting Trendlines 13. Formatting Up/Down Bars 14. Formatting the Chart and Plot Areas 15. Naming Charts 16. Applying Shape Styles 17. Applying WordArt Styles 18. Saving Custom Chart Templates Data Models 1. Creating a Data Model from External Relational Data 2. Creating a Data Model from Excel Tables 3. Enabling Legacy Data Connections 4. Relating Tables in a Data Model 5. Managing a Data Model PivotTables and PivotCharts 1. Creating Recommended PivotTables 2. Manually Creating a PivotTable 3. Creating a PivotChart 4. Manipulating a PivotTable or PivotChart 5. Changing Calculated Value Fields 6. Formatting PivotTables 7. Formatting PivotCharts 8. Setting PivotTable Options 9. Sorting and Filtering Using Field Headers PowerPivot 1. Starting PowerPivot 2. Managing the Data Model 3. Calculated Columns and Fields 4. Measures 5. Creating KPIs 6. Creating and Managing Perspectives 7. PowerPivot PivotTables and PivotCharts 3D Maps 1. Enabling 3D Maps 2. Creating a New 3D Maps Tour 3. Editing a 3D Maps Tour 4. Managing Layers in a 3D Maps Tour 5. Filtering Layers 6. Setting Layer Options 7. Managing Scenes 8. Custom 3D Maps 9. Custom Regions 10. World Map Options 11. Inserting 3D Map Objects 12. Previewing a Scene 13. Playing a 3D Maps Tour 14. Creating a Video of a 3D Maps Tour 15. 3D Maps Options Slicers and Timelines 1. Inserting and Deleting Slicers 2. Modifying Slicers 3. Inserting and Deleting Timelines 4. Modifying Timelines Security Features 1. Unlocking Cells 2. Worksheet Protection 3. Workbook Protection 4. Password Protecting Excel Files Making Macros 1. Recording Macros 2. Running and Deleting Recorded Macros 3. The Personal Macro Workbook

recover unsaved excel workbooks: Office 2013: The Missing Manual Nancy Conner, Matthew MacDonald, 2013-05-22 Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013, and provides lots of power-user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool. The important stuff you need to know: Create

professional-looking documents. Use Word to craft reports, newsletters, and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts and graphs, and animations. Share your Access database. Design a custom database and let other people view it in their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher, OneNote, and a full range of Office Web Apps. Create and share documents in the cloud. Upload and work with your Office files in Microsoft's SkyDrive.

recover unsaved excel workbooks: Power Excel with MrExcel Bill Jelen, 2015-04-01 Updating the previous edition's tips to include features in Excel 2013, this new edition of Mr. Excel's popular software guide even incorporates suggestions sent in by readers. Each featured topic has a problem statement and description, followed by a broad strategy for solving the problem. Mr. Excel then walks readers through the specific steps to solve the issue. Alternate strategies are also provided, along with common scenarios that trip users up, leaving readers with not only answers to their specific dilemmas but also new and quicker ways to use formulas and spreadsheets.

recover unsaved excel workbooks: *My Excel 2016 (includes Content Update Program)* Tracy Syrstad, 2015-10-08 Book + Content Update Program My Excel 2016 is your must-have companion for getting most out of Excel 2016. This friendly, quick, full-color, 100% practical tutorial walks you through every task you'll want to do with Excel 2016. Get productive fast with Excel 2016's updated interface Save time and make your data easier to work with Efficiently enter, insert, move, and manage data Use templates to reuse work and get a jumpstart on new projects Format worksheets and charts to make them clearer and more useful Use intuitive sparkline charts that fit in a single cell Build custom formulas using powerful built-in functions Sort, filter, and consolidate data and eliminate duplication Instantly group data and generate subtotals Quickly summarize huge data sets with PivotTables Find, fix, and avoid errors that break spreadsheets or cause inaccuracies Communicate more powerfully using visual tools such as SmartArt and WordArt Precisely control what you print and how it looks Securely share and distribute your workbooks Use Excel on the Web wherever you have Internet access Every task is presented step-by-step, using carefully annotated, colorful screenshots, all numbered so there's no chance of getting lost or confused. Everything's clearly organized in modular, self-contained chapters designed to help you get started quickly. Throughout, the book is packed with helpful tips, lists, and quick solutions to the problems you're most likely to encounter. In addition, this book is part of Que's exciting new Content Update Program. As Microsoft updates features of Excel 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit www.quepublishing.com/CUP. How to access the web edition: Follow the instructions in the book to learn how to register your book to access the FREE Web Edition.

