Workbook in Excel

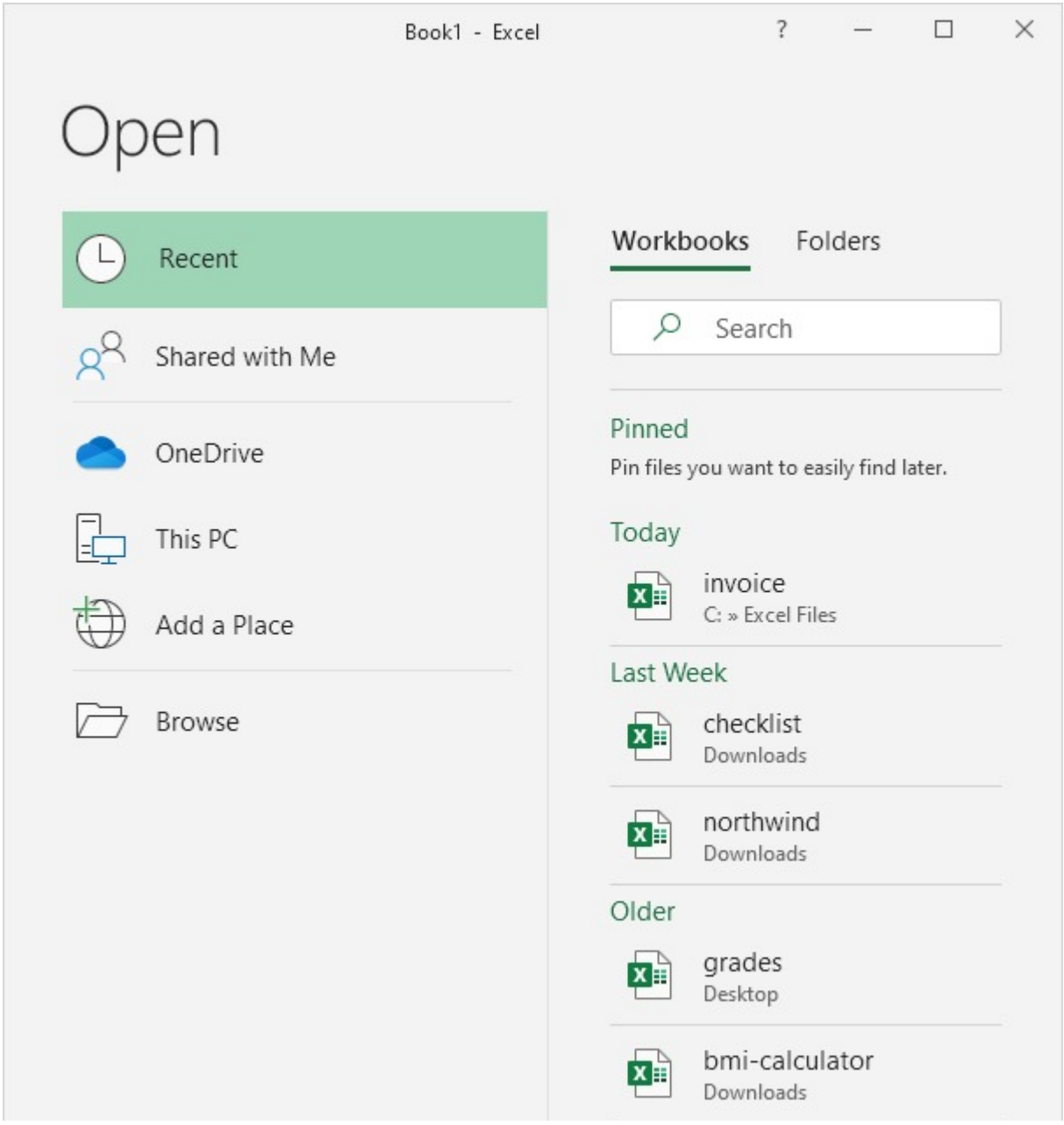
A workbook is another word for your Excel file. When you start Excel, click Blank workbook to create an Excel workbook from scratch.

