

# File Management

File management is an important part of working in Microsoft Office. Understanding file management can sometimes mean the difference between restarting a whole document and making a deadline on time and without worry.

## A Quick Lesson in Viewing Files in Folders

### Viewing Files and Folders Overview

When a folder is open, you can use any of the viewing options (located on the **View** menu) that are described in this section.

**NOTE:** The arrangement options in each folder vary with the type of folder that you open. For example, the Filmstrip view is only available in folders containing pictures.

- **Show in Groups**  
When you use the **Show in Groups** option, you can group your files by any detail of the file, such as name, size, type, or date modified. For example, if you group by file type, image files are displayed in one group, Microsoft Word files are displayed in another group, and Excel files in another. **Show in Groups** is available in the Thumbnails, Tiles, Icons, and Details views. To show your files in groups, on the **View** menu, point to **Arrange Icons by**, and then click **Show in Groups**.
- **Thumbnails**  
Thumbnails view displays the images a folder contains on a folder icon so that you can quickly identify the contents of the folder. For example, if you store pictures in several different folders, in Thumbnails view, you can tell at a glance which folder contains the pictures you want. Windows displays up to four images on a folder background by default. You can also choose one picture to identify a folder in Thumbnails view. The complete folder name is displayed under the thumbnail.
- **Tiles**  
Tiles view displays your files and folders as icons. The icons are larger than those in Icon view, and the type of information that you select is displayed under the file or folder name. For example, if you sort your files by type, **Microsoft Word document** is displayed under the file name for a Microsoft Word document.
- **Filmstrip**  
Filmstrip view is available in picture folders. Your pictures are displayed in a single row of thumbnail images. You can scroll through your pictures using the left and right arrow buttons. If you click a picture, it is displayed as a larger image above the other pictures. To edit, print, or save the image to another folder, double-click the picture.
- **Icons**  
Icons view displays your files and folders as icons. The file name is displayed under the icon; however, sort information is not displayed. In this view you can display your files and folders in groups.
- **List**  
List view displays the contents of a folder as a list of file or folder names preceded by small icons. This view is useful if your folder contains many files and you want to scan the list for a file name. You can sort your files and folders in this view; however, you cannot display your files in groups.

- **Details**

In Details view, Windows lists the contents of the open folder and provides detailed information about your files, including name, type, size, and date modified. In Details view you can also show your files in groups. To choose the details that you want to display, click **Choose Details** on the **View** menu.

## Recent Places list in Word 2010

In addition to [keeping a list of recently used documents](#), Microsoft Word 2010, Microsoft PowerPoint 2010, and Microsoft Excel 2010 track the last few local or online locations you visited in that program so that you can use the links to quickly access those places. You can also keep those places you visit most often on the list, so that you don't have to browse to them every time.

### Keep a file on the Recent Places list

1. Click the **File** tab.
2. Click **Recent** to see a list of the recently visited places.
3. Right click the location you want to keep, and then select **Pin to list**, or click **Pin this place to the Recent Places list** .

When a location is pinned to the **Recent Places** list, the pin button looks like a push pin viewed from the top: .

4. Click the pin button again to unpin the location.

### Remove a location from the recent Places list

1. Click the **File** tab.
2. Click **Recent** to see a list of the recently visited places.
3. Right click the location you want to remove, and then select **Remove from list**.

### Clear the list of recently visited places

1. Click the **File** tab.
2. Click **Recent**.
3. Right click any location in the **Recent Places** list and select **Clear unpinned places**.
4. Click **Yes** to clear all unpinned places from the list. Any pinned places will still appear.

## Learn how AutoRecover works

The AutoRecover feature is not a substitute for manually saving your work by clicking **Save** . Regularly saving the file is the surest way to preserve the work that you have done, but sometimes a Microsoft Office program closes before you can save changes to a file that you are working on. Some possible causes include the following:

- A power outage occurs.
- Your system is made unstable by another program.
- Something goes wrong with the Microsoft Office program itself.
- You close your file without saving it.

Although you cannot always prevent problems such as these, you can take steps to protect your work when an Office program closes abnormally.

