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

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

Enter the application menu X 🛮 🔒 € + O à = NavigatorReport19 [Compatibility Mode] - Excel FILE HOME INSERT PAGE LAYOUT **FORMULAS** DATA REVIEW VIEW ADD-INS ACROBAT Conditional Formatting > E Insert ▼ Σ General - 10 Arial Ē \$ - % Format as Table * Delete 🔻 Sort & Fi 00. 0.→ 0.← 00. Cell Styles ▼ ⊞ Format + Filter ▼ Se Clipboard 5 Font Alignment Number Editing G15 D Е Beverages - Beer - Glasses/cans/bottles/past 7 days - all locations - 1 - 3 Target 2 Campaign: 4, 8 Sort By Market CMA Size, OOH Company, Product 5 4 weeks Market CM OOH Com Product Daily Tgt 6 Average # of Mkt Target In-Mkt Tgt Imp (000s) mp (000s 7 **Daily Circ** Faces **GRPs** R **GRPs GRPs** 8 13.8 Toronto Astral Horizontal Posters 32,700 49 28 56 773 698 8,191 41,246 8,229 9 18,900 85 28 68 11.4 702 41,443 Plan #1 Street Furniture (68x47) 776 13.5 41,030 10 OUTFRON Horizontal Posters 25,300 63 27 57 768 695 8,147 11 Street Furniture (68x47) 23,500 68 28 57 13.6 771 697 8,177 41,178 8,205 12 Pattison Horizontal Posters 23,900 67 28 57 13.6 774 700 41,320 13 Street Furniture (68x47) 11,600 138 28 55 14.1 774 700 8,203 41,308 **Toronto Mix** 21,100 470 166 85 54.8 4,636 4,192 49,152 247,525 14 15 Horizontal Posters 49,800 21 29 57 14.3 820 692 6,143 26,937 16 Montreal Astral 17,000 62 30 56 14.9 828 699 6,201 27,193 17 Plan #1 Street Furniture (68x47) 18 **OUTFRON Horizontal Posters** 39,900 26 29 57 14.2 814 687 6,101 26,752 Horizontal Posters 36,700 29 30 57 14.7 834 704 6,247 27,391 19 Pattison Street Furniture (68x47) 16,600 64 30 54 15.3 833 704 6,243 27,376 20 21 **Montreal Mix** 147 36,600 202 77 15 4,129 3,486 28,461 22 23 Plan #1 Total Mix 23,400 672 81 24 158 54.4 46 15 4,426 25

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

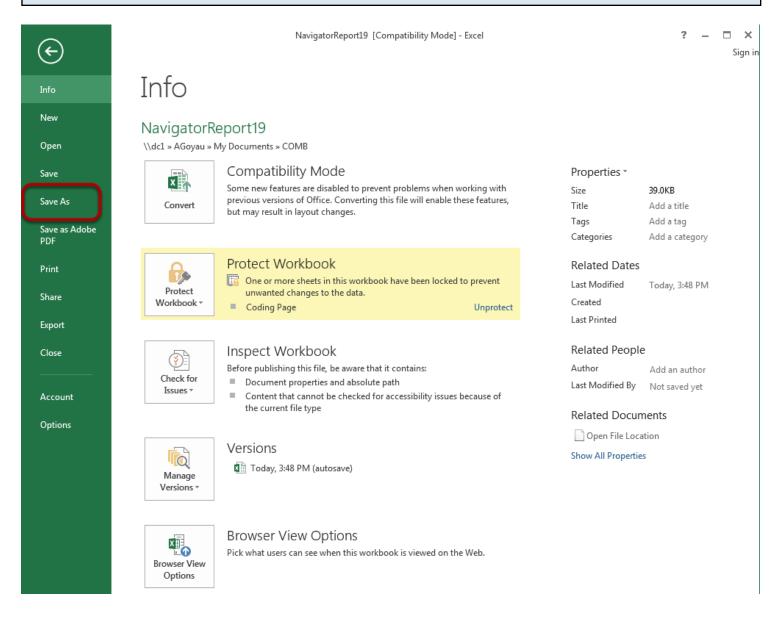
Source: COMB Winter 2017 (January) and Numeris-RTS Fall 2016

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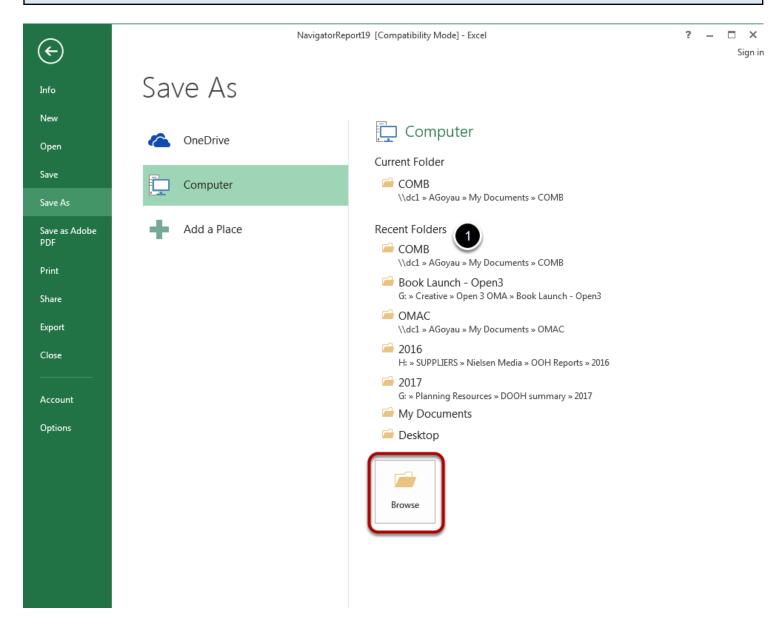
Created on June-16-17

Save as



Select Save As. The Save As dialog will appear.

Select location of report copy

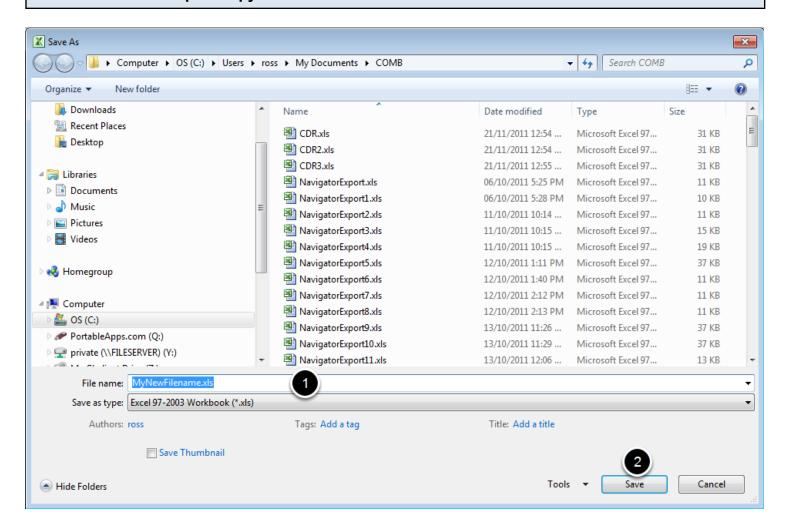


1. Select one of the folder under Current Folder or Recent Folders.

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.

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