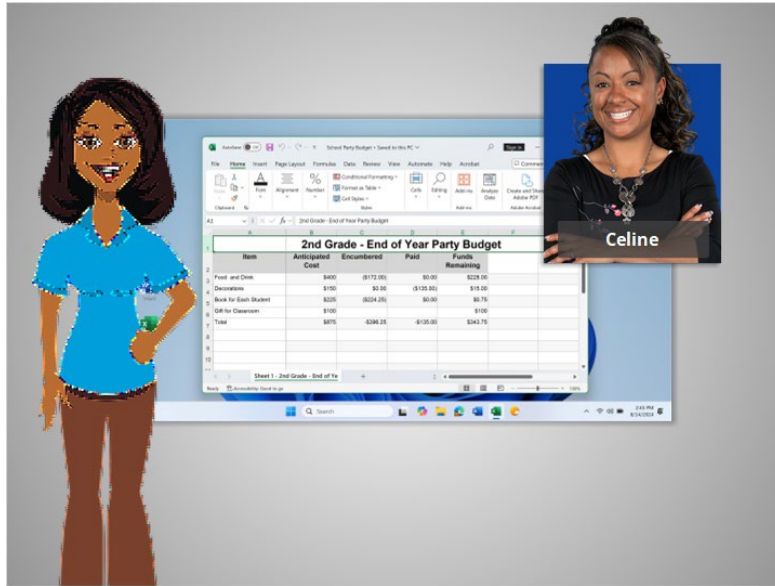


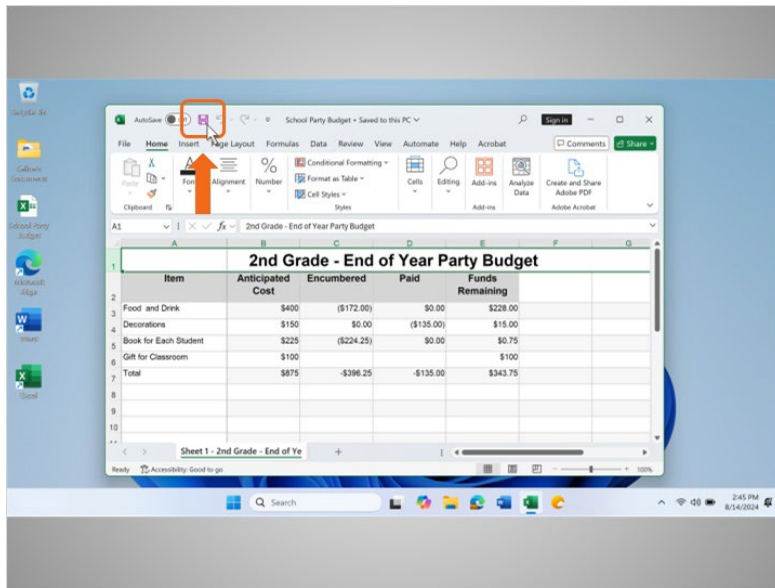
Using a PC Windows 11

Saving and Closing Files

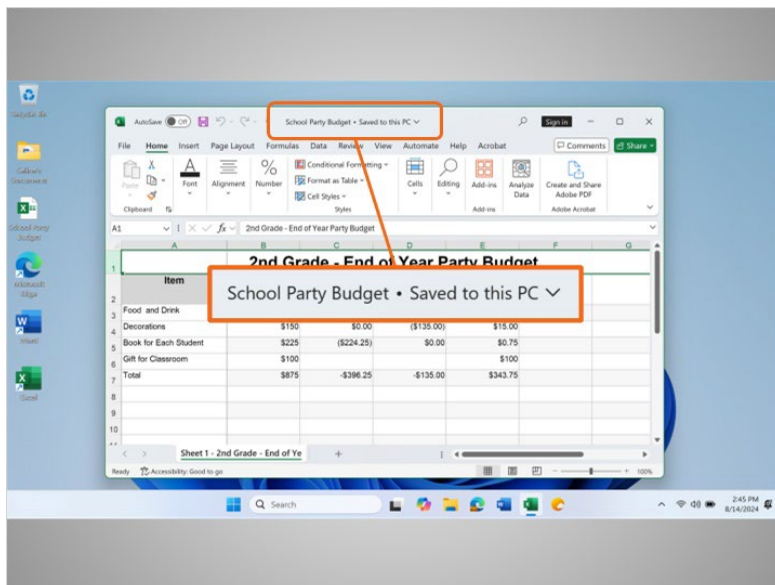


In the previous lesson, Celine learned how to find and open files on her computer.

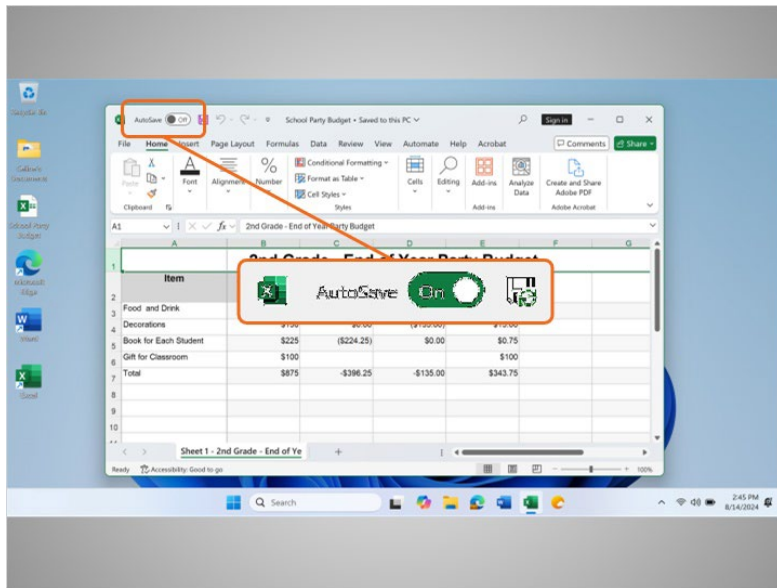
While you are working on a file, or before you close it, you will want to save your work. In today's