✦ Open an Existing Workbook

To open a workbook you've created in the past, execute the following steps.

1. On the File tab, click Open.

2. Recent shows you a list of your recently used workbooks. You can quickly open a workbook from here.



3. Click Browse to open a workbook that is not on the list.

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✦ Close a Workbook

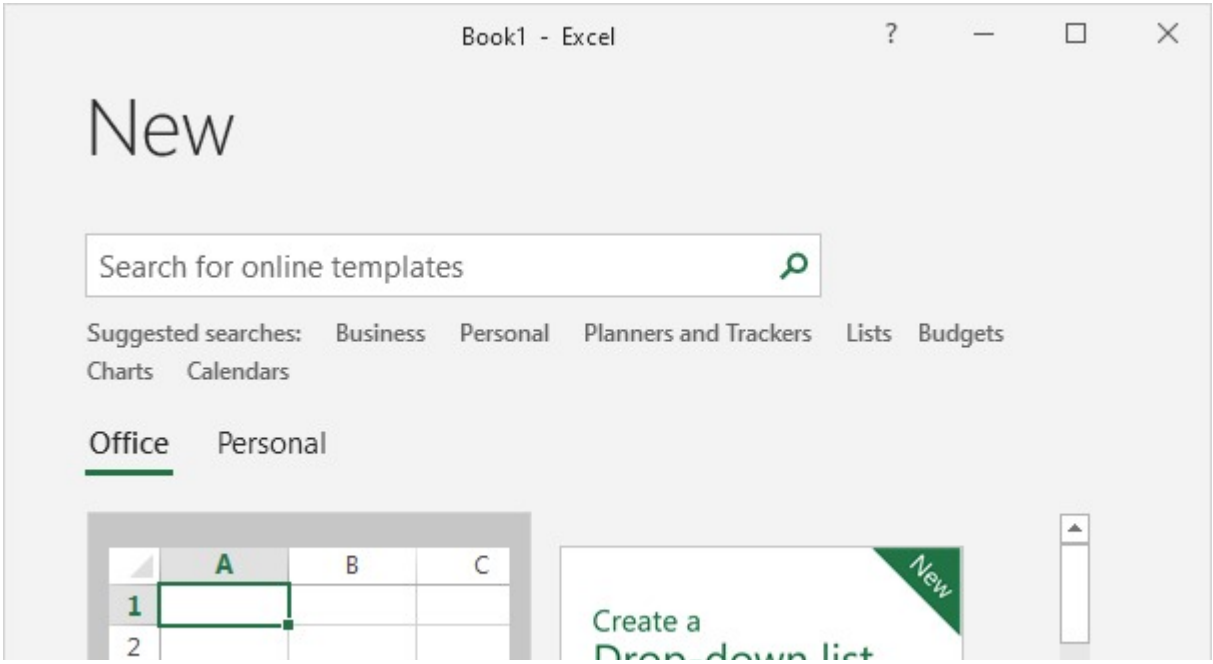
To close a workbook (and Excel), click the upper right X. If you have multiple workbooks open, clicking the upper right X closes the active workbook.

