

File Recovery Feature in MS Excel

Have you just lost a complicated Excel report data? MS Excel contains a **File Recovery Feature** that allows you to conveniently retrieve lost data from an unsaved worksheet.

[Click here](#) to know how to use the File Recovery Feature.

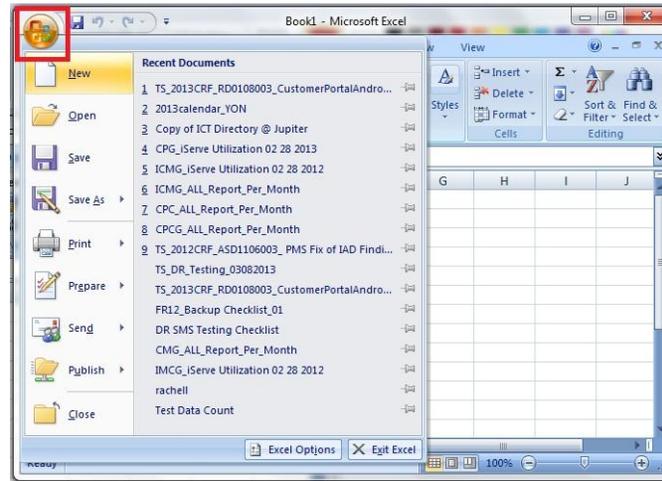


Prepared by Information Security and IT Governance Division of ICT.
Productiv.I.T.y showcases tips & tricks on various office and branch applications.

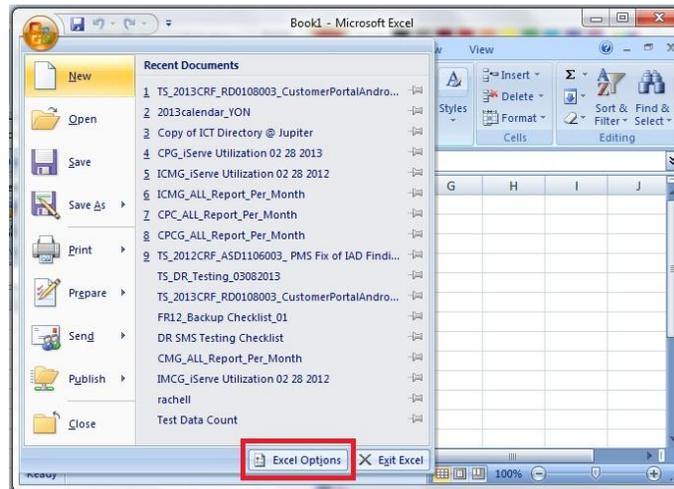
File Recovery Feature in MS Excel

A. Activate the AutoRecover Option

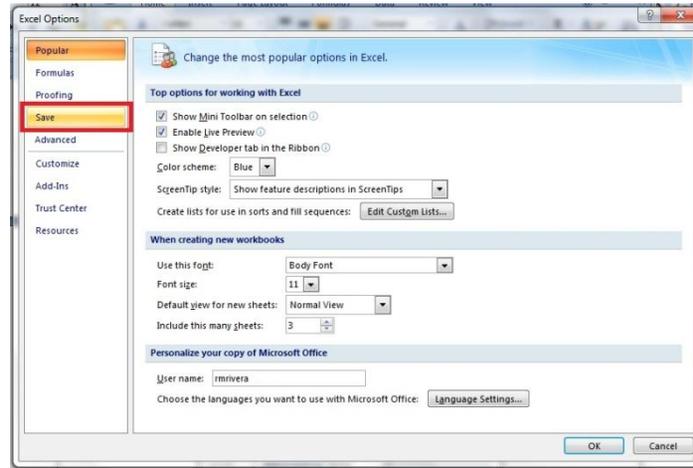
1. Click the "Microsoft Office" button on the top left of the Excel worksheet.



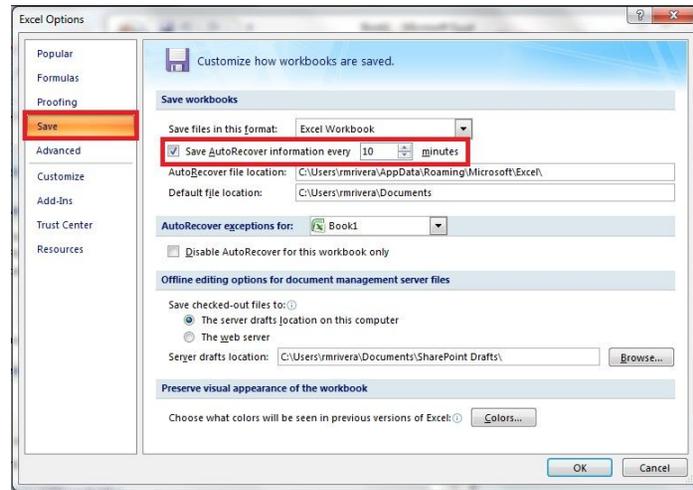
2. Click the "Excel Options" button at the bottom of the window.



