

# Shortcuts Save As in Word, Excel, Powerpoint

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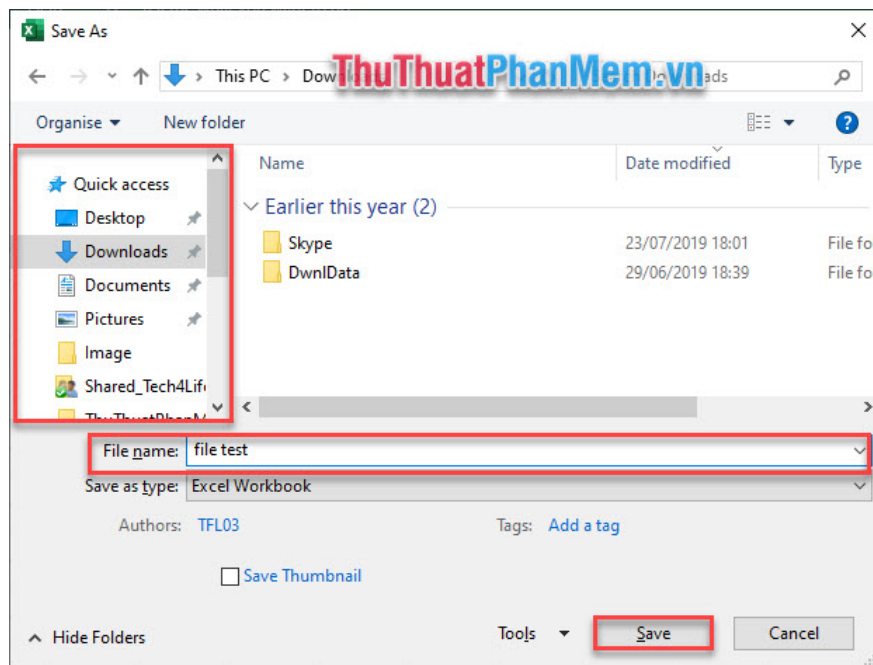


## What is Save As?

If **Save** is simply saving the operations you just edited on the file itself, **Save As** is different. **Save As** also saves the actions you edit but on a new file. In other words, **Save As** will create a new file identical to the current file and save the editing operation on it without making any changes to the current file. **Save As** allows you to change the file name so that it is not confused with the original file, and also allows to change the file format.

## Shortcut Save As

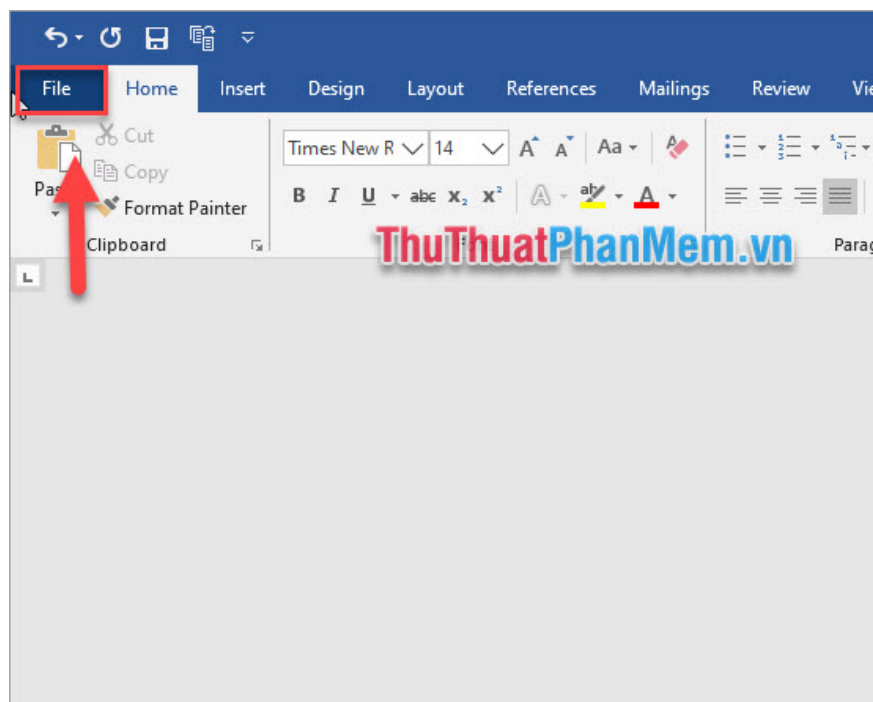
Basically the interface and usage of the function keys of Word, Excel and Powerpoint are the same, so is the **Save As** function . After editing, you only need to press the **F12** key , this is a general shortcut for Word, Powerpoint and Excel.



