

# Recover Excel File That Was Moved, Renamed, or Deleted

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## Step 1 — Search for the file

- Open File Explorer
- Use Windows Search (Win + S) and type part of the file name
- Check the original folder
- Check OneDrive folders

## Step 2 — Check recycle bins

- Open Windows Recycle Bin
- Check OneDrive Recycle Bin
- Check SharePoint recycle bin (if the file was shared)

## Step 3 — Verify the file name and extension

- Enable File name extensions in Explorer
- Look for files renamed to .csv / .xls / .tmp
- Rename back to .xlsx if appropriate

## Step 4 — Check Excel recovery tools

- Open Excel → File → Open → Recent
- Click Recover Unsaved Workbooks
- Check AutoRecover folder

## **Step 5 — Restore previous versions**

- Right-click the folder → Properties
- Open Previous Versions
- Restore a snapshot

## **Step 6 — Check cloud history**

- Open OneDrive Version History
- Restore a previous version if available

## **Step 7 — Use recovery software (if deleted permanently)**

- Run Recuva
- Run Disk Drill
- Try EaseUS or Stellar

## **Important**

- Stop writing new files to the disk if the file was deleted
- Run recovery software as soon as possible