

File Recovery Feature in MS Excel

A. Activate the AutoRecover Option

1. Click the "Microsoft Office" button on the top left of the Excel worksheet.



2. Click the "Excel Options" button at the bottom of the window.



3. Click on the "Save" command in the left pane.

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Proofing	Top options for working with Excel
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Advanced	Enable Live Preview Show Developer tab in the Ribbon
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	Personalize your copy of Microsoft Office
	User name: Immivera Choose the languages you want to use with Microsoft Office: Language Settings

4. Check the "Save AutoRecover Information Every [] Minutes." in the dialog window for "Save Workbooks". Select/encode the number of minutes you want the auto recover to work, then click the "OK" button.

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	Preserve visual appearance of the workbook								
	Choose what colors will be seen in previous versions of Excel:								

B. Use Document Recovery Feature

1. When MS Excel or the computer automatically shuts down, the Document Recovery task pane shall appear automatically on the left side of the window when you re-launch the Excel program. The pane may display more than one versions of your Excel worksheet.

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2. Right-click on one of the file versions. A list will display three commands: Open, Save As and Delete.

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3. Click on the "Open" or "Save As" for the version you wish to revise or save.



4. The file will be opened in another worksheet.

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