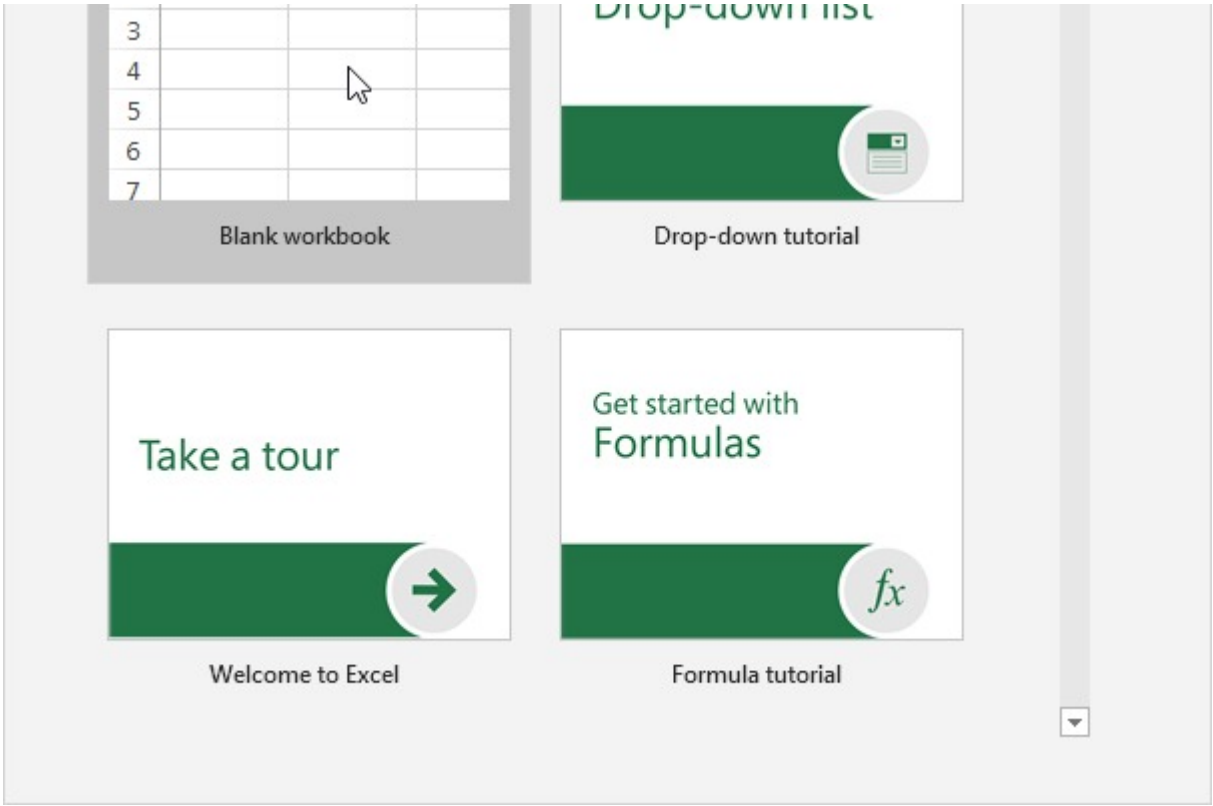
✦ Create a New Workbook

Sometimes you want to start all over again. To create a new workbook, execute the following steps.

