

Corrupted Excel File Recovery Checklist

Use this quick checklist to systematically recover a damaged Excel file without risking further data loss.

Step 1 — Protect the Original File

- Make a copy of the corrupted Excel file
- Store the original in a safe location
- Work only with the duplicate

Step 2 — Try Excel's Built-in Repair

- Open Excel without opening the file
- Go to File → Open → Browse
- Select the file
- Click Open → Open and Repair
- Choose Repair

Step 3 — Extract Data if Repair Fails

- Run Open and Repair again
- Select Extract Data instead of Repair
- Save the recovered content in a new workbook

Step 4 — Check Version History

- Right-click the file in Windows Explorer
- Open Properties → Previous Versions
- Restore the latest healthy version

Step 5 — Try Alternative Access Methods

- Open Excel in Safe Mode
- Upload the file to Google Sheets
- Save as SYLK format (.slk) if possible

Step 6 — Use an Excel Repair Tool

- Test a professional Excel recovery tool
- Preview recoverable data before saving
- Save the repaired file under a new name

Step 7 — Try Online Repair Services

- Upload the file to a trusted repair service
- Review the recovered preview
- Download the repaired workbook

Step 8 — Consider Professional Data Recovery

- If the storage device is failing
- If multiple files are corrupted
- If the data is critical