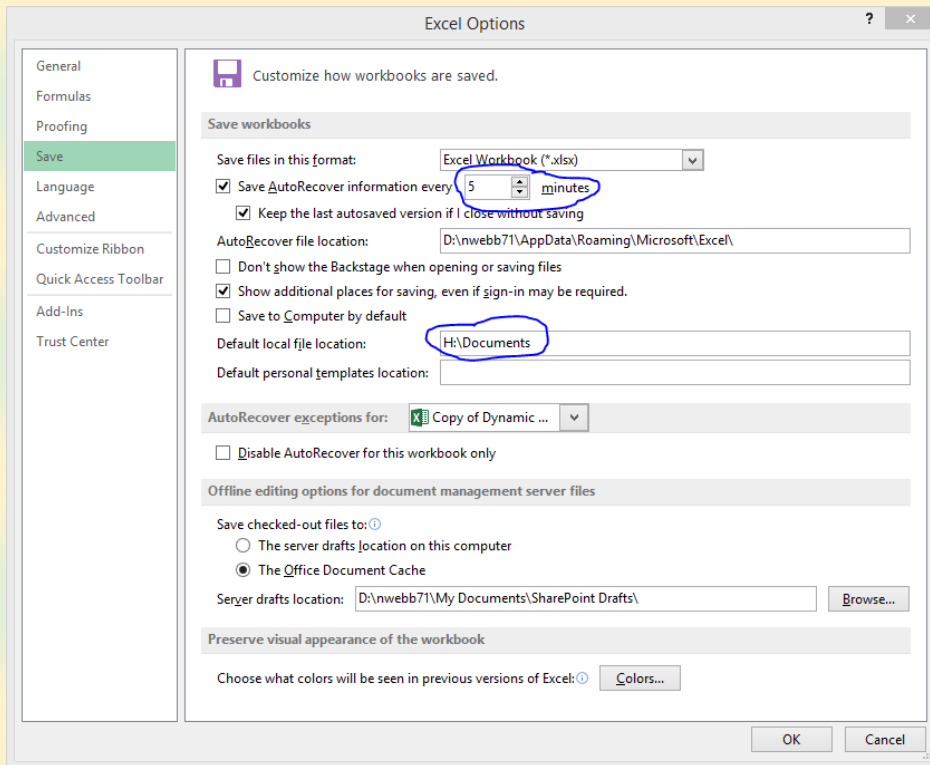


2 Quick Tips, for Using Microsoft Office - Excel

1. Setting the auto-recover timer to constantly save your document more regularly
2. Saving time browsing folders when saving

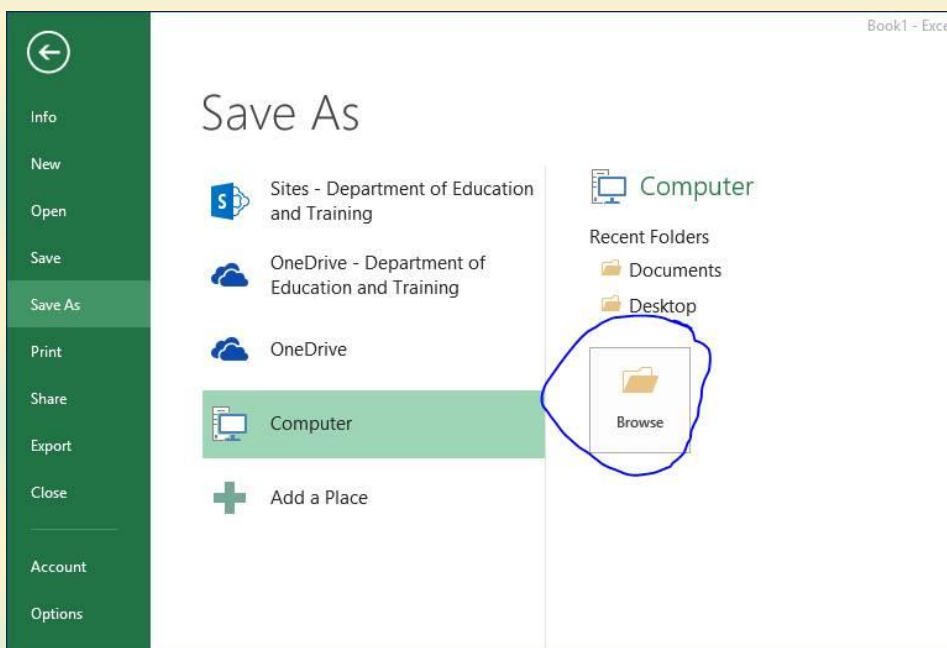


1 Setting Auto-Recovery Time:

Example in Microsoft Excel:

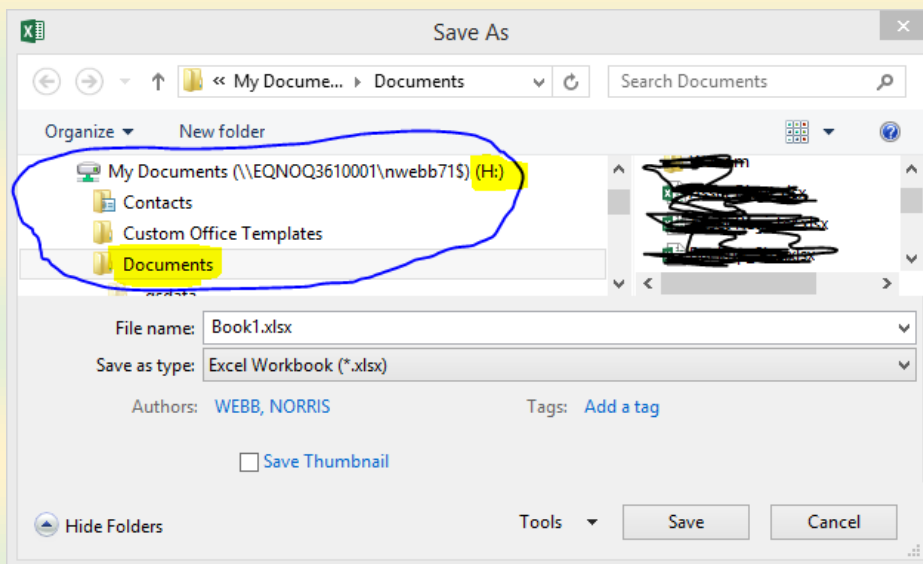
In the menu at the top click **File > Options**
Then select **Save** in the left column
Change your AutoRecover timer to a setting that most suits you, eg I changed from default 10 mins to 5 mins.

Please note – You should always manually save your work when finished or closing your file.



2 Default File Location:

Also, to save constant clicking through drives and folders, you can set your Default file location to the path where you save your documents to the most.
Eg. I have changed it to H:\Documents\



So now, when I click **File > Save As** then click **Browse** It automatically goes straight to the folder I have set.

Hope some of you might find this useful

The settings are similar in each of the Microsoft Office applications – each needs to be configured once per application

Microsoft Word example below