recover unsaved excel workbooks: *Excel 2010: The Missing Manual* Matthew MacDonald, 2010-06-18 Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and graphics -- including miniature charts called Sparklines Examine your data. Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save

recover unsaved excel workbooks: **MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook** Joan Lambert, Joyce Cox, 2011 This all-in-one guide is designed to help

readers practice and prepare for the four core Microsoft Office Specialist (MOS) exams. Use the book's easy-to-follow procedures and illustrations to review the essential skills measured by the MOS exams.

recover unsaved excel workbooks: Excel 2013: The Missing Manual Matthew MacDonald, 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

recover unsaved excel workbooks: Excel 2022 beginner's user guide kylie Cox, 2022-08-31 Excel is the application used by many industries to develop business plans, create financial reports, produce budget reports, etc. It is a software from the Microsoft Office suite that allows the creation of tables, automated calculations, schedules, graphs, and databases. This type of software is called a "spreadsheet." Even if you've never used Excel before, this book will walk you through the basics, and if you've used it before, you'll get even more information. This is a complete guide for those who are just getting started with Excel and want to understand all the little keyboard tricks and shortcuts. In addition, the book provides simple hotkeys and step-by-step instructions. Don't waste any more time! Dive in right away. One more thing, you also get free access to a GIFT at the end of this book that can help you work smarter and faster if you get this book. SIMPLE GUIDE TO UNDERSTANDING EXCEL 2022 IN FEW DAYS Are you a beginner and want to learn Excel quickly and easily? Do you use Excel at home or in the office? Do you want to learn how to use Microsoft Excel 2022 so that you can be successful in the workplace? If so, you are in the right place! In this book, you will discover Microsoft Excel Basics, Excel Applications and Terminologies, Excel Formulas and Functions, Excel Charts and Charts, Excel Shortcuts and Tricks, and many more. The language for beginners is very simple and the explanations are accompanied by lots of colored images, to make the path fluid and understandable. Even if you've never used Excel before, this book will walk you through the basics, and if you've used it before, you'll get even more information. This is a complete guide for those who are just getting started with Excel and want to understand all the little keyboard tricks and shortcuts. In addition, the book provides simple hotkeys and step-by-step instructions. Don't waste any more time! Dive in right away. One more thing, you also get free access to a GIFT at the end of this book that can help you work smarter and faster if you get this book. Translator: Johnn Bryan PUBLISHER: TEKTIME

Related to recover unsaved excel workbooks

How to recover your Google Account or Gmail How to recover your Google Account or Gmail If you forgot your password or username, or you can't get verification codes, follow these steps to recover your Google Account. That way, you

Recover a recently deleted Google Account Google reserves the right to delete an inactive Google Account and its activity and data if you are inactive across Google for at least two years. Learn more about the Inactive Google Account

How to recover your Google Account or Gmail - Gmail Help How to recover your Google Account or Gmail If you have forgotten your password or username, or you can't get verification

codes, follow these steps to recover your Google Account. That

Guide to Google Account Recovery: Detailed Steps Open your browser and go to g.co/recover in the address bar. Enter the email address associated with the account you want to recover. After entering the email address, click the buttons or

Tips to complete account recovery steps - Google Help Help How to recover your Google Account or Gmail Tips to complete account recovery steps Secure a hacked or compromised Google Account Recover a recently deleted Google Account

Recover a deleted file in Google Drive Important: Permanently deleted files from Gmail, Google Photos, or Whatsapp backups can't be recovered. Learn how to recover

Restore recently deleted photos & videos - Android - Google Help You can restore recently deleted photos and videos that are still in your trash. Items that are permanently deleted can't be restored. Backed up photos and videos stay in your trash for 60

Gmail Message Recovery Tool - Google Help Gmail Message Recovery Tool Recover your emails that might have been deleted due to someone accessing your account without permission. Ready to get started?

