

## Lesson 1-5: Save a workbook

### note

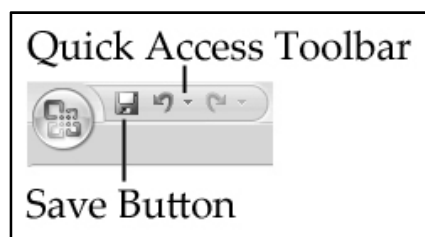
You can also use the <Ctrl>+<S> keyboard shortcut to save your work.

### 1 Save the workbook

When you are editing a workbook, the changes you make are only held in the computer's memory. If there is a power cut or your computer crashes you will lose any work that has been done since the last save.

For this reason you should get into the habit of regularly saving your work.

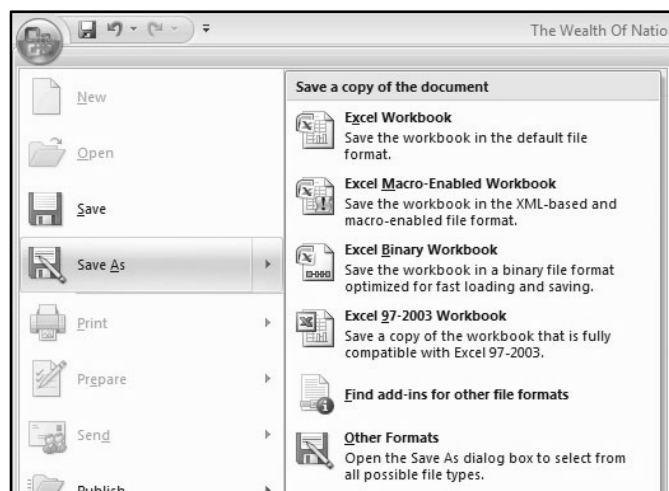
Even though we haven't changed this worksheet, let's save it now by clicking the Save button on the Quick Access Toolbar at the top left of the screen.



### 2 Save the workbook with a different name.

Click the *Office button* and then hover over the *Save As* item in the drop-down dialog.

You can see that it is possible to save your file in many different formats.



### 3 Understand file formats.

## Excel Workbook (the Open XML format)

Until very recently every program stored its information on the hard disk in a completely different way. These incompatible formats are called *binary formats*. This made it very difficult to write applications that could be used together.

All of this has changed with the new file format: *Office Open XML*.

## note

### How users of earlier office versions can read your OpenXML files

Microsoft has a free download: The Microsoft Office Compatibility Pack.

If users of Excel XP (2002) or 2003 install this they will be able to read and save Word, Excel and PowerPoint 2007 files in the new OpenXML format.

If the user has Office 97 or Office 2000 they are out of luck. You'll have to save your files in the old 97-2003 format if you need to share them.

The Smart Method still runs many Excel 2000 courses (especially for clients in the banking and finance sector). These users have no solution to read an Open XML workbook other than to upgrade.

Of course, as the years pass this will become less of an issue.

Microsoft have published exactly how this format works and given it away free to the world's developer community. This allows other programs to easily work with Excel workbook files. For example, Apple's iPhone already supports Office Open XML Email attachments.

Unfortunately the future has to co-exist with the past and there are a lot of people in the world using the older versions of Office (97, 2000, 2002 and 2003). If you save your files in the new Open XML format only people running Office 2007 will be able to read them (but see the sidebar for a potential solution to this problem).

## Excel Macro Enabled Workbook

The Excel Macro Enabled Workbook is simply a workbook that has program code (called Macro code) embedded within it. Macros are beyond the scope of this book but are covered in our Excel Expert Skills book

Macro programming (also called VBA programming) is a vast subject of its own and is not useful to the vast majority of Excel users. The Smart Method run comprehensive Excel VBA courses but they are usually only taken by scientists and engineers who need to add very advanced functionality to Excel.

Earlier versions of Excel could potentially allow a workbook to infect your machine with a macro virus because all Excel files were capable of carrying macros. By separating the formats it is easier to avoid opening potentially infected files.

## Excel 97-2003 Workbook

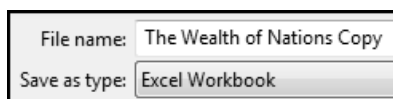
This is the old binary format that allows users with earlier versions of Excel to read your workbooks. Some features won't work in earlier versions and if you've used those in your workbook Excel will display a warning and tell you which features will be lost.

## Excel Binary Workbook

An oddity in Excel 2007 is a new binary format: Excel Binary Workbook. This is a binary alternative to Open XML but it can't be read by earlier versions of Excel. The advantage of this format is that it loads and saves more quickly than Open XML.

### 4 Save the workbook with a different name.

1. Click on the *Excel Workbook* icon.
2. Type: **The Wealth of Nations Copy** into the *File name* text box.
3. Click the *Save* button.



Notice that the name of the workbook in the title bar (at the top of the window) has now changed indicating that you are now viewing the new workbook that you have just saved.