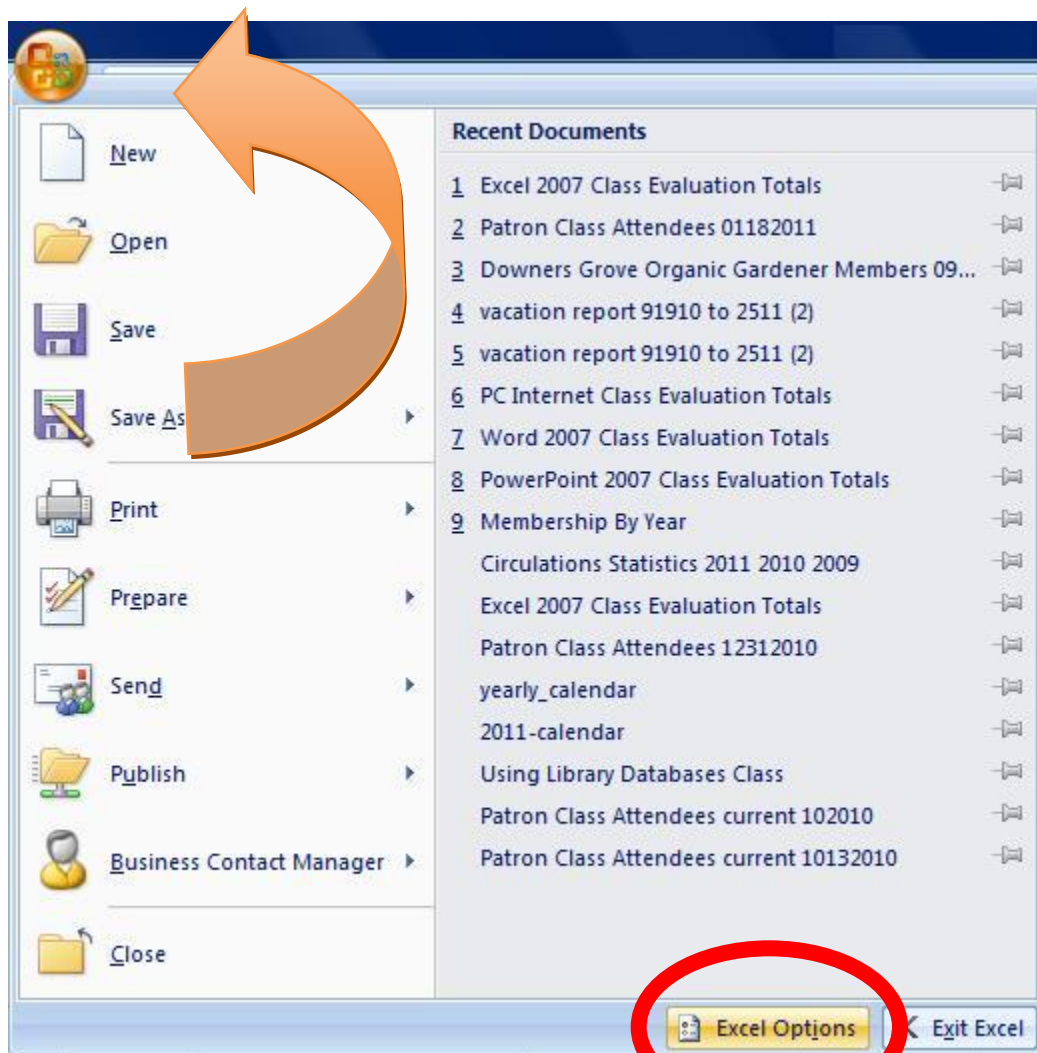


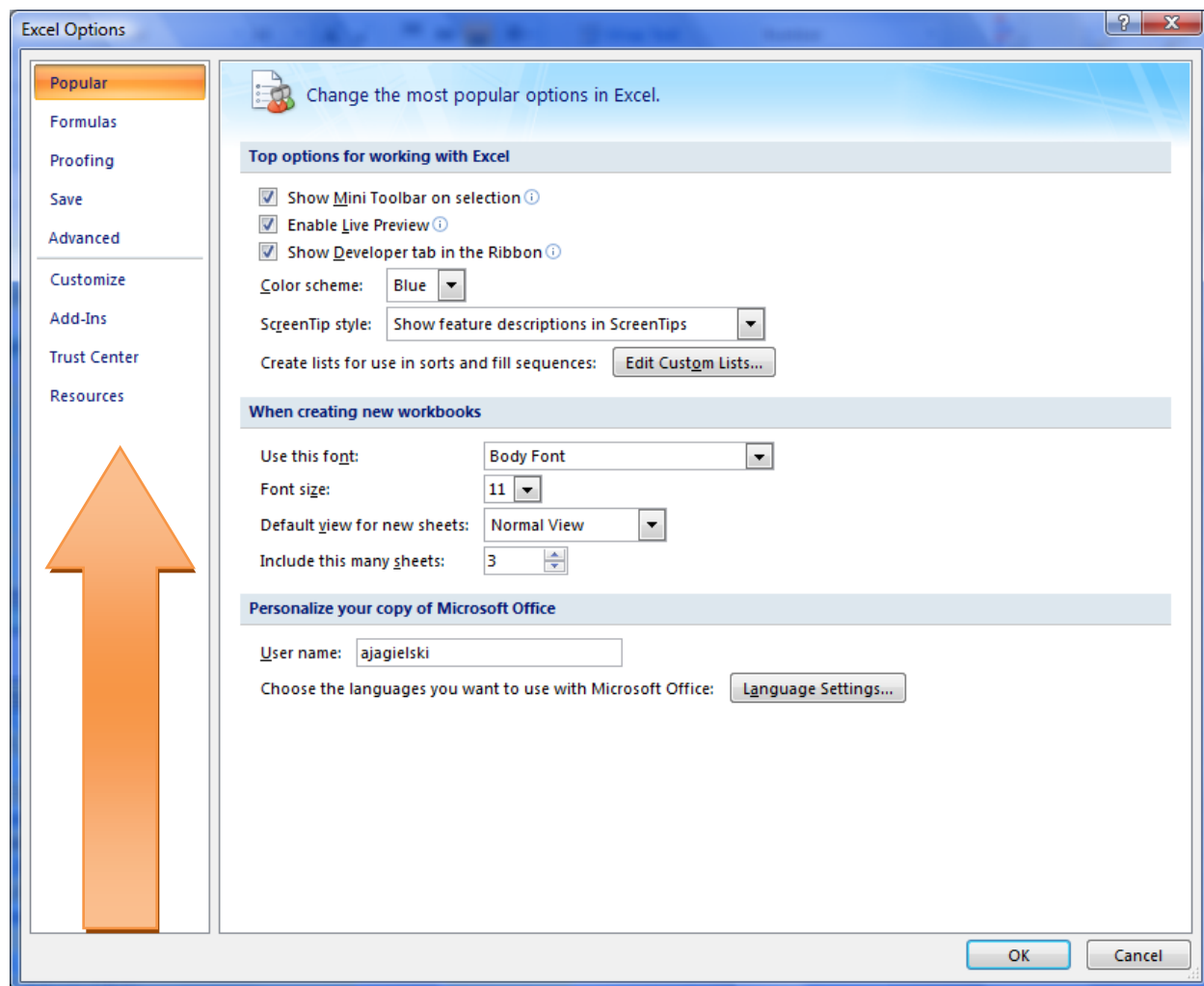


Excel 2007: Set AutoRecover Option

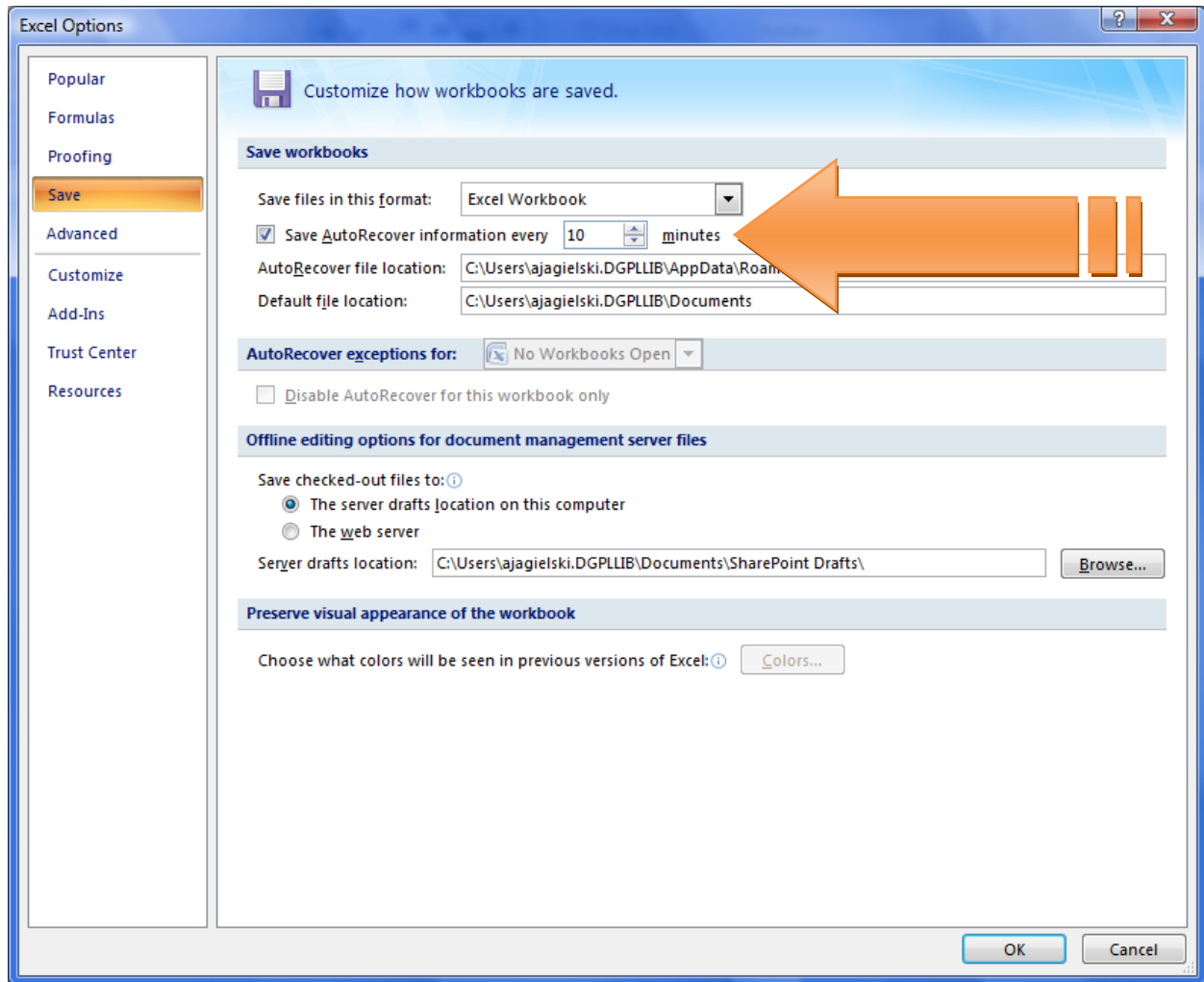


1. LEFT click the **Office Button** 
2. LEFT click  Excel Options

Excel 2007: Set AutoRecover Option -- continued




3. LEFT click **Save** from the left side of the screen.



4. Change the number next to **Save AutoRecover information every x minutes**

5. LEFT click 



If you set Excel to save every 10 minutes and your computer loses power, etc., the first nine minutes of work won't be saved. Therefore, make it a habit to frequently click the save icon  on the **Quick Access Toolbar**.