Secure a hacked or compromised Google Account - Google Help How to recover your Google Account or Gmail Tips to complete account recovery steps Secure a hacked or compromised Google Account Recover a recently deleted Google Account

How to Recover Access to your YouTube Channel (Actually your To recover access to your YouTube channel, you need to sign into your Google Account using your email address and password

How to recover your Google Account or Gmail How to recover your Google Account or Gmail If you forgot your password or username, or you can't get verification codes, follow these steps to recover your Google Account. That way, you

Recover a recently deleted Google Account Google reserves the right to delete an inactive Google Account and its activity and data if you are inactive across Google for at least two years. Learn more about the Inactive Google Account

How to recover your Google Account or Gmail - Gmail Help How to recover your Google Account or Gmail If you have forgotten your password or username, or you can't get verification codes, follow these steps to recover your Google Account. That

Guide to Google Account Recovery: Detailed Steps Open your browser and go to g.co/recover in the address bar. Enter the email address associated with the account you want to recover. After entering the email address, click the buttons or

Tips to complete account recovery steps - Google Help Help How to recover your Google Account or Gmail Tips to complete account recovery steps Secure a hacked or compromised Google Account Recover a recently deleted Google Account

Recover a deleted file in Google Drive Important: Permanently deleted files from Gmail, Google Photos, or Whatsapp backups can't be recovered. Learn how to recover

Restore recently deleted photos & videos - Android - Google Help You can restore recently deleted photos and videos that are still in your trash. Items that are permanently deleted can't be restored. Backed up photos and videos stay in your trash for 60

Gmail Message Recovery Tool - Google Help Gmail Message Recovery Tool Recover your emails that might have been deleted due to someone accessing your account without permission. Ready to get started?

Secure a hacked or compromised Google Account - Google Help How to recover your Google Account or Gmail Tips to complete account recovery steps Secure a hacked or compromised Google Account Recover a recently deleted Google Account

How to Recover Access to your YouTube Channel (Actually your To recover access to your YouTube channel, you need to sign into your Google Account using your email address and password

How to recover your Google Account or Gmail How to recover your Google Account or Gmail If you forgot your password or username, or you can't get verification codes, follow these steps to recover your Google Account. That way, you

Recover a recently deleted Google Account Google reserves the right to delete an inactive Google Account and its activity and data if you are inactive across Google for at least two years. Learn more about the Inactive Google Account

How to recover your Google Account or Gmail - Gmail Help How to recover your Google Account or Gmail If you have forgotten your password or username, or you can't get verification codes, follow these steps to recover your Google Account. That

Guide to Google Account Recovery: Detailed Steps Open your browser and go to g.co/recover in the address bar. Enter the email address associated with the account you want to recover. After entering the email address, click the buttons or

Tips to complete account recovery steps - Google Help Help How to recover your Google Account or Gmail Tips to complete account recovery steps Secure a hacked or compromised Google Account Recover a recently deleted Google Account

Recover a deleted file in Google Drive Important: Permanently deleted files from Gmail, Google Photos, or Whatsapp backups can't be recovered. Learn how to recover

Restore recently deleted photos & videos - Android - Google Help You can restore recently deleted photos and videos that are still in your trash. Items that are permanently deleted can't be restored. Backed up photos and videos stay in your trash for 60

Gmail Message Recovery Tool - Google Help Gmail Message Recovery Tool Recover your emails that might have been deleted due to someone accessing your account without permission. Ready to get started?