1. On the File tab, click New.

2. Click Blank workbook.



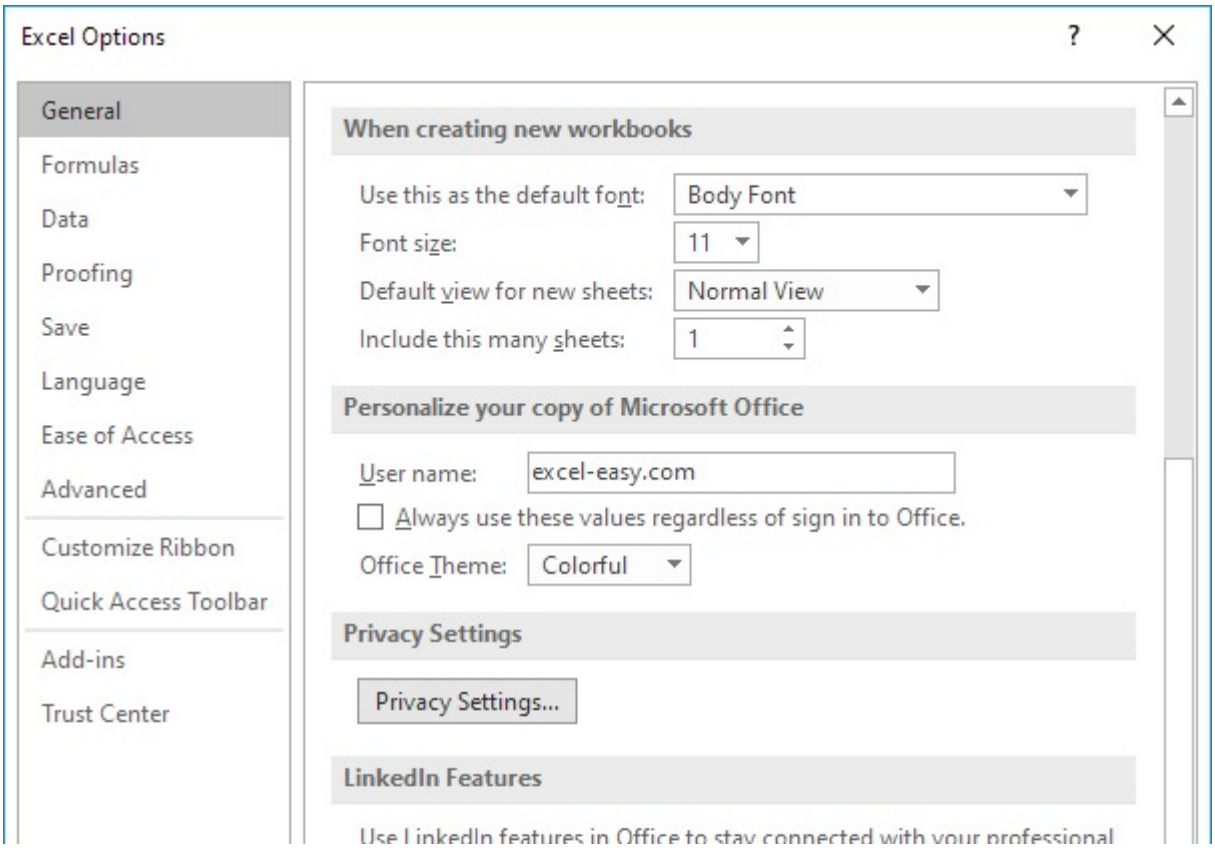


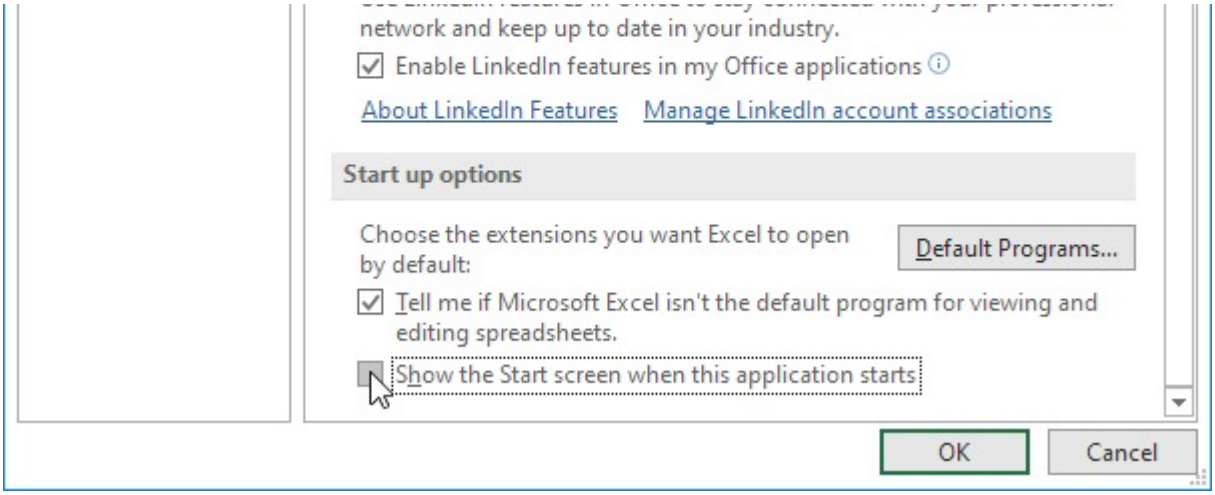
✦ Turn off the Start screen

When you start Excel, it shows a start screen that lists recently used Excel files and templates. To skip the start screen and always start with a blank workbook, execute the following steps.

1. On the File tab, click Options.

2. Under Start up options, uncheck 'Show the Start screen when this application starts'.





3. Click OK.

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