

Excel Options

General

Formulas

Data

Proofing

Copilot

Save

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

 Customize how workbooks are saved.

Save workbooks

☐ AutoSave files stored in the Cloud by default in Excel [?](#)

Save files in this format:

Excel Workbook (*.xlsx)

☒ Save AutoRecover information every

10

 minutes

☒ Keep the last AutoRecovered version if I close without saving

AutoRecover file location:

C:\Users\trave\AppData\Roaming\Microsoft\Excel\

☐ Don't show the Backstage when opening or saving files with keyboard shortcuts

☒ Show additional places for saving, even if sign-in may be required

☒ Save to Computer by default

Default local file location:

\\MYDS223\Data\

Default personal templates location:

☒ Show data loss warning when editing comma delimited files (*.csv)

AutoRecover exceptions for:

☒ No Workbooks Open

☐ Disable AutoRecover for this workbook only

Offline editing options for document management server files

Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office Document Cache.

[Learn more](#)

Server drafts location:

Preserve visual appearance of the workbook

OK

Cancel