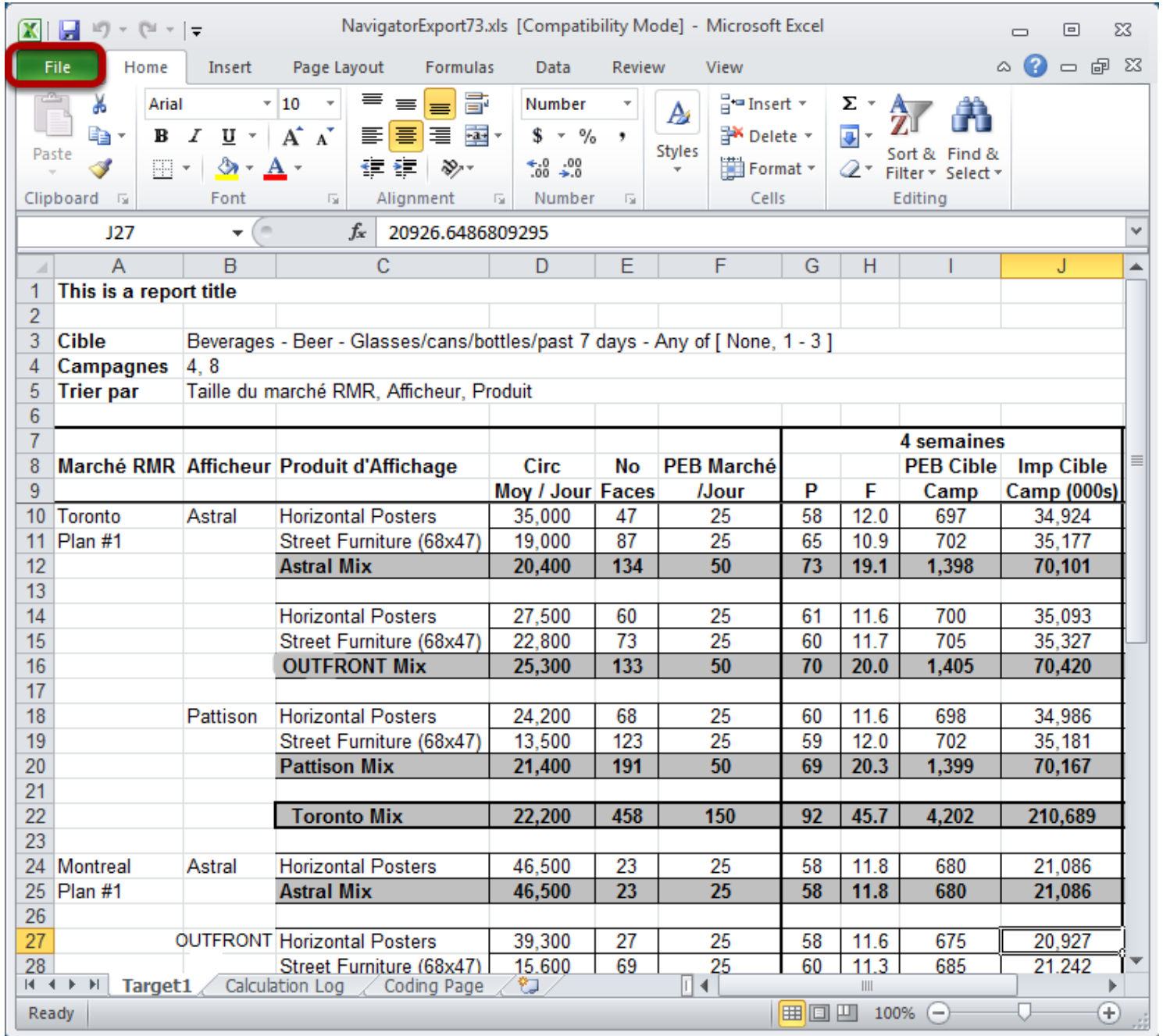


## Saving another copy of the report under a different filename in Excel 2010

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

### Enter the application menu



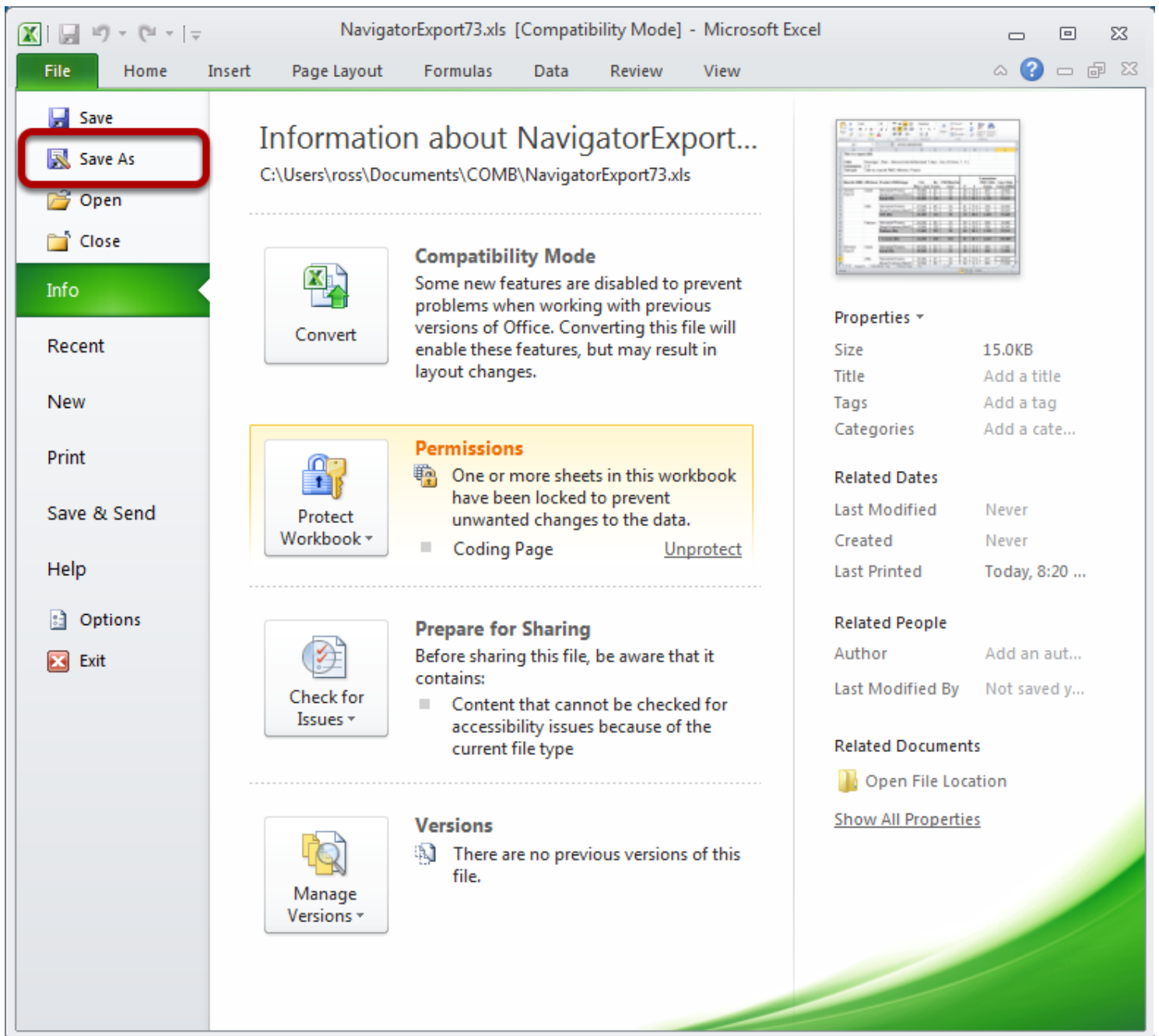
The screenshot shows the Microsoft Excel 2010 interface. The 'File' tab in the ribbon is highlighted with a red box. The ribbon includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The 'File' tab contains options like Paste, Clipboard, Font, Alignment, Number, Styles, Insert, Delete, Format, Cells, Editing, Sort & Find & Filter, and Select. The main worksheet area displays a report titled 'This is a report title' with various data tables. The first table is a summary table with columns: Cible, Campagnes, and Trier par. The second table is a detailed report table with columns: Marché RMR, Afficheur, Produit d'Affichage, Circ, No, PEB Marché, 4 semaines, PEB Cible, and Imp Cible. The data is organized by market (Toronto, Montreal) and advertiser (Astral, Pattison, OUTFRONT).

