

# Lesson 1-6: Pin a document and understand file organization

## tip

### Increasing the number of items in the recent documents list.

Excel remembers the seventeen most recently opened documents.

As you open more documents the seventeenth oldest is removed from the Recent Documents list unless you pin it.


If you'd like to increase Excel's memory up to a maximum of fifty items here's how it's done:

1. Click the Office button at the top left of the screen.
2. Click the *Excel Options* button at the bottom right of the dialog.
3. Choose *Advanced* from the left hand pane.
4. Scroll down the right-hand list until you find the Display category. You'll see *Show this number of Recent Documents: 17*.
5. Change the number to the number of recent documents you'd prefer Excel to remember (up to a maximum of fifty).

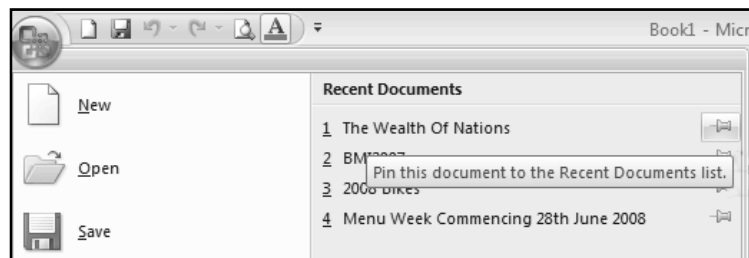
- 1 Close down and restart Excel.
- 2 Pin a workbook to the Recent Documents list.

1. Click the Office Button at the top left of the screen.


On the right hand side of the dialog is a list of all recently opened documents beginning with the most recent (probably the *Wealth of Nations* worksheet opened during the last lesson).

Note that there is a pin icon  next to each workbook name.

When you hover over the pin a tooltip is displayed saying: *Pin this document to the Recent Documents list*.



This can be a great time saver as it enables any workbook that you use a lot to always be in the *Recent Documents* list. You won't have to waste time looking for it on the hard drive.

2. Click the pin icon. The icon changes from unpinned  to pinned. 



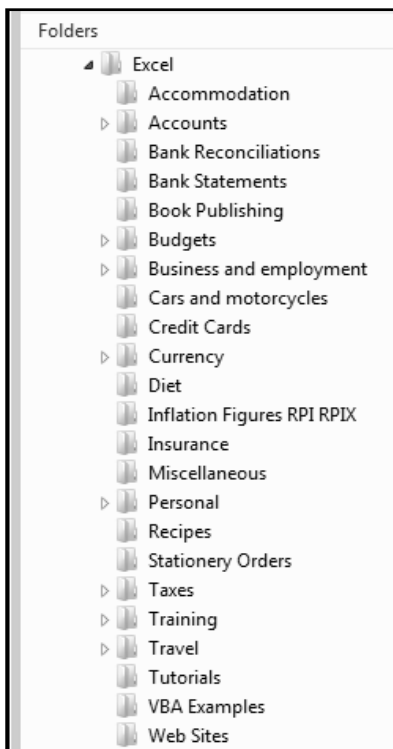
3. Click on *The Wealth of Nations* to open the workbook.

## 3 Understand file organization.

By default Excel saves all workbooks into your documents folder along with other Office documents (such as Word and PowerPoint files). This clearly is going to cause problems when you have a few hundred files.

Better to organize yourself from the start by setting up an orderly filing system.


I create a folder called *Excel* beneath the Documents folder. In this folder I create subfolders to store my work. You can see a screen grab of my Excel folder in the sidebar (of course, your needs will be different to mine).



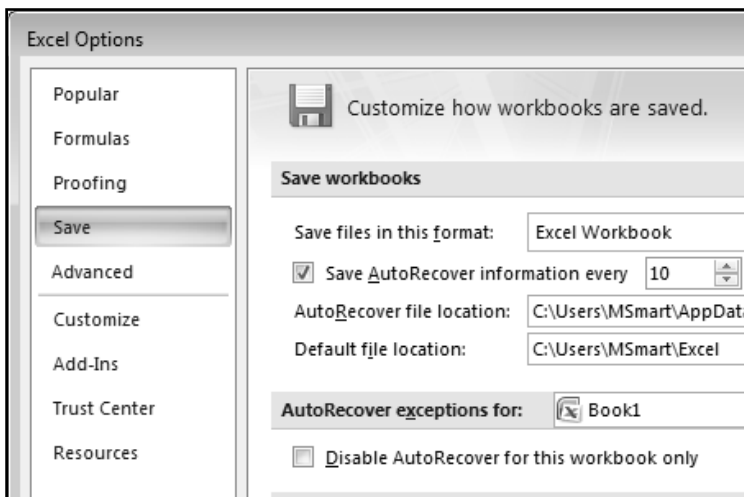
#### 4 Set the default file location.

If you take my advice and create an Excel folder you will waste a mouse click every time you open a file because Excel will take you to the *documents* folder by default.

Here's how to reset the default file location to your new Excel folder:

1. Click the Office button  at the top left of the screen.
2. Click the Excel Options button at the bottom right of the dialog.
3. Choose the Save category from the left hand side of the dialog.
4. Change the default file location.

You have to actually type in the default file location. Microsoft seems to have forgotten to add a browse button!



When you click Office→Open in future you'll automatically be taken to your Excel folder ready to choose a category.

During the remainder of the book I'll explain the above sequence of choices like this:

Click Office→Excel Option→Save and then change the default file location.

This will save a lot of time and forests!