Saving another copy of the report under a different filename in Excel 2013

This lesson examines how to save another copy of the report ot a different filename using Excel 2010

Enter the application menu

When Excel is launched from **COMBNavigator®**, a copy of the report is saved in Excel format within the **My Documents\COMB** directory. Excel offers the opportunity to save the report with a different filename.

Within Excel 2013, select the green *File* tab

Select *Save As*. The *Save As* dialog will appear.
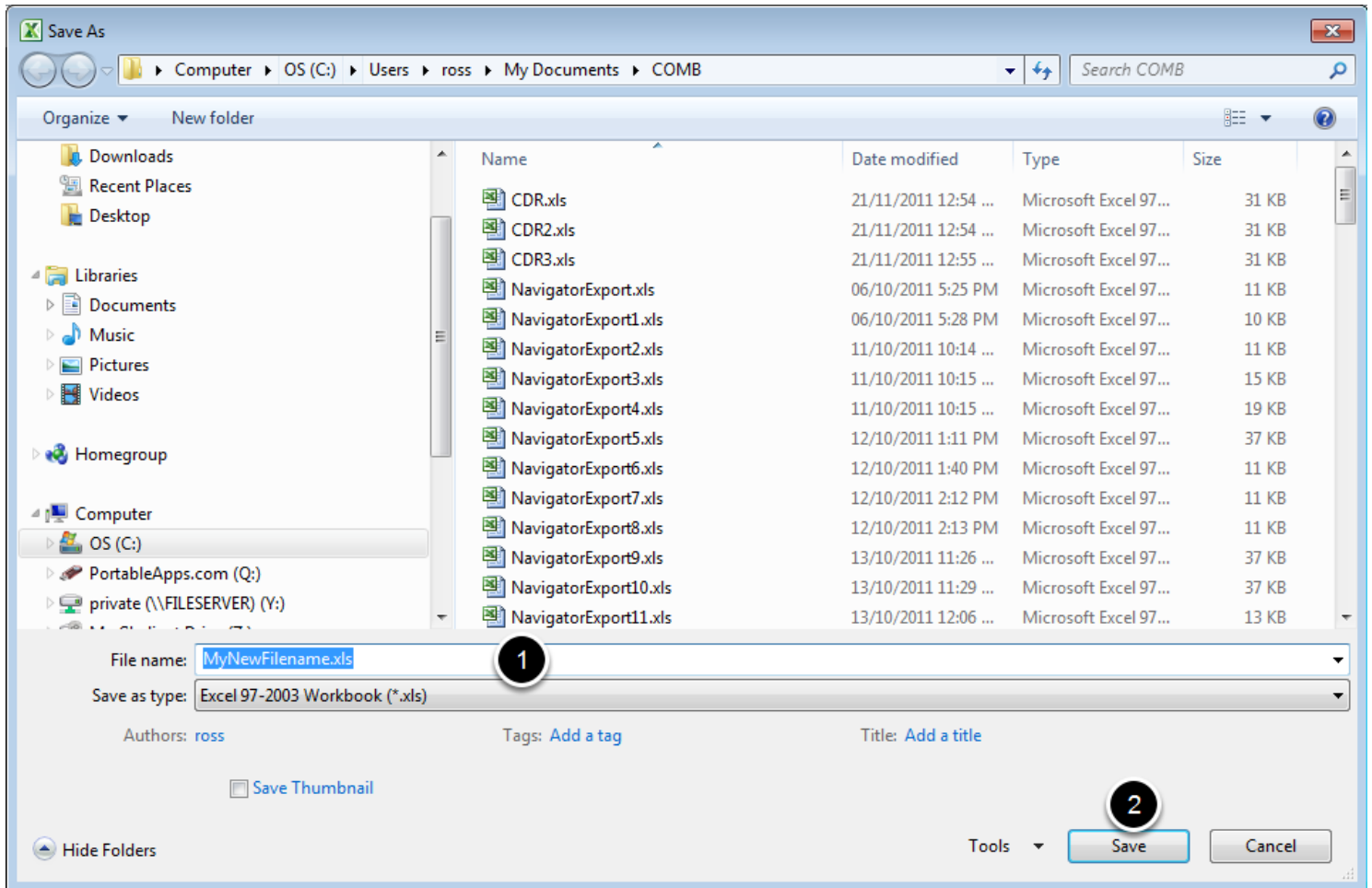
Select location of report copy
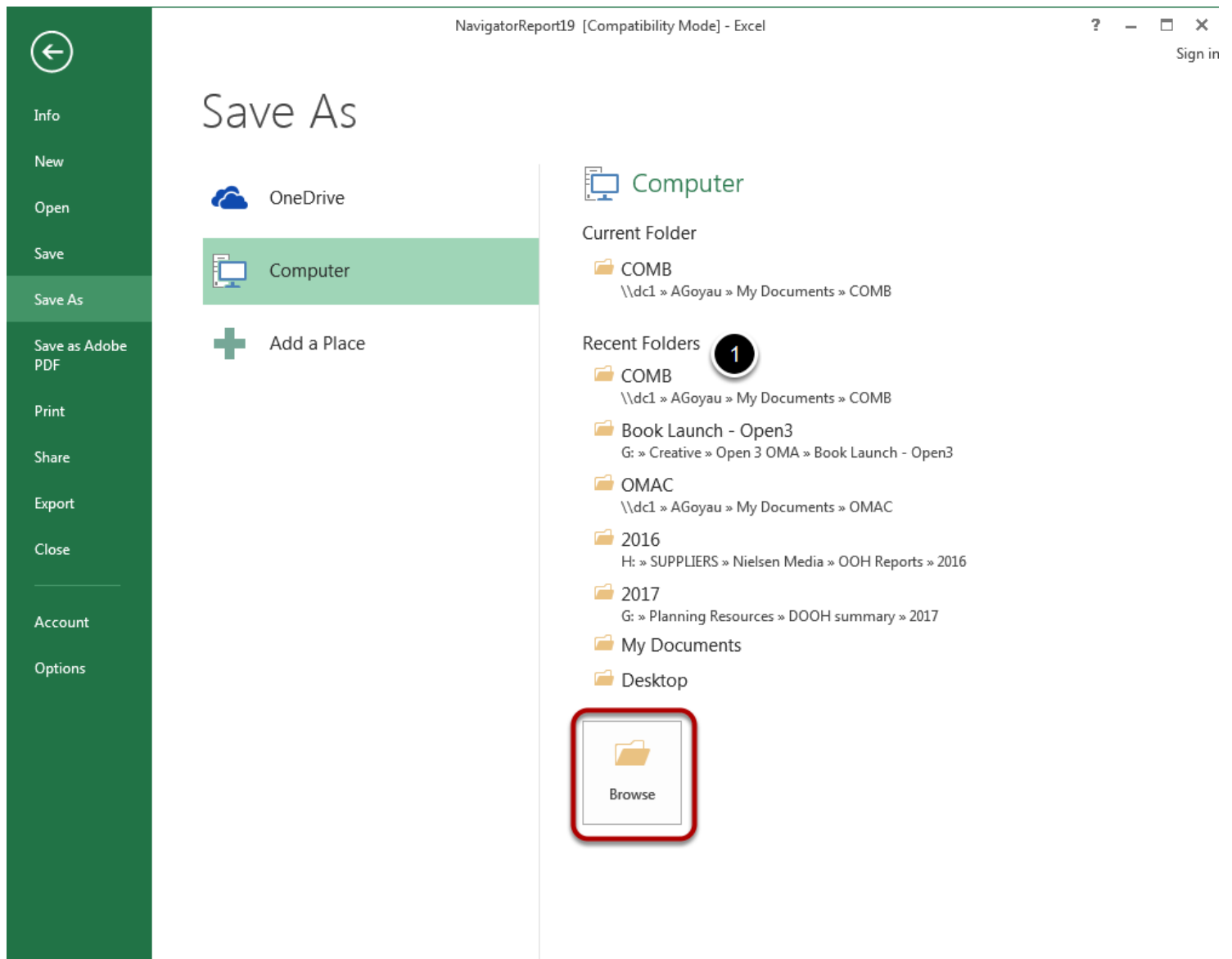
1. Select one of the folder under **Current Folder** or **Recent Folders.**
or
Select **Browse** to see all of the folders on your computer.

Select location of report copy

1. Select the *File name* box. Enter a new filename.
2. Select **Save**.

A copy of the report will be saved with the new filename in Excel format.