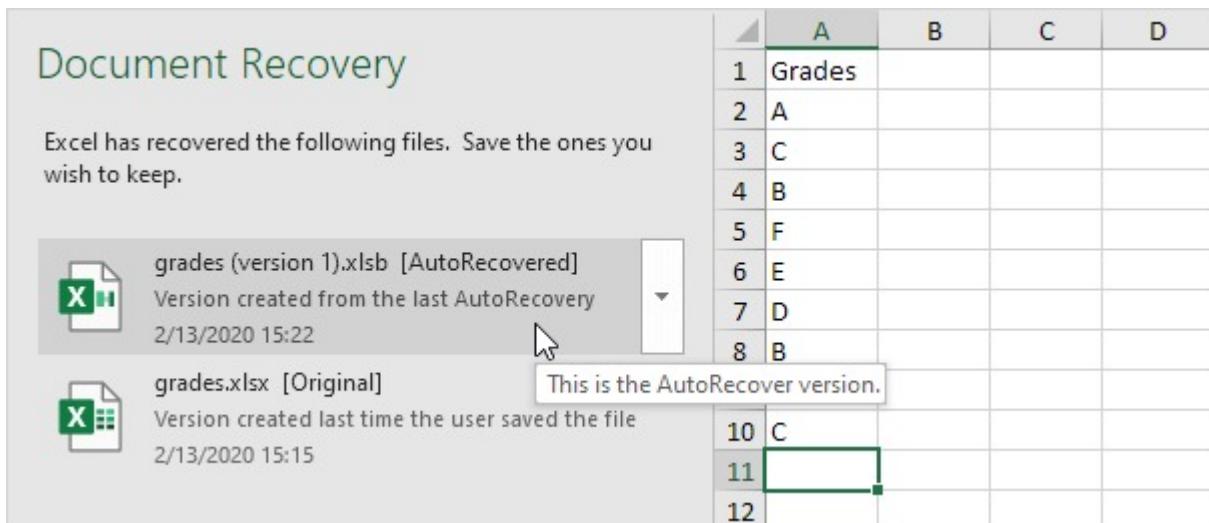


# AutoRecover an Excel File

Excel periodically saves a copy of your Excel file. Learn how to recover a file that was never saved and how to recover a file that has been saved at least once.

If Excel crashes, it displays the Document Recovery Pane, the first time you open Excel again. This is a quick way to recover the last autosaved file.



The screenshot shows the 'Document Recovery' pane in Excel. It lists two recovered files:

- grades (version 1).xlsb [AutoRecovered]**  
Version created from the last AutoRecovery  
2/13/2020 15:22
- grades.xlsx [Original]**  
Version created last time the user saved the file  
2/13/2020 15:15

A tooltip box points to the 'grades (version 1).xlsb' entry with the text: "This is the AutoRecover version." To the right of the pane, a small portion of an Excel spreadsheet is visible, showing columns A through D and rows 1 through 12. Row 1 contains the header "Grades". Rows 2 through 8 contain the letters A through F respectively. Row 10 contains the letter C. Row 11 is selected and highlighted with a green border. Row 12 is empty.

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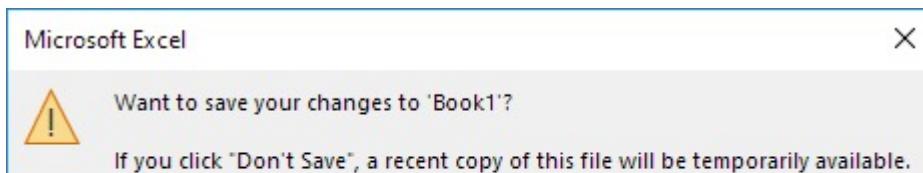
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## ◆ Recover a File that was never saved

If you've never saved a file and you accidentally click Don't Save below when you close Excel (or Excel crashes), execute the following steps to recover the last autosaved file.



