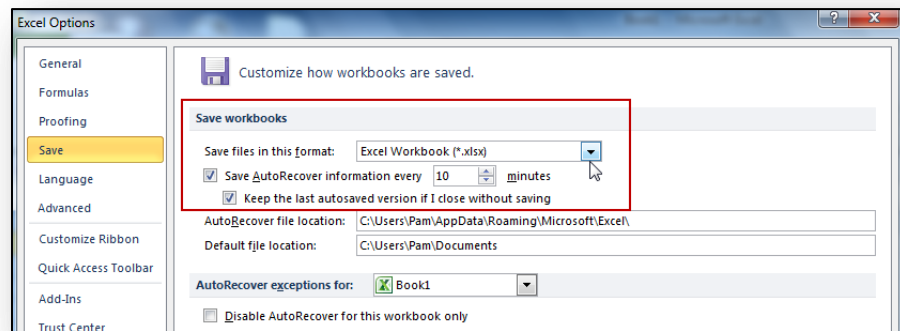


Recover Unsaved Workbooks in Excel 2010

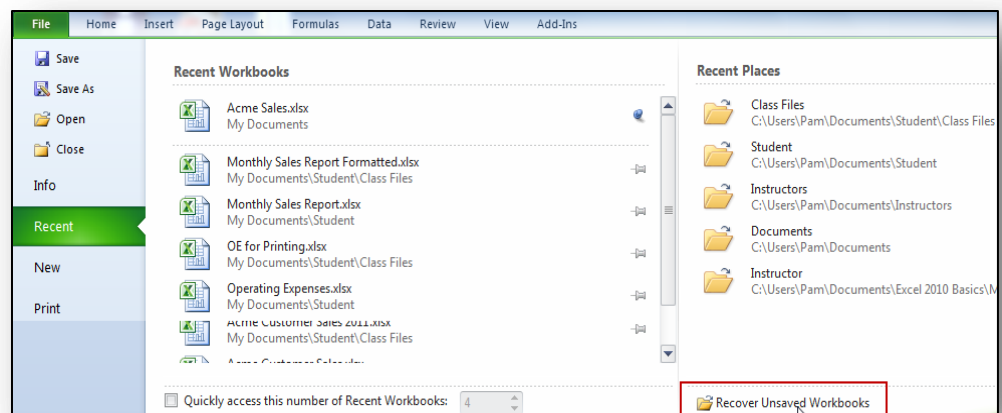
1. Click the **File** tab.
2. Select **Options**.
3. Choose the **Save** category.



4. Verify a checkmark appears before: **Save AutoRecover**.
5. Enter a number of minutes, if necessary.
6. Click **[OK]** to apply the changes.

Once a workbook is open the selected number of minutes, it may be recovered using the **Recover Recent Workbooks** command. If Excel closes unexpectedly, these unsaved workbooks may be recovered using these steps:

1. Click the **File** tab.
2. Choose the **Recent** command.



3. Click the option **Recover unsaved workbooks**.
4. Microsoft Office automatically opens a folder for **Unsaved files**.
5. Select Book 1, Book2, etc. and the data will be restored.