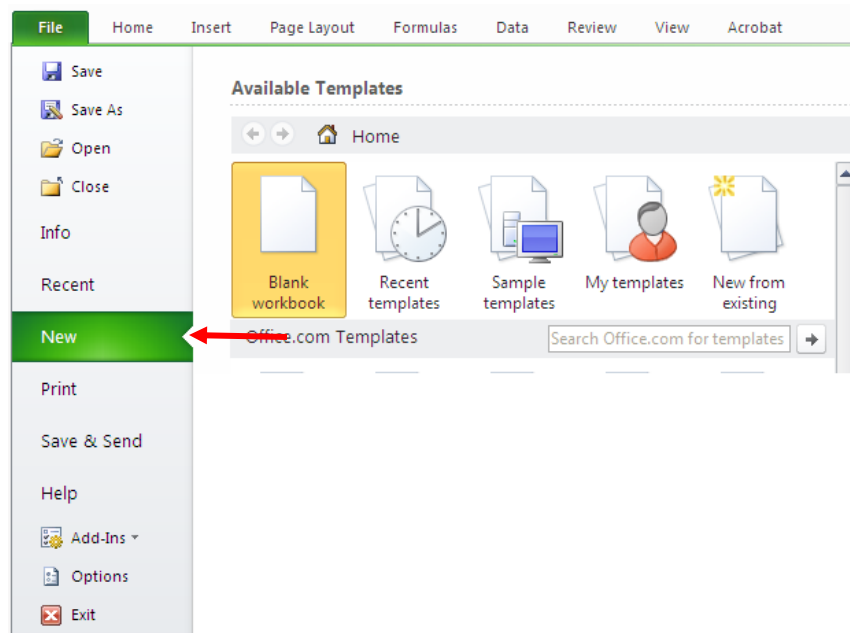


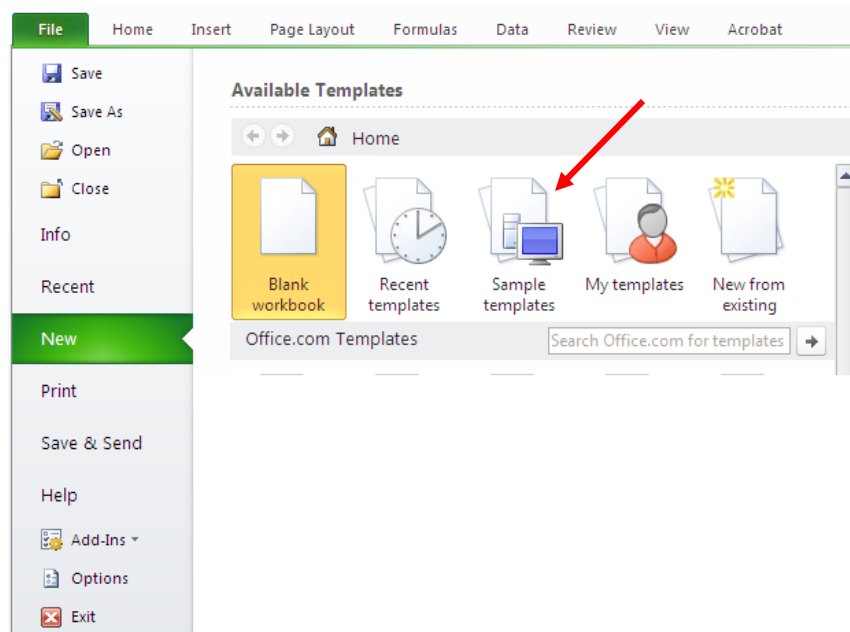
## Create a Workbook

To create a new Workbook:

- Click the **Microsoft File Menu**
- Click **New**
- Choose **Blank Document**



If you want to create a new document from a template, explore the templates and choose one that fits your needs.