Secure a hacked or compromised Google Account - Google Help How to recover your Google Account or Gmail Tips to complete account recovery steps Secure a hacked or compromised Google Account Recover a recently deleted Google Account

How to Recover Access to your YouTube Channel (Actually your To recover access to your YouTube channel, you need to sign into your Google Account using your email address and password

How to recover your Google Account or Gmail How to recover your Google Account or Gmail If you forgot your password or username, or you can't get verification codes, follow these steps to recover your Google Account. That way, you

Recover a recently deleted Google Account Google reserves the right to delete an inactive Google Account and its activity and data if you are inactive across Google for at least two years. Learn more about the Inactive Google Account

How to recover your Google Account or Gmail - Gmail Help How to recover your Google Account or Gmail If you have forgotten your password or username, or you can't get verification codes, follow these steps to recover your Google Account. That

Guide to Google Account Recovery: Detailed Steps Open your browser and go to g.co/recover in the address bar. Enter the email address associated with the account you want to recover. After entering the email address, click the buttons or

Tips to complete account recovery steps - Google Help Help How to recover your Google Account or Gmail Tips to complete account recovery steps Secure a hacked or compromised Google Account Recover a recently deleted Google Account

Recover a deleted file in Google Drive Important: Permanently deleted files from Gmail, Google Photos, or Whatsapp backups can't be recovered. Learn how to recover

Restore recently deleted photos & videos - Android - Google Help You can restore recently deleted photos and videos that are still in your trash. Items that are permanently deleted can't be restored. Backed up photos and videos stay in your trash for 60

Gmail Message Recovery Tool - Google Help Gmail Message Recovery Tool Recover your emails that might have been deleted due to someone accessing your account without permission. Ready to get started?

Secure a hacked or compromised Google Account - Google Help How to recover your Google Account or Gmail Tips to complete account recovery steps Secure a hacked or compromised Google Account Recover a recently deleted Google Account

How to Recover Access to your YouTube Channel (Actually your To recover access to your YouTube channel, you need to sign into your Google Account using your email address and password

Related to recover unsaved excel workbooks

How To Recover An Unsaved Excel File (The Droid Guy6y) If you work a lot in Excel, you've no doubt experienced losing a file due to forgetting to save it. If you've done a lot of work in Excel on a single project, only to have closed the file without

How To Recover An Unsaved Excel File (The Droid Guy6y) If you work a lot in Excel, you've no doubt experienced losing a file due to forgetting to save it. If you've done a lot of work in Excel on a single project, only to have closed the file without

How to Retrieve "Unsaved" Excel File Saved with Autosave (Yahoo10y) Need to recover an "unsaved" Excel file from your hard drive? Hoping it was saved by your "Autosave" feature? If you haven't done anything else to the file yet, it should still be there waiting for

How to Retrieve "Unsaved" Excel File Saved with Autosave (Yahoo10y) Need to recover an "unsaved" Excel file from your hard drive? Hoping it was saved by your "Autosave" feature? If you haven't done anything else to the file yet, it should still be there waiting for

How to Recover Lost Excel 2007 Data From an Unsaved Worksheet (Houston Chronicle5y) Digital disaster can strike in an instant when a program that contains important information closes unexpectedly. Microsoft designed Excel to address this problem through an AutoRecover feature that

How to Recover Lost Excel 2007 Data From an Unsaved Worksheet (Houston Chronicle5y) Digital disaster can strike in an instant when a program that contains important information closes unexpectedly. Microsoft designed Excel to address this problem through an AutoRecover feature that

Lost Excel file (JournalofAccountancy12y) Please note: This item is from our archives and was published in 2012. It is provided for historical reference. The content may be out of date and links may no longer function. AutoRecover saves at

Lost Excel file (JournalofAccountancy12y) Please note: This item is from our archives and was published in 2012. It is provided for historical reference. The content may be out of date and links may no longer function. AutoRecover saves at

Back to Home: <http://www.speargrouppllc.com>