


# HOW TO RECOVER IN MS EXCEL FOR UNSAVED FILES?





Microsoft Office is the popular software which helps in formatting, editing, creating text document and also used for making presentation. It has many apps which helps the organization to make their easier and faster. That is why it is known as a major player. You can install this software through [www.office.com/setup](http://www.office.com/setup). This software is compatible with Window OS, Mac, Laptops, Computers and Android Phones. This is the perfect solution for increasing productivity. Earlier the work which is done by expert, now with the help of this software it is done by the person with basic knowledge.

# AutoRecover in Excel

The screenshot displays the 'Excel Options' dialog box, specifically the 'Save' section. The 'Save files in this format' dropdown is set to 'Excel Workbook'. The 'Save AutoRecover information every 10 minutes' checkbox is checked. The 'Document Recovery' section shows a list of recovered files, including 'Report in Excel (version 1)...'.

**Excel Options**

General  
Formulas  
Proofing  
**Save**  
Language

Customize  
Save workbooks

Manage Versions

**Versions**

- Today, 5:21 PM (autosave)
- Today, 1:10 PM (autosave)

Save files in this format: Excel Workbook

Save AutoRecover information every 10 minutes

Keep the last autosaved version if I close without saving


Recover file in: C:\Users\Rajesh\AppData\Roaming\Mic

Don't show the Backstage when opening or saving files

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

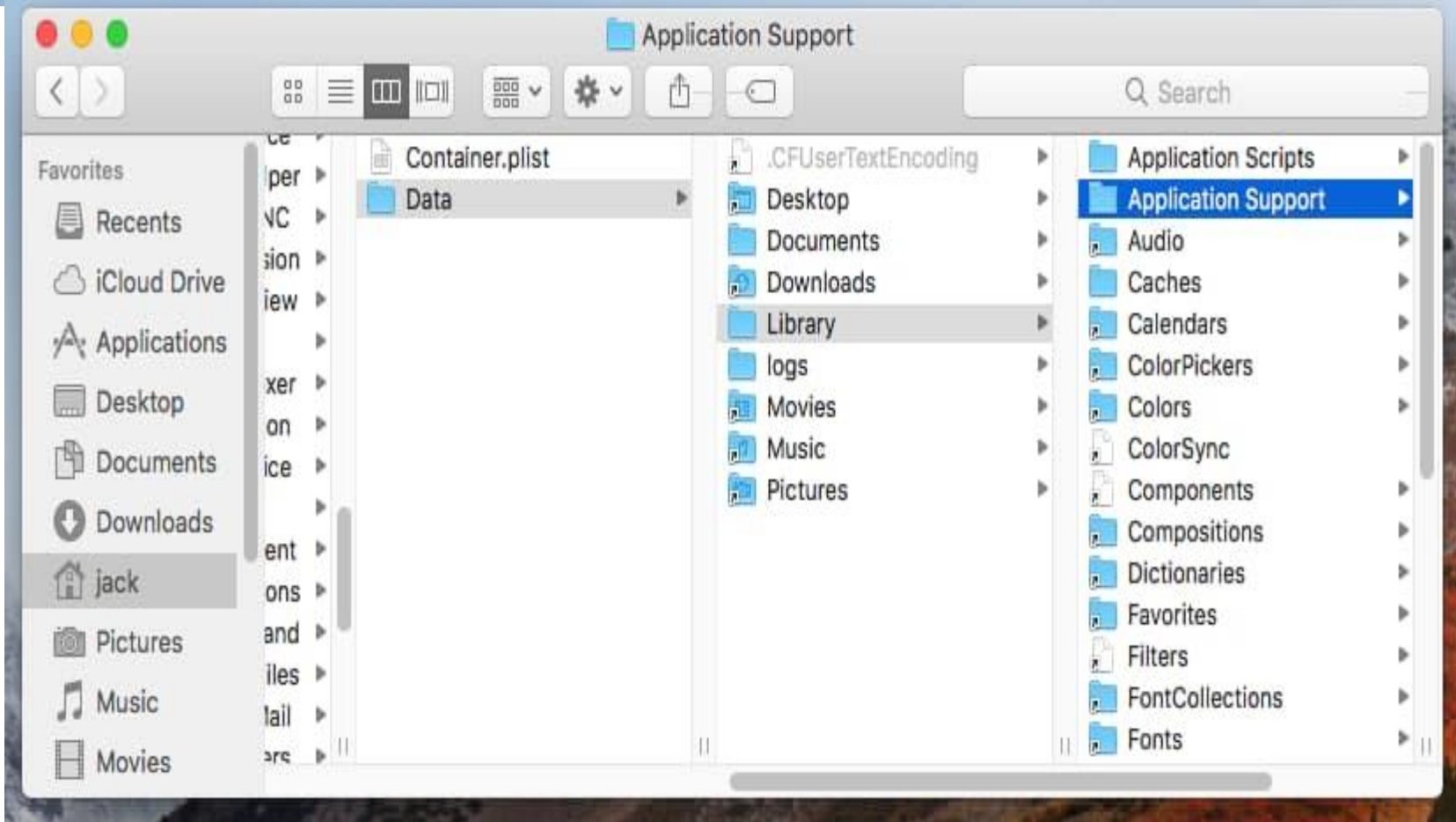
Report in Excel (version 1)...  
Version created from the l...  
5/9/2019 7:09 PM