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

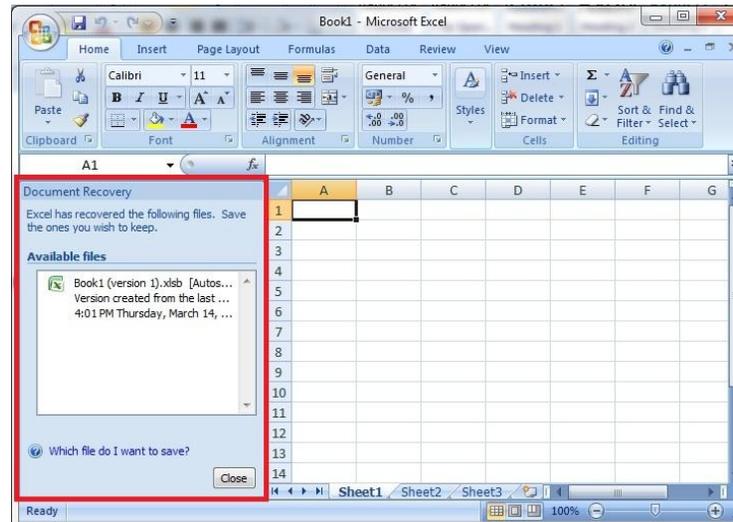


4. Check the "Save AutoRecover Information Every [] Minutes." in the dialog window for "Save Workbooks".
Select/encode the number of minutes you want the auto recover to work, then click the "OK" button.

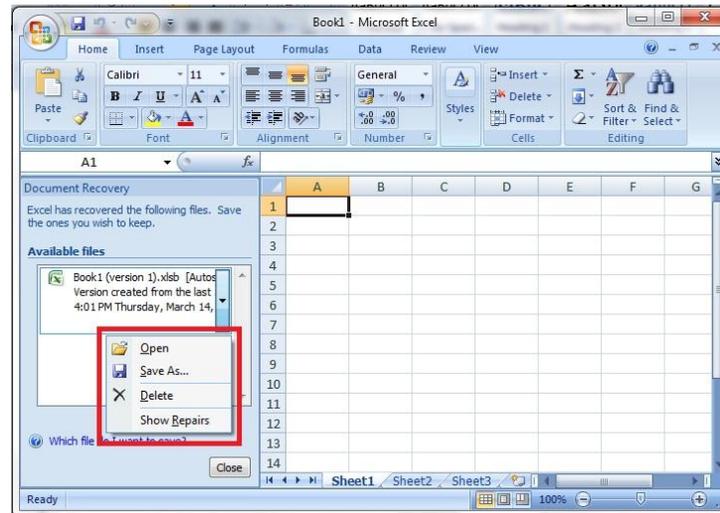


B. Use Document Recovery Feature

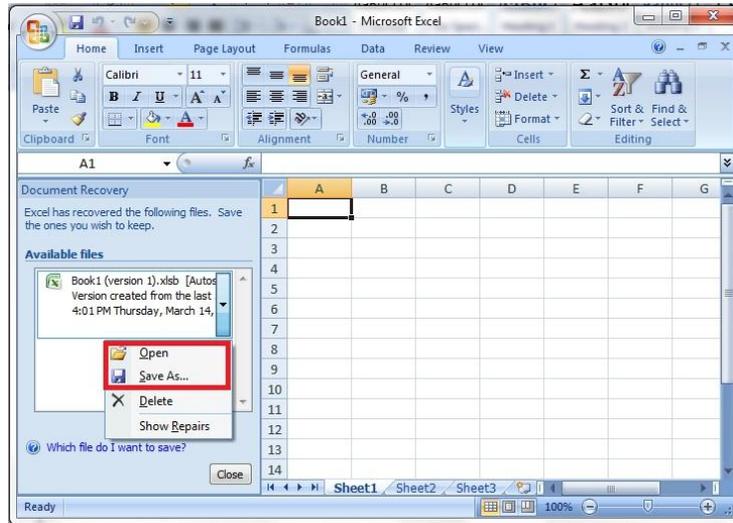
1. When MS Excel or the computer automatically shuts down, the Document Recovery task pane shall appear automatically on the left side of the window when you re-launch the Excel program. The pane may display more than one versions of your Excel worksheet.



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



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.