lesson, Celine will learn how to Close a file and Save her work using Microsoft Excel within the Windows 11 operating system.



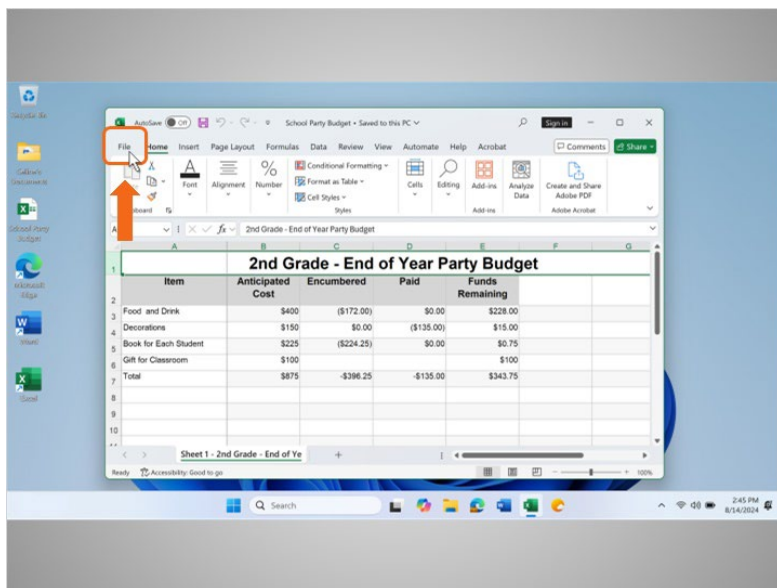
Celine has finished working in this Excel document and wants to save her work. Celine saved this file before and would like to keep the same name and location of the file. So, she clicks the Save option which is in the Toolbar.