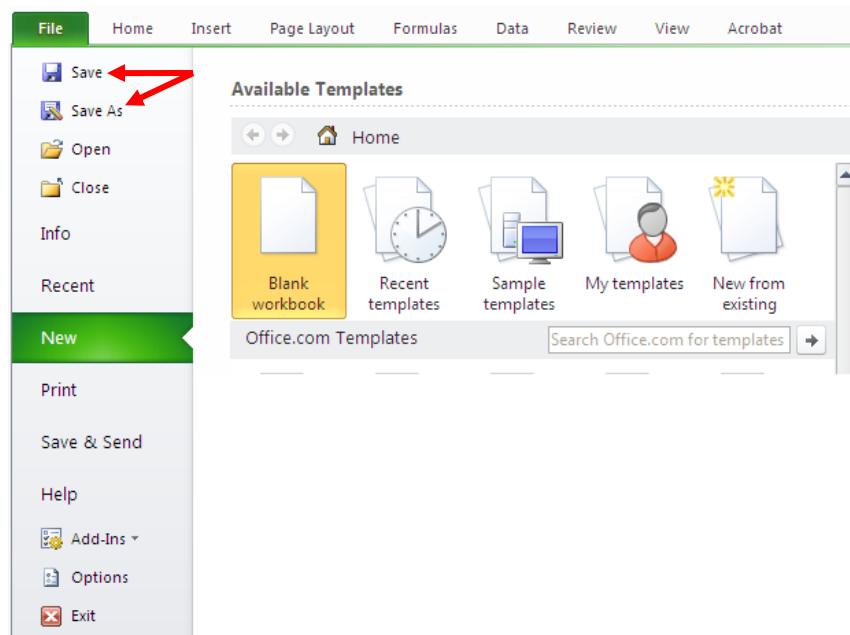


## Save a Workbook

When you save a workbook, you have two choices: **Save** or **Save As**.

To save a document:

- Click the **Microsoft File Menu**
- Click **Save**

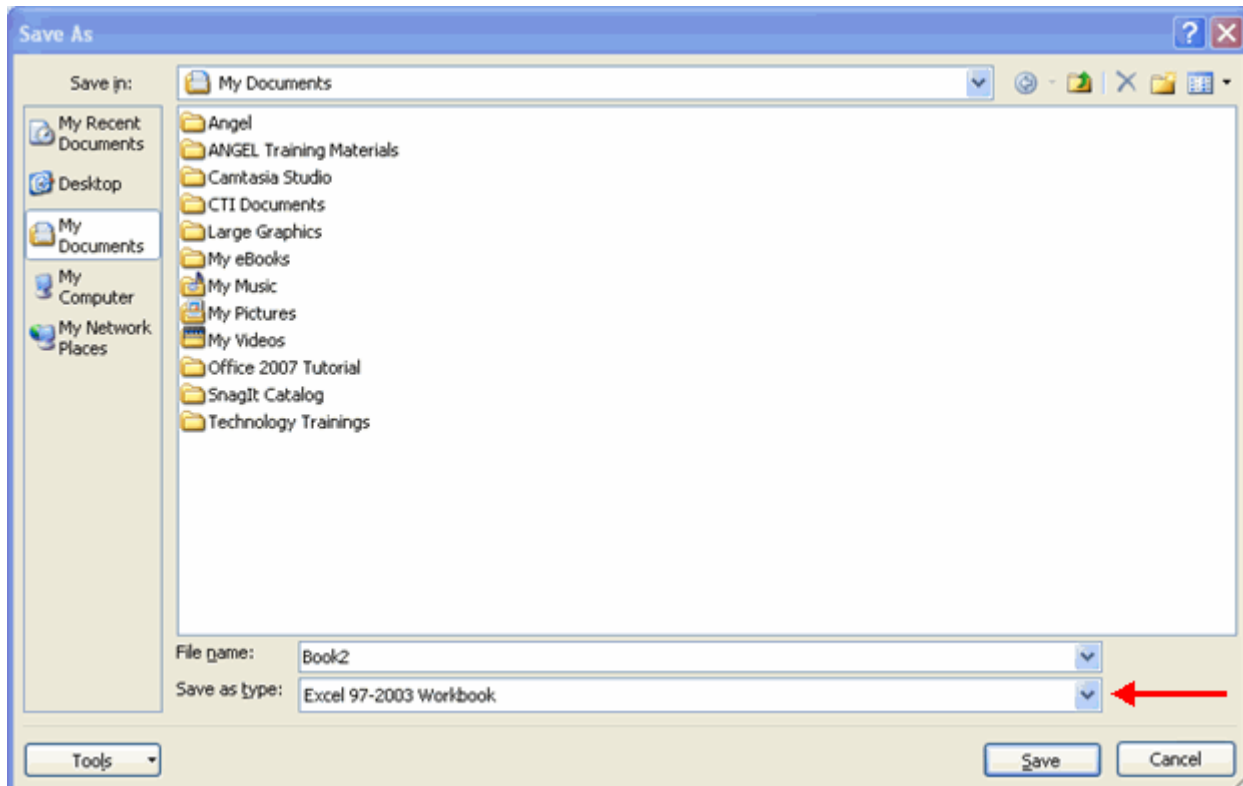


You may need to use the **Save As** feature when you need to save a workbook under a different name or to save it for earlier versions of Excel.

**Remember that older versions of Excel will not be able to open an Excel 2010 worksheet unless you save it as an Excel 97-2003 Format. This rule does not apply to Excel 2007.**

To use the **Save As** feature:

- Click the **Microsoft File Menu**
- Click **Save As**
- Type in the name for the Workbook
- In the **Save as Type** box, choose **Excel 97-2003 Workbook**



## Open a Workbook

To open an existing workbook:

- Click the **Microsoft File Menu**
- Click **Open**
- Browse to the workbook
- Click the title of the workbook
- Click **Open**