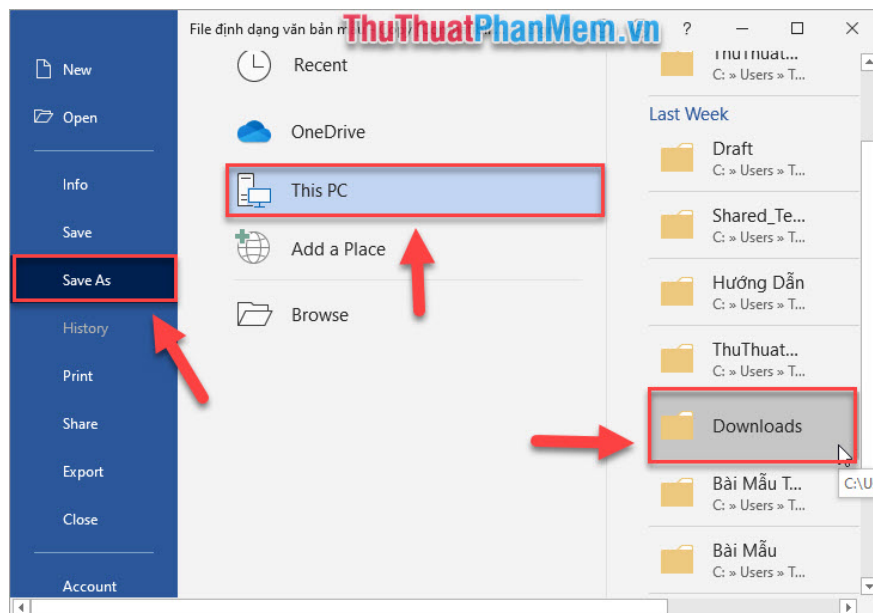
Select the file storage directory in the left column of the window, rename the file in the **File name** section , then click the **Save** button .

## Save As manually on word, excel, powerpoint

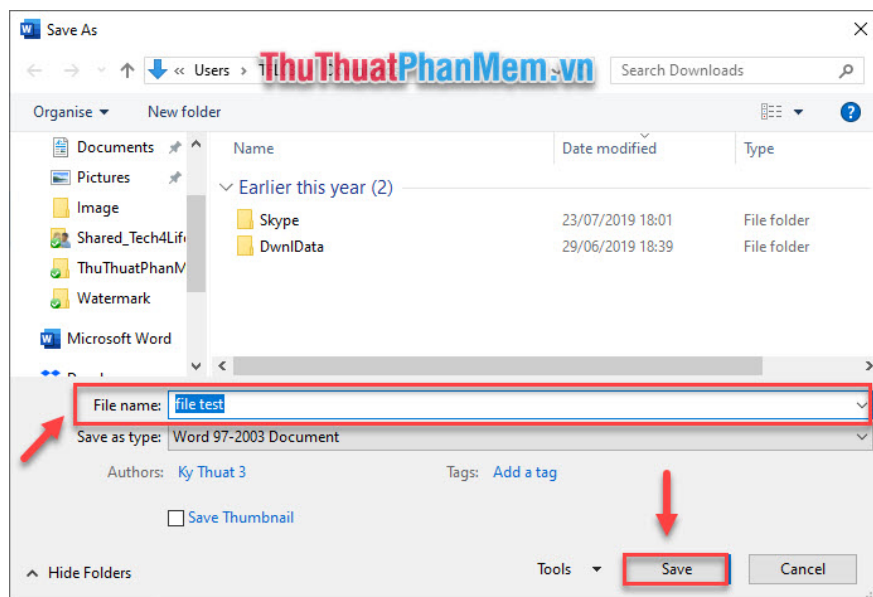
**Step 1:** Click the **File** button in the upper left corner of the window.



**Step 2:** Click **Save As** -> **This PC** then select the folder to save. Here I choose to save in the **Download** folder .



**Step 3:** Go to the dialog box exactly the way the keyboard shortcut appears.



So you know how to use the **Save As** function in Word, Excel, Powerpoint to create a new file to be edited without affecting the original file. Good luck!

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