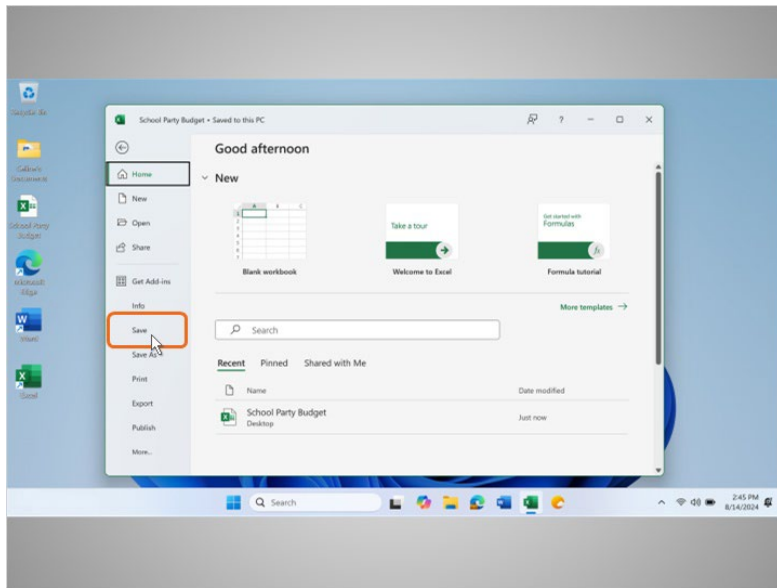
Your version of Microsoft products like Excel may save your file automatically, every few seconds, as you work. The tool bar will show you the saved status of the document.



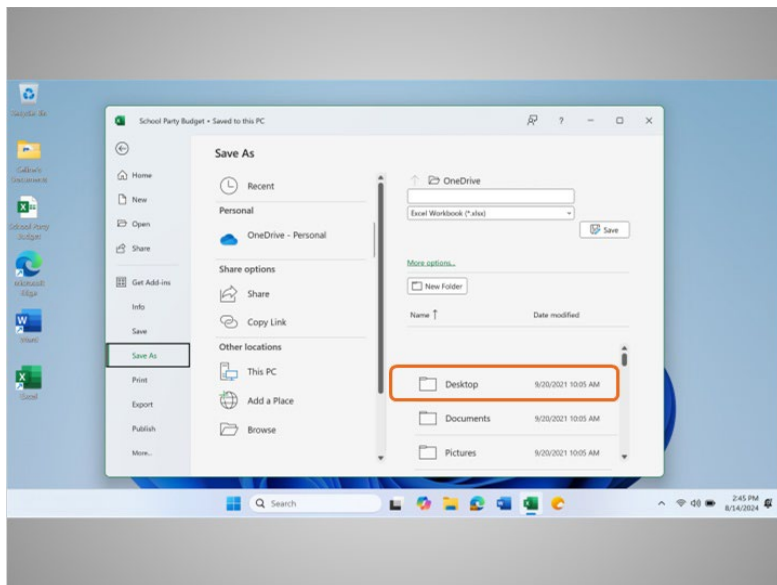
In this example, “Autosave” is turned off. To turn on Autosave, click the button next to Autosave to turn it on. The icon will turn from gray to green.