[Learn more](#)

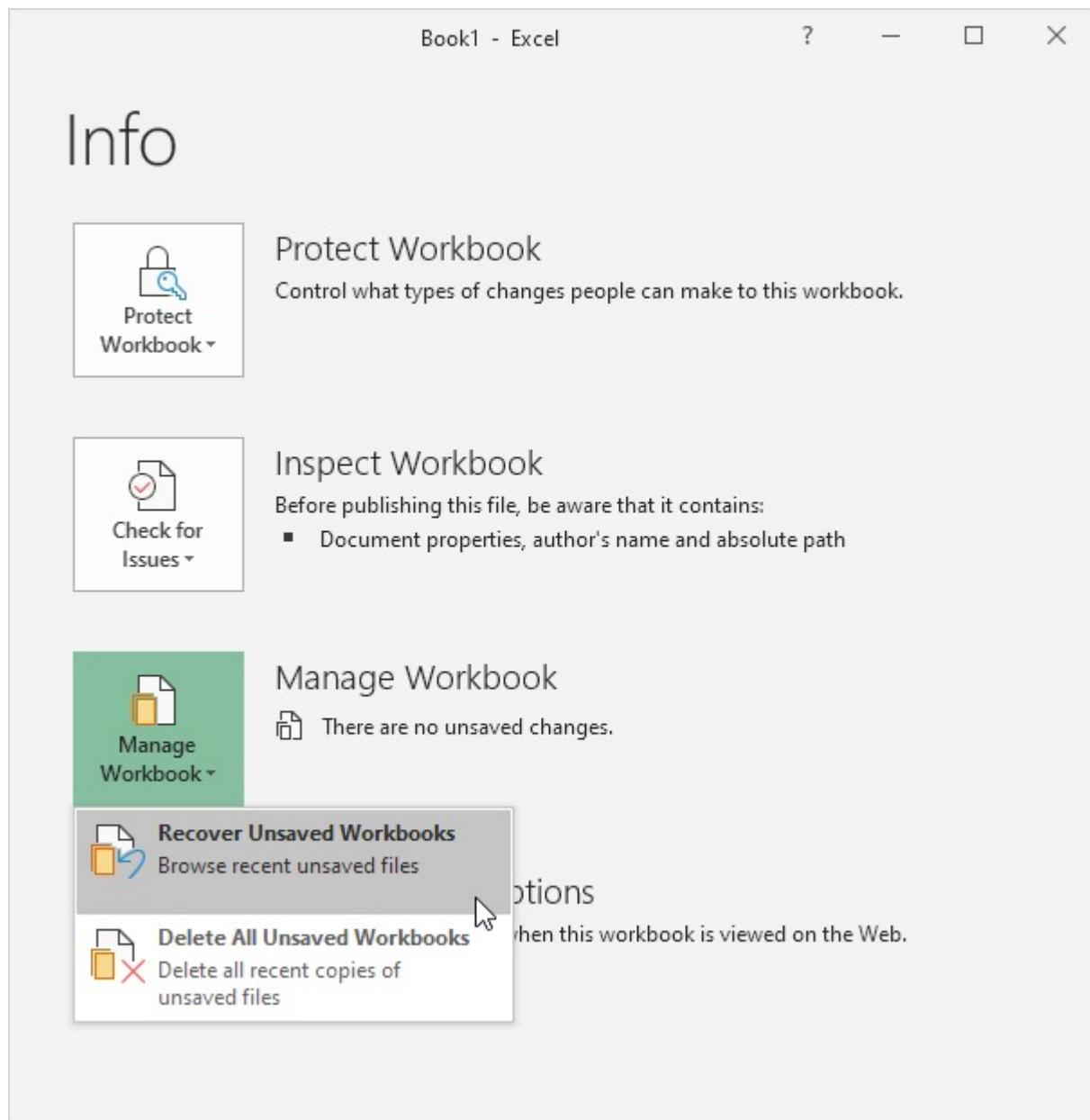
[Save](#)

[Don't Save](#)

[Cancel](#)

Note: Excel tells you if a recent copy will be available.

