Chapter 2

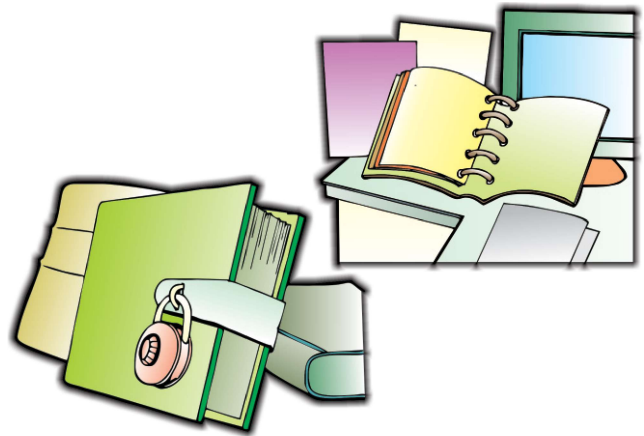## Word Watch

- Workbooks
- Spreadsheet Pages
- .xlsx
- File Format

WORKBOOK BASICS

Learning Objectives

After completing this chapter, you should be able to:

- start a new workbook;
- save a workbook;
- open an existing workbook;
- close a workbook; and
- delete a workbook.

Starting a New Workbook

The files you create in Excel are called workbooks. Excel workbooks are actually sets of spreadsheet pages. You can start a new workbook any time you want to create a new file for your Excel data. By default, every new workbook you open automatically contains three blank worksheets that you can use to enter Excel data.

Start a New Workbook

1 Click the Microsoft File tab .

2 Click New.
The New Workbook window appears.
- You can also press CTRL+N to create a new workbook.

3 Click Blank Workbook.
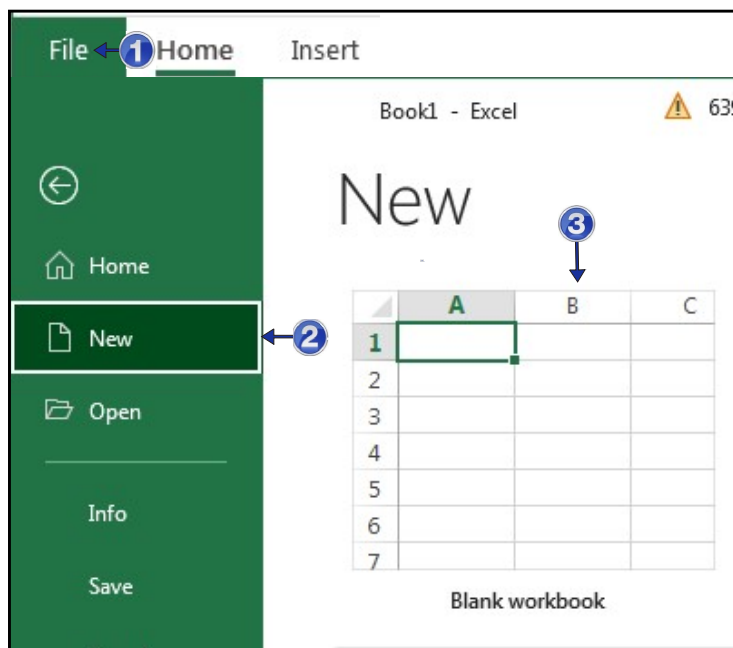
Saving a Workbook

You can save your data as a workbook file to reuse it or share it with others. By default, Excel workbooks are saved in the Excel file format, which uses the .xlsx file extension. When you save a workbook, you can specify a folder or drive to save to, as well as a unique filename. After you save a workbook, the new file name appears in the program window's title bar.

Save a Workbook

1 Click the File tab

2 Click Save or Save As.

3 Click in the Save in: pull-down arrow (▾) to navigate the folder or drive to which you want to save the file.

4 Type a name for the workbook file.

5 Click the Save button.
Excel saves the workbook and the new filename appears on the program window's title bar.
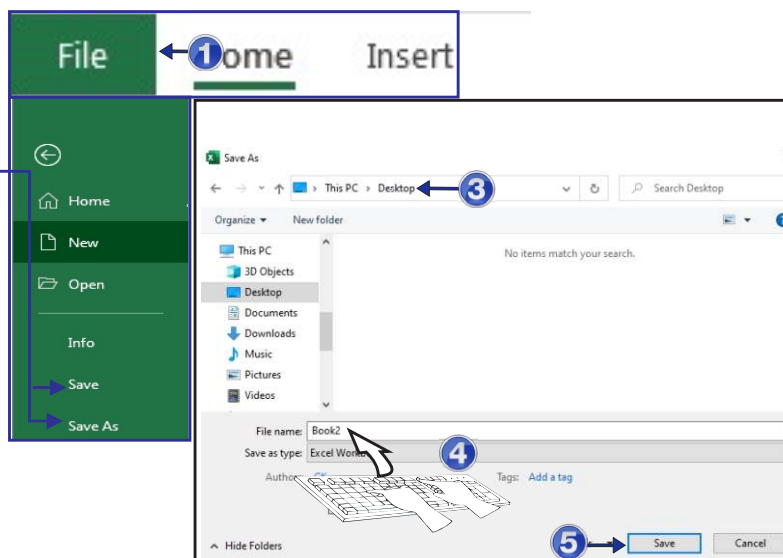
Opening an Existing Workbook

You can open a workbook you previously worked on to continue adding or analyzing data. Regardless of whether you store a workbook in a folder on your computer's hard drive or on a disk, such as a DVD, you can easily access files using the Open dialog box.