If this is the first time you are saving the file, click File

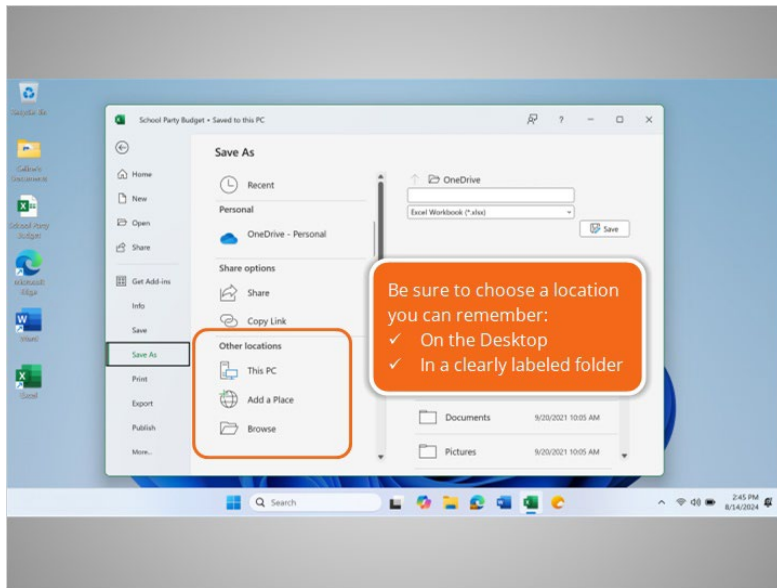


and select Save.

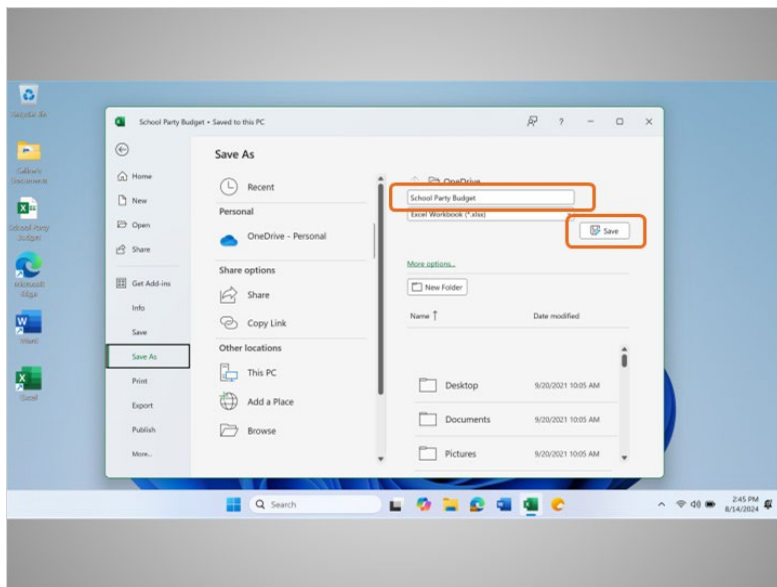


A "Save As" window will open. This allows you to select where the saved file will be located on your computer, and to enter a name for the file.

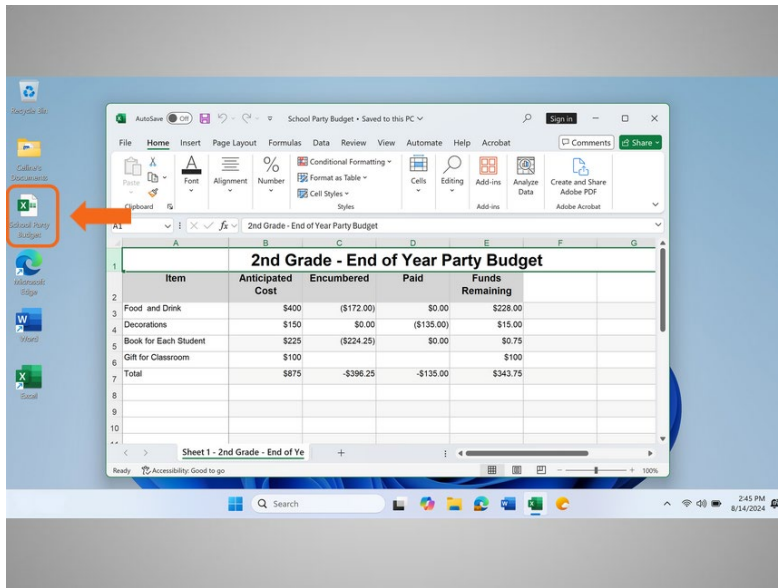
Celine is going to save the file to the desktop.