OK Cancel



When you are working on the spreadsheet but it lost by mistake, application crashed, and the computer freezes, this is the worst feeling. But now you can recover your files with auto recover feature. In this blog, you will learn how to enable auto recover feature in MS Excel.

# Enable Auto Recover in Excel:



# Enable Auto Recover in Excel for Mac:

For this, first you have to Launch Excel and then you have to open any workbook. After this, click Excel and then Preferences. In the Excel Preferences dialog you have to click on Save option, which is in the Sharing and Privacy section. Excel's Save options is now visible on the computer screen, with check box. Just you have to select Save Auto Recover info in every xx minutes when no check mark is present. After this, you have to Close the Preferences interface so that you can return to your Excel session.

# Enable Auto Recover in MS Excel for Windows:

For this, first you have to Launch Excel and then you have to open any workbook. After this, just Select File and then select Options. Here the Excel Options interface will be displayed on your screen. Just you have to Select Save option, which is in the left menu pane. Excel's Save options will be visible with the check box. Now you have to Select Save Auto Recover information every xx minutes when no check mark is present. The default setting in Excel is 10 minutes. At the end just you have to Select OK button to return to your Excel session.

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Naem Javid Share

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Excel Options dialog box:

- General
- Formulas
- Proofing
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

**Excel Options**

Customize how workbooks are saved.

**Save workbooks**

Save files in this format: Excel Workbook (\*.xlsx)

Save AutoRecover information every 10 minutes

Keep the last autosaved version if I close without saving

AutoRecover file location: C:\Users\NAEEM JAVID\AppData\Roaming\Microsoft\Excel\

Don't show the Backstage when opening or saving files

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

Save to Computer by default

Default local file location: C:\Users\NAEEM JAVID\Documents

Default personal templates location:

**AutoRecover exceptions for:** Book1

Disable AutoRecover for this workbook only

**Offline editing options for document management server files**

Save checked-out files to:

- The server drafts location on this computer
- The Office Document Cache

Server drafts location: C:\Users\NAEEM JAVID\Documents\SharePoint Drafts\ Browse...

**Preserve visual appearance of the workbook**

Choose what colors will be seen in previous versions of Excel: Colors...


OK Cancel

Sheet1


Ready

100%





To recover any of the files which are listed, you have to select the arrow with its details, and then you have to select Open. To remove Auto Recovered files you have to select the arrow, and then just select Delete option.



If you want more details, just go to the official website of MS Office via [office.com/setup](https://office.com/setup). The customer care executive are there for the help of the user all the time.



Visit our website:-

<https://ms-office.us.com/>