Marché RMR	Afficheur	Produit d'Affichage	Circ	No	PEB Marché	4 semaines	PEB Cible	Imp Cible	
			Moy / Jour	Faces	/Jour	P	F	Camp	Camp (000s)
Toronto	Astral	Horizontal Posters	35,000	47	25	58	12.0	697	34,924
Plan #1		Street Furniture (68x47)	19,000	87	25	65	10.9	702	35,177
		Astral Mix	20,400	134	50	73	19.1	1,398	70,101
		Horizontal Posters	27,500	60	25	61	11.6	700	35,093
		Street Furniture (68x47)	22,800	73	25	60	11.7	705	35,327
		OUTFRONT Mix	25,300	133	50	70	20.0	1,405	70,420
	Pattison	Horizontal Posters	24,200	68	25	60	11.6	698	34,986
		Street Furniture (68x47)	13,500	123	25	59	12.0	702	35,181
		Pattison Mix	21,400	191	50	69	20.3	1,399	70,167
		Toronto Mix	22,200	458	150	92	45.7	4,202	210,689
Montreal	Astral	Horizontal Posters	46,500	23	25	58	11.8	680	21,086
Plan #1		Astral Mix	46,500	23	25	58	11.8	680	21,086
	OUTFRONT	Horizontal Posters	39,300	27	25	58	11.6	675	20,927
		Street Furniture (68x47)	15,600	69	25	60	11.3	685	21,242

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.