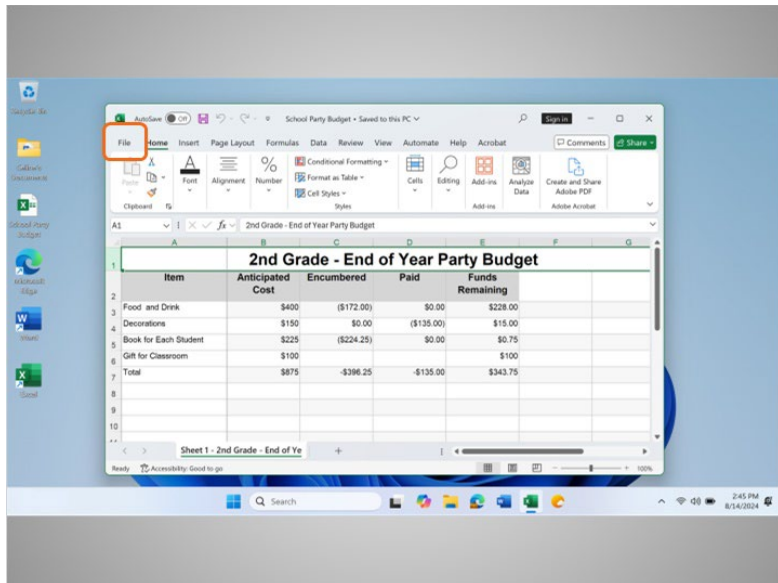
You can also use the navigation pane on the left to choose a different location for your file. Be sure to choose a location you can remember easily such as on the desktop or in a clearly labeled folder.



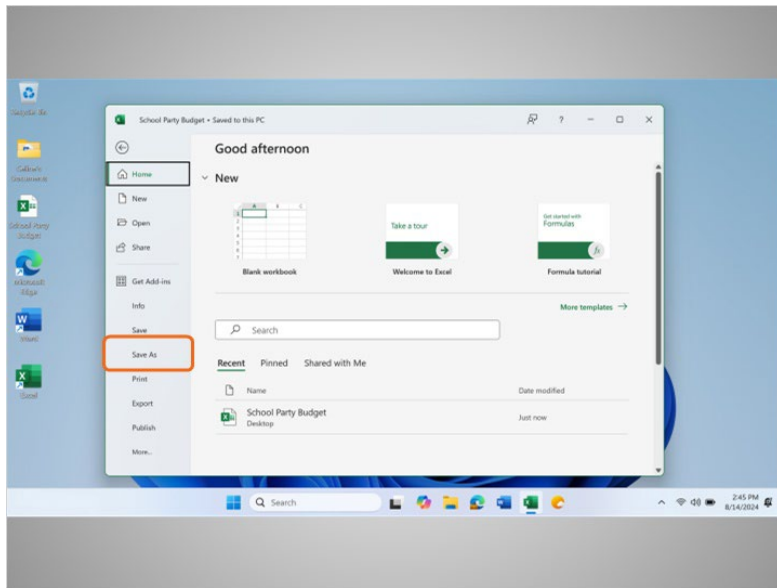
Celine enters a file name here, then clicks the Save button,



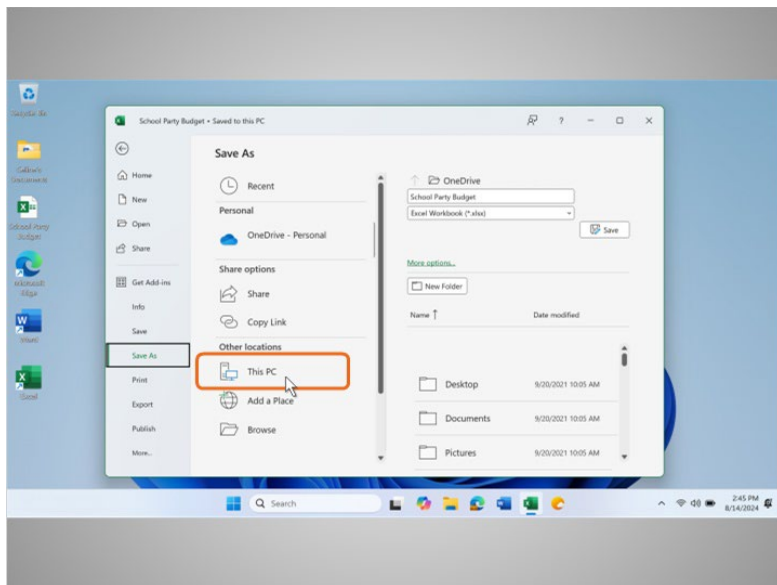
and the file is saved to the desktop.