**Keyboard shortcut** To save a file, press CTRL+S.

The **AutoRecover** option can help you avoid losing work in two ways:

- **Your data is automatically saved** If you enable **AutoRecover**, your file is automatically saved as often as you want. Therefore, if you have been working for a long time but forget to save a file or if your power goes out, the file you have been working on contains all or at least some of the work you have done since you last saved it.
- **Your program state is automatically saved** An additional benefit to enabling **AutoRecover** is that some aspects of the state of the program are recovered when the program is restarted after it closed abnormally.

For example: you are working on several Excel workbooks at the same time. Each file is open in a different window, with specific data visible in each window. In one of the workbooks, a cell is selected to help you keep track of which rows you already reviewed, and then Excel crashes. When you restart Excel, it opens the workbooks again and restores the windows to the way they were before Excel crashed, including keeping the information in the tracking cell.

Although not every aspect of your program's state can be recovered, the Recovery feature can frequently help you return to the previous state more quickly.

## Enable and adjust AutoRecover and AutoSave

1. Click the **File** tab.
2. Under **Help**, click **Options**.
3. Click **Save**.
4. Select the **Save AutoRecover information every x minutes** check box.
5. In the **minutes** field, specify how often you want the program to save your data and the program state.
  1. **Tip** The amount of new information that the recovered file contains depends on how frequently a Microsoft Office program saves the recovery file. For example, if the recovery file is saved only every 15 minutes, your recovered file won't

contain your last 14 minutes of work before the power failure or other problem occurred.

6. You can also change the location (specified in the **AutoRecover file location** box) where the program automatically saves a version of files you work on.

## Enable Recover unsaved versions

1. Click the **File** tab.
2. Under **Help**, click **Options**.
3. Click **Save**.
4. Select the **Keep the last autosaved version if I close without saving** check box.

### Notes

- This feature only applies to Word 2010, Excel 2010 and PowerPoint 2010.
- You must have AutoRecover enabled to use this feature.

The **Mark as Final** command helps you communicate that you are sharing a completed version of a file. It also helps prevent reviewers or readers from making unintended changes to the document.

Before you share an electronic copy of a Microsoft Office document with other people, you can use the **Mark as Final** command to make the file read-only and help prevent changes to the file. When a file is marked as final, typing, editing commands, and proofing marks are disabled or turned off, and the file becomes read-only. Additionally, the Status property of the document is set to Final.

### Notes

- The **Mark as Final** command is not a security feature. Anyone who receives an electronic copy of a file that has been marked as final can edit that file by removing the Mark as Final status from the file.
- Files that have been marked as final in a Microsoft Office 2010 program are not read-only if someone opens it in an earlier version of Microsoft Office programs.

## Mark file as final

After you click **Mark as Final** to make a file as final, the ScreenTip tells you that the file is marked as final to discourage editing.

### Excel

1. Open the workbook that you want to mark as final.
2. Click the **File** tab, and then click **Info**.
3. Under **Permissions**, click **Protect Workbook**, and then click **Mark as Final**.

## PowerPoint

1. Open the presentation that you want to mark as final.
2. Click the **File** tab, and then click **Info**.
3. Under **Permissions**, click **Protect Presentation**, and then click **Mark as Final**.

## Word

1. Open the document that you want to mark as final.
2. Click the **File** tab, and then click **Info**.
3. Under **Permissions**, click **Protect Document**, and then click **Mark as Final**.

## Enable editing for a file that is marked as final

The **Mark as Final** command is selected in files that have been marked as final. If you want to change a file that is marked as final, you can click the **Mark as Final** command.

**Note** You can also see that a file has been marked as final by looking for the Mark as Final icon in the status bar.

After you click **Mark as Final** to enable editing for a file, the ScreenTip tells you that anyone can open, copy, and change any part of this file.

Which Microsoft Office program are you using?

## Excel

1. Open the workbook that is marked as final.
2. Click the **File** tab, and then click **Info**.
3. Under **Permissions**, click **Protect Workbook**, and then click **Mark as Final**.

## PowerPoint

1. Open the presentation that is marked as final.
2. Click the **File** tab, and then click **Info**.
3. Under **Permissions**, click **Protect Presentation**, and then click **Mark as Final**.

## Word

1. Open the document that is marked as final.
2. Click the **File** tab, and then click **Info**.
3. Under **Permissions**, click **Protect Document**, and then click **Mark as Final**.