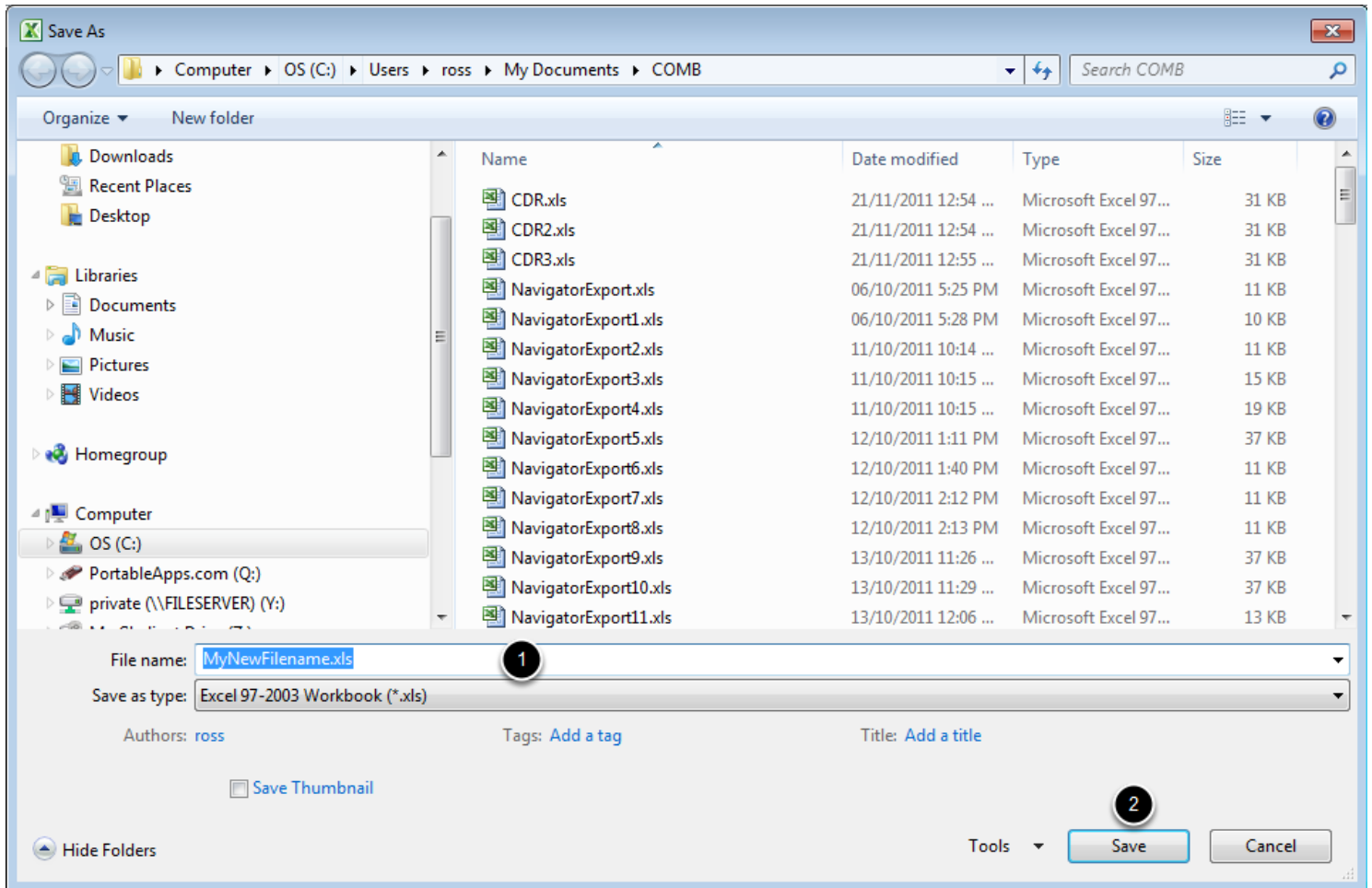
Within Excel 2010, select the green **File** tab

## Save as



Select **Save As**. The **Save As** dialog will appear.

## Select location of report copy



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

3. Select **Save**.

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