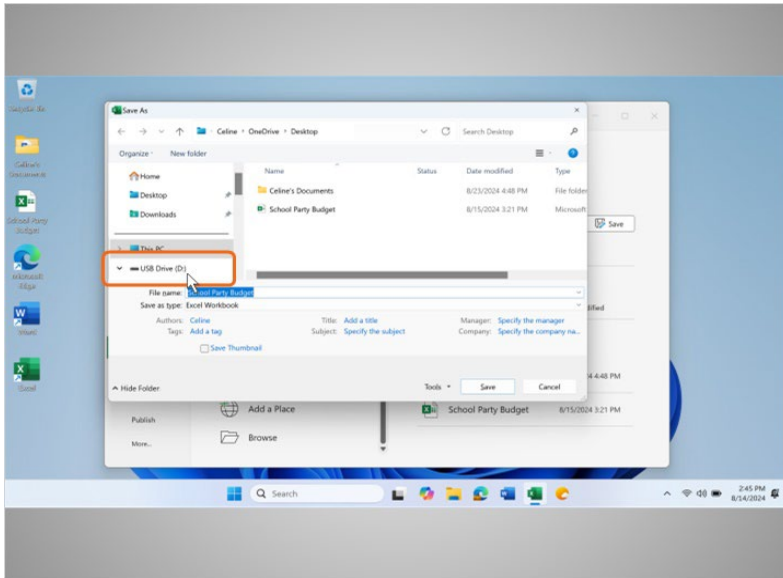
If Celine wants to save the file to a different location on her computer, she can click on "File",



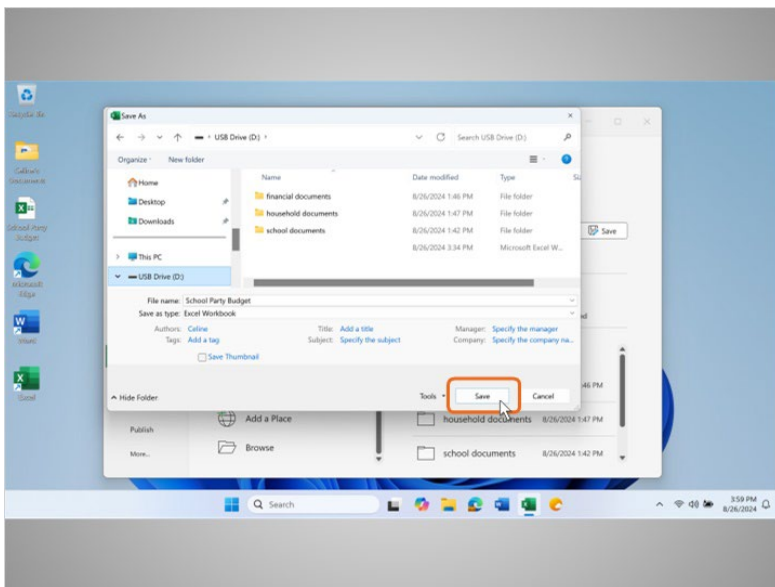
then “Save As”.