1. On the File tab, click Info.
2. Click Manage Workbook, Recover Unsaved Workbooks.



3. Click the last autosaved file.

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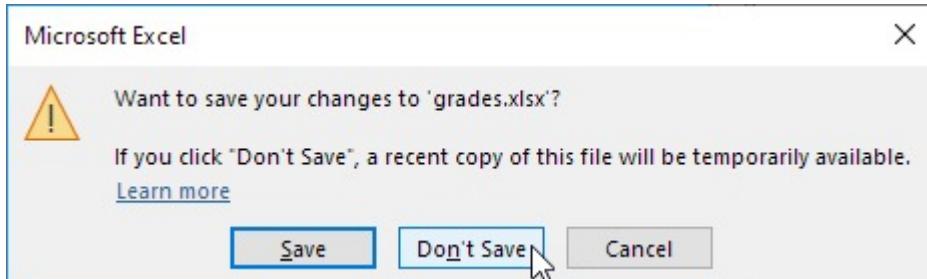
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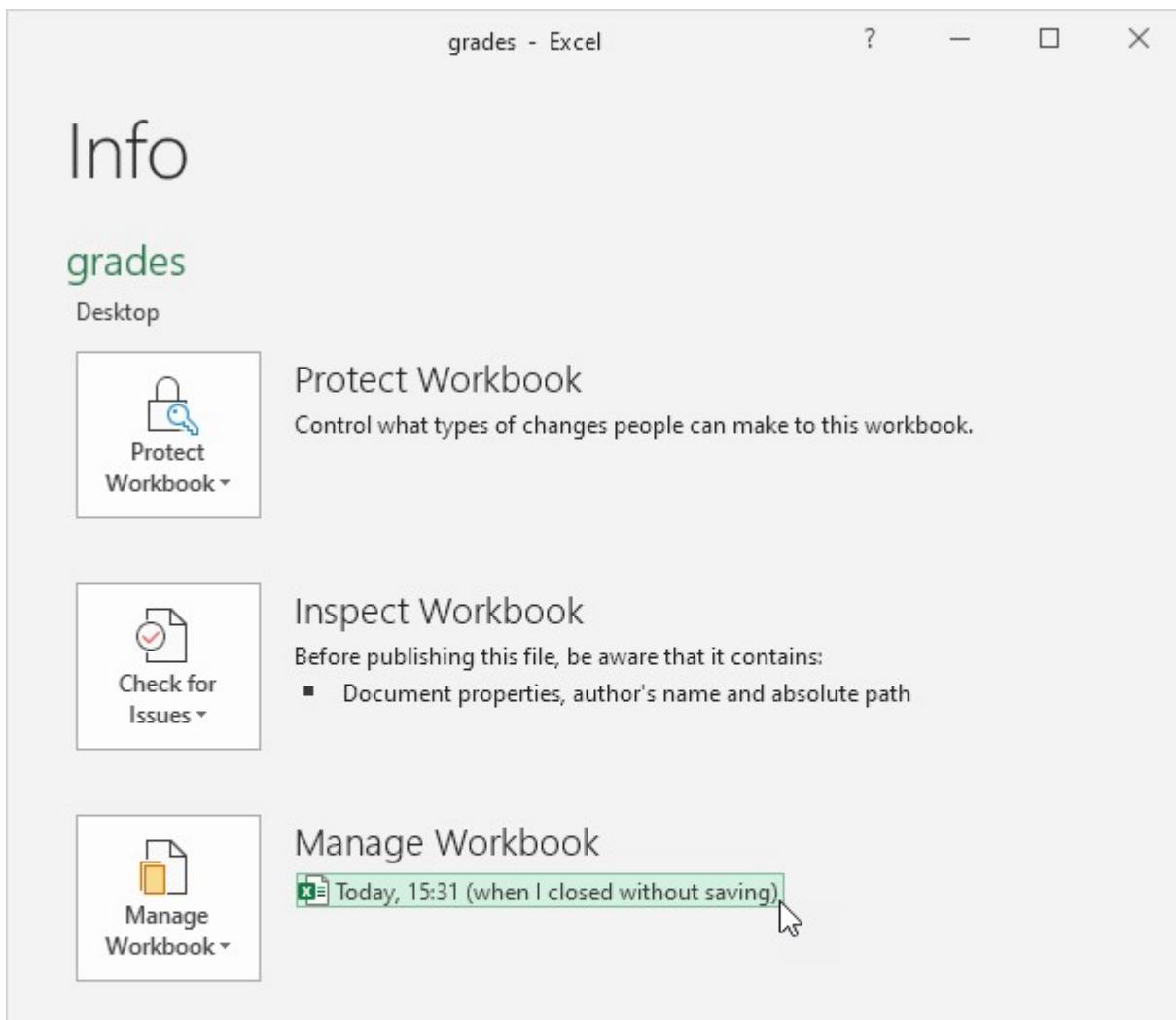
## ◆ Saved at least once

