

# Instructions on how to recover deleted Excel files.

If you accidentally delete an Excel file from your computer, there are several ways to recover it.

If you accidentally delete an Excel file on your computer, there are several ways to recover it. However, you should also enable AutoSave to avoid losing Excel data. Below are instructions on how to recover a deleted Excel file.

## Recover deleted Excel files from the Recycle Bin.

If you accidentally delete a file, go to the Recycle Bin and check again. You can simply restore the Excel file from there.

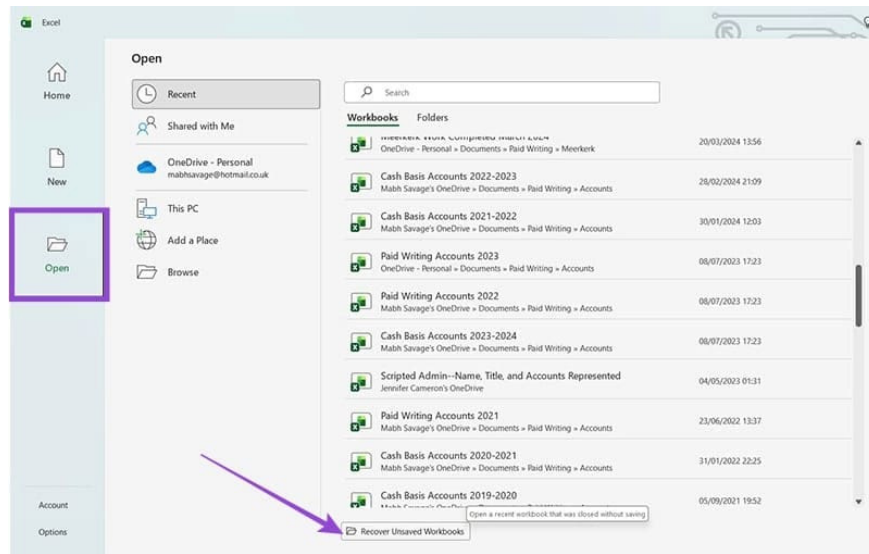
## Recover deleted Excel files using keyboard shortcuts.

**If you delete something in the file manager window, simply press Ctrl + Z to undo the action .** So, if you accidentally delete an Excel file from the file manager interface, just press Ctrl + Z to quickly recover the file.

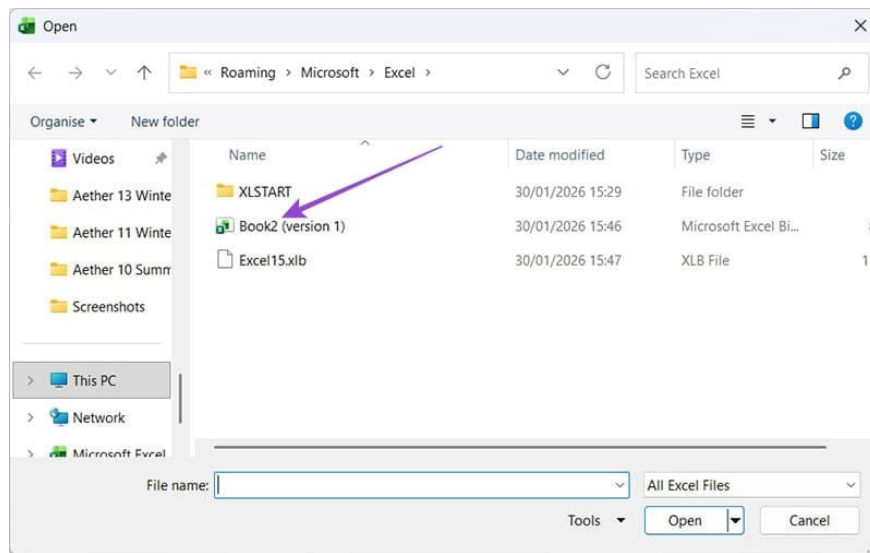
## Recover automatically deleted Excel files.

If you accidentally close Excel without saving your work, or shut down your computer before saving, the AutoRecover feature will help you recover your file.

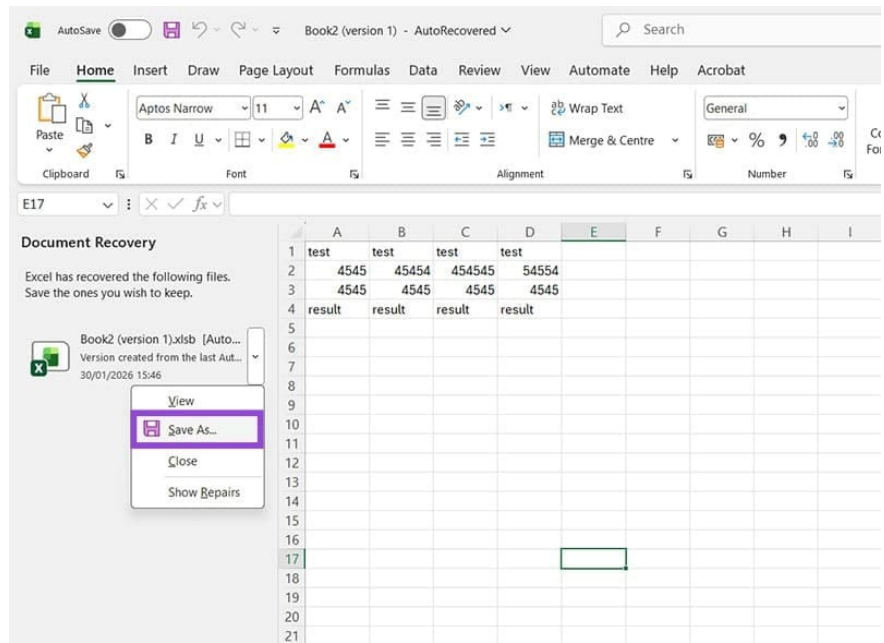
**Reopen Excel and click Open .** Then select **Recover Unsaved Workbooks** below.



You'll see a new file manager window showing any files that were closed without saving. They'll usually be labeled "Book" because you haven't saved them yet.



Double-click the desired document to open it in Excel. After opening the file, you will see the recovery window on the left. Click on each file and select which files you want to save and which you want to delete. Right-click on the file and **click Save As** to save it to your chosen location.



You finished reading the article "**Instructions on how to recover deleted Excel files.**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.