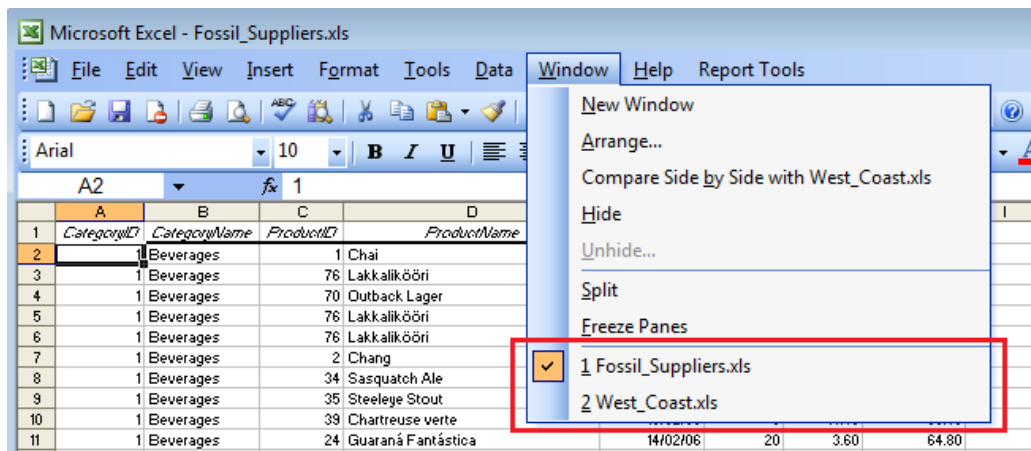


Question: Is there a quick way to close all open workbooks without closing Excel?

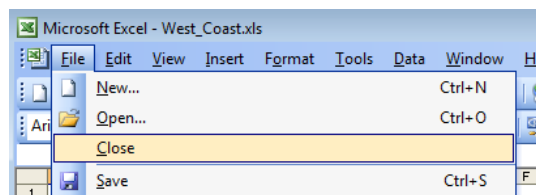
Answer: Yes, using a keyboard shortcut

Process (Excel 2003):

Sometimes you need to shut down Excel quickly, but you have multiple work books open that will all ask to close individually. A simple keyboard shortcut will help. In this example, there are two workbooks open:



If I select the **File** menu, you'll see that I have the **Close** option.

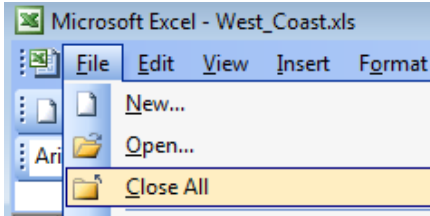


The following keyboard shortcut can change that.

- 1 Press and hold down the **SHIFT** key on the keyboard
- 2 