If you've saved a file at least once and you accidentally click Don't Save below when you close Excel (or Excel crashes), execute the following steps to recover the last autosaved file.



Note: Excel tells you if a recent copy will be available.

1. Open the Excel file!
2. On the File tab, click Info.
3. Under Manage Workbook, click the last autosaved file.



grades - Excel

Info

grades

Desktop

Protect Workbook

Control what types of changes people can make to this workbook.

Protect Workbook

Check for Issues

Inspect Workbook

Before publishing this file, be aware that it contains:

- Document properties, author's name and absolute path

Manage Workbook

Today, 15:31 (when I closed without saving)



## Browser View Options

Pick what users can see when this workbook is viewed on the Web.

## ◆ Versions

When you are working on an Excel file, Excel saves all previous autosaved files under Manage Workbook.

1. On the File tab, click Info.
2. At any time, you can go back to a previous version of your Excel file.

The screenshot shows the 'Info' dialog box in Excel. The title bar says 'grades - Excel'. The main area is titled 'Info' and has a green header 'grades'. Below it, 'Desktop' is listed. There are four sections: 'Protect Workbook', 'Inspect Workbook', 'Manage Workbook', and 'Browser View Options'. The 'Manage Workbook' section shows two autosaved files: 'Today, 15:44 (autorecovery)' and 'Today, 15:41 (autorecovery)'. A cursor is pointing at the first file. The 'Browser View Options' section is partially visible at the bottom.

grades - Excel

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×

## Info

grades

Desktop

Protect Workbook  
Control what types of changes people can make to this workbook.

Inspect Workbook  
Before publishing this file, be aware that it contains:

- Document properties, author's name and absolute path

Manage Workbook

- [x] Today, 15:44 (autorecovery)
- [x] Today, 15:41 (autorecovery)

Browser View Options  
Pick what users can see when this workbook is viewed on the Web.

Note: Excel deletes all previous autosaved files when you close the Excel file.

## ◆ AutoRecover Options

To change the AutoRecover options, execute the following steps.

1. On the File tab, click Options, Save.

Note: you can save AutoRecover information every x minutes, change the AutoRecover file location, etc.

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## Chapter

- Workbook
- 

### Learn more, it's easy

- Themes
  - View Multiple Workbooks
  - AutoRecover
  - Merge Excel Files
  - Save in 97-2003 Format
- 

### Next Chapter

- Worksheets
- 

### Follow Excel Easy



### Popular Excel Topics

- Pivot Tables
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- Find Duplicates
- If
- Drop-down List
- Countif

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- Index and Match
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- 1. Introduction
- 

- 2. Basics
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- 3. Functions
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- 4. Data Analysis
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- 5. VBA
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Start with Excel in 2026: Range • Formulas and Functions • Ribbon • Cell References • Sort • Filter