Open an Existing Workbook

1 Click the File tab (File).

2 Click Open.
The Open dialog box appears.

3 You can click directly the files that has been saved recently located at the right side.

4 The other way is click the Browse folder: click the pull-down arrow ( ) to navigate and select the folder or drive where you stored your file.

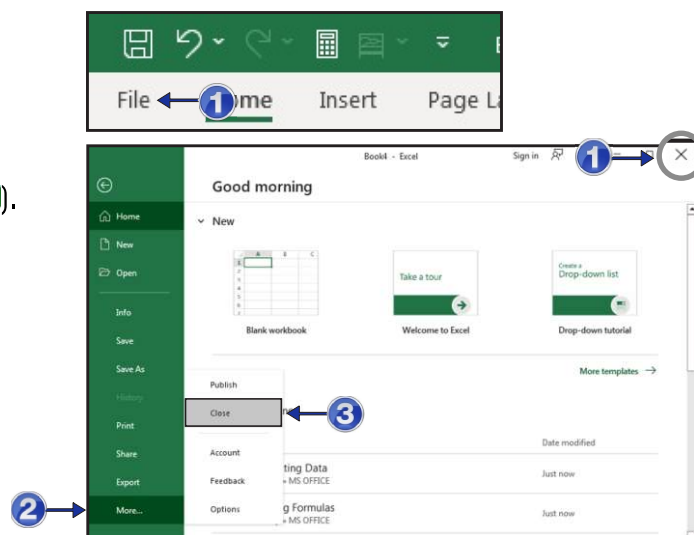5 Click the name of the file that you want to open.

6 Click Open.
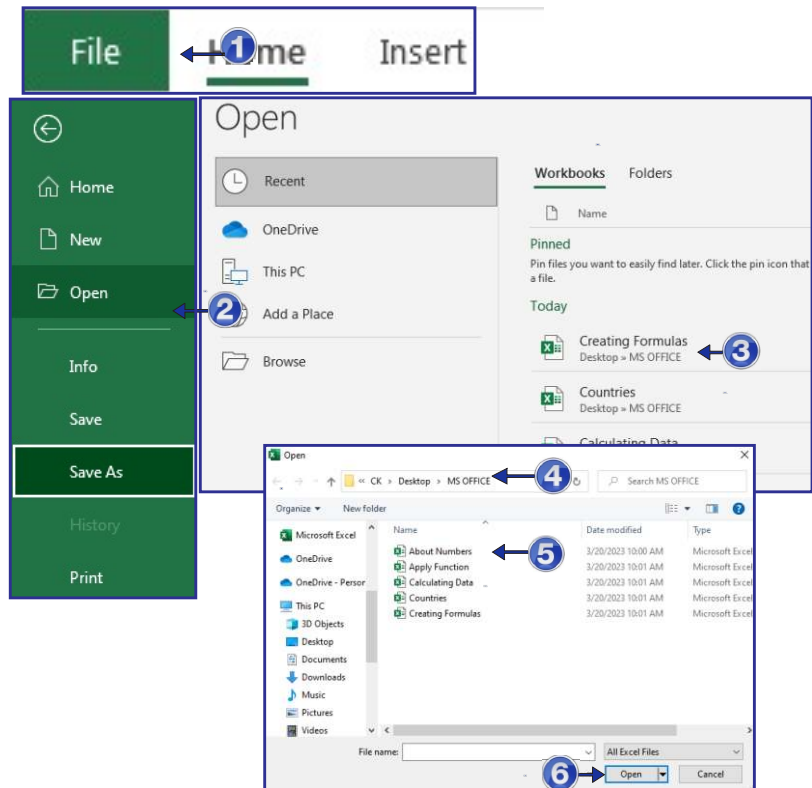
Closing a Workbook

You can close a workbook you are no longer using without closing the entire program window. Closing unnecessary files frees up processing power of your computer.

Close a Workbook

1 Click Close .
The workbook closes.

1 Click on the file tab icon (File).

2 Click (More...).

3 Click (Close).

Deleting a Workbook

Unwanted workbook oftentimes distracts attention and occupies additional disk space. You can permanently remove any workbook that you no longer use without exiting the Excel program window. For example, you may want to delete a temporary workbook you created for a quick calculation, or delete old workbooks containing outdated data. You can delete workbooks from the Open or Save As dialog boxes.

Delete a Workbook

① Click the File Tab (File).

② Click Open or Save As.

The Open or Save As dialog box appears.

③ Navigate to the Excel file that you want to delete and select it.

④ Press (Delete) on your keyboard.