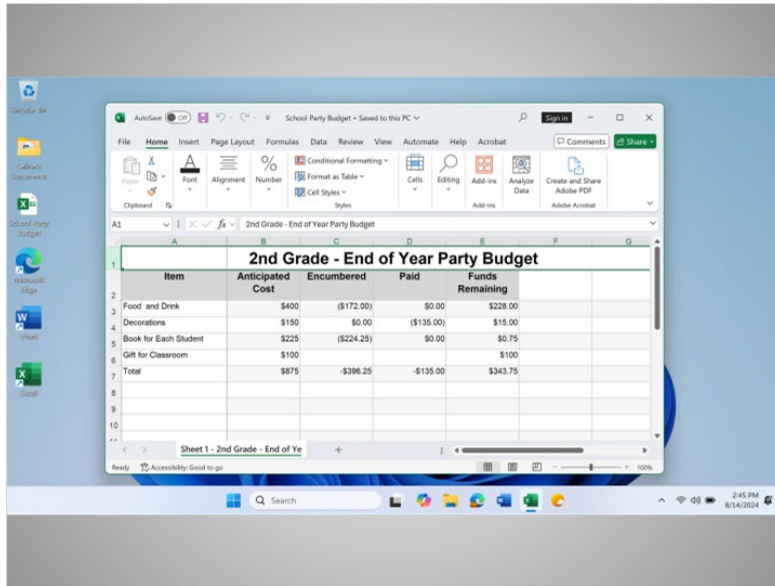
This allows Celine to select where the saved file will be located on the computer. Celine wants to save the file to USB drive, also known as a flash drive, so she clicks on “This PC”.



The “Save As” folder opens. Because Celine wants to save the file to her USB drive, she clicks on the USB icon on the left hand menu.



Celine does not want to change the file name so she clicks “Save”



and the file is now saved to the USB.

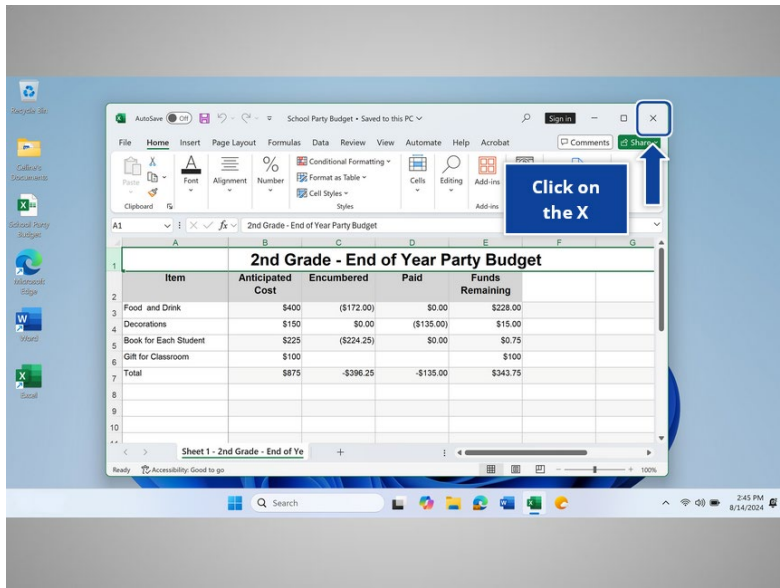
If you use a public computer, there may be restrictions on where you can save files. Using a USB or flash drive is a common way to save your files when using a public computer.



To learn more about how to connect a USB drive or flash drive to your computer using a port, watch PLA DigitalLearn’s course “Getting Started on a Computer: Lesson 4” for help. See the Additional Resources for a link to the course.



If you do not have a USB or flash drive, you can also email the file on the computer to yourself. To learn more about how to create an email account, log in, and send an email, watch PLA DigitalLearn’s course “Intro to Email” for help. To learn how to attach a document to your email, see “Intro to Email 2: Working with Attachments.” See the Additional Resources for a link to the course.



Now that Celine has saved the budget spreadsheet, she wants to close the file. To do this, she needs to click the X in the title bar. Excel will not ask Celine to save the file again, because no changes have been made to the file since Celine last saved it.

Would you help out Celine, and click the X to close the file?



Good job! In this lesson, Celine learned how to close a file and save her work. In the next lesson, Celine will learn how to delete files in Windows 11.