Save in Excel 97-2003 Format

If you save your Excel files in 97-2003 format (.xls instead of the new .xlsx format), users who do not have Excel 2007 or later installed on their computer, can still open your Excel files.

1. Open a workbook.

2. On the File tab, click Save As.

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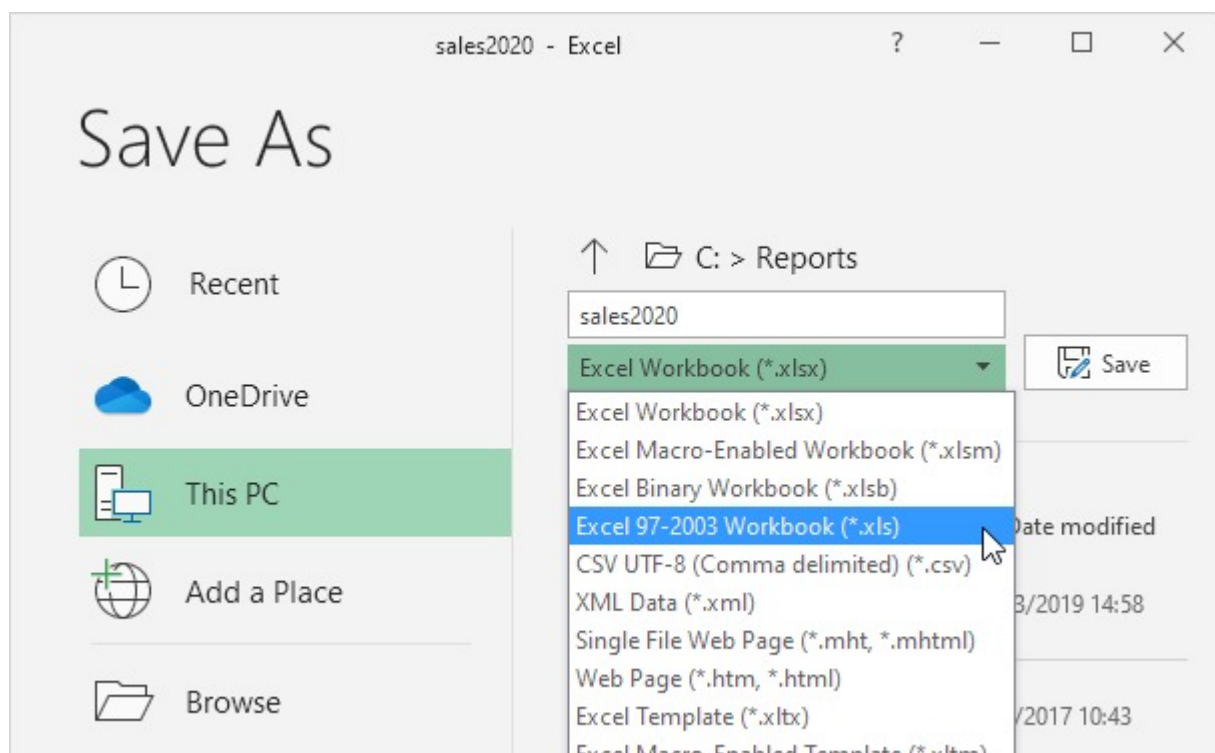⊕ **Business templates**   ⊕ **free Excel**

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3. Select Excel 97-2003 Workbook (*.xls) from the drop-down list.

Excel Macro-Enabled Template (*.xltm)
Excel 97-2003 Template (*.xlt)
Text (Tab delimited) (*.txt)   2017 09:55
Unicode Text (*.txt)
XML Spreadsheet 2003 (*.xml)
Microsoft Excel 5.0/95 Workbook (*.xls)   3/2020 12:04
CSV (Comma delimited) (*.csv)
Formatted Text (Space delimited) (*.prn)
Text (Macintosh) (*.txt)   29/2016 15:24
Text (MS-DOS) (*.txt)
CSV (Macintosh) (*.csv)
CSV (MS-DOS) (*.csv)
DIF (Data Interchange Format) (*.dif)
SYLK (Symbolic Link) (*.slk)
Excel Add-in (*.xlam)
Excel 97-2003 Add-in (*.xla)
PDF (*.pdf)
XPS Document (*.xps)
Strict Open XML Spreadsheet (*.xlsx)
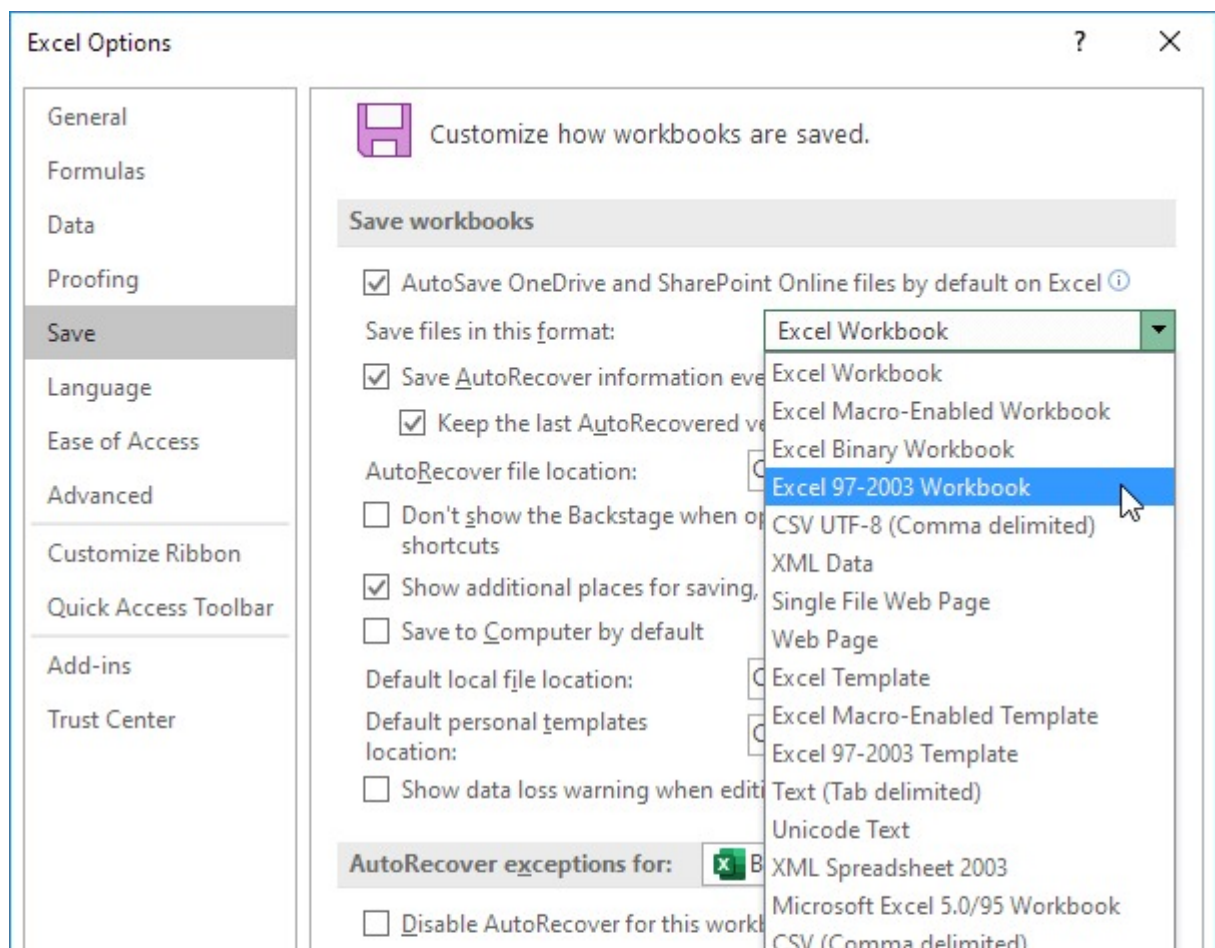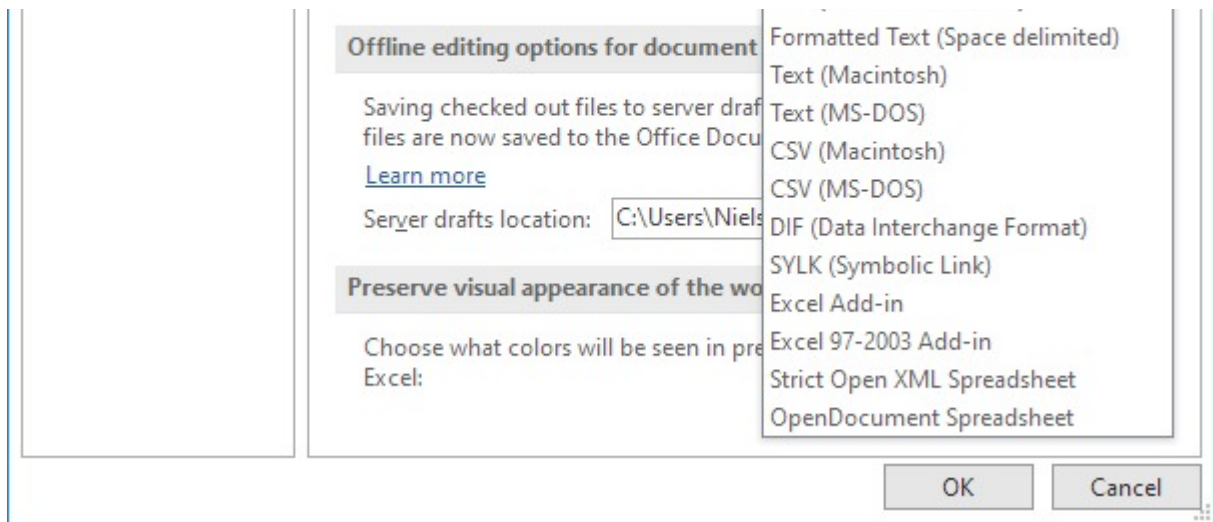OpenDocument Spreadsheet (*.ods)

4. Click Save.

To automatically save your Excel files in 97-2003 format, execute the following steps.
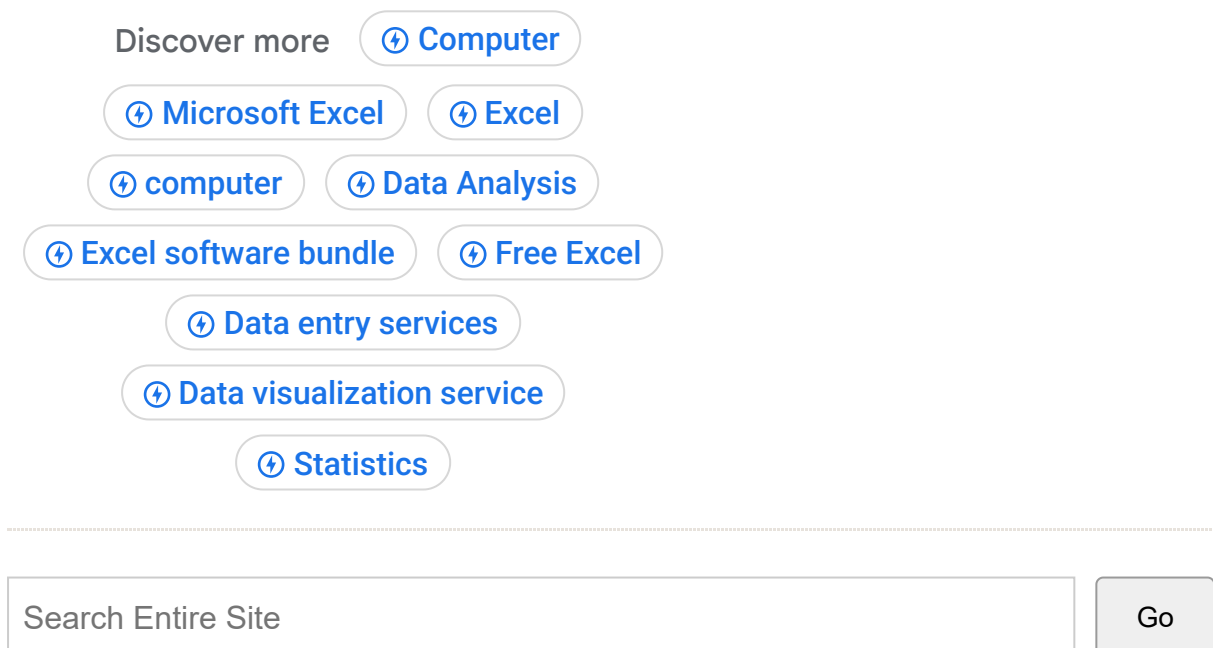
5. On the File tab, click Options

6. On the left side, click Save and select Excel 97-2003 Workbook from the drop-down list.

7. Click OK.

Note: Excel will always give you a warning if features are not supported in 97-2003 format, so you can save the file in the new .xlsx format (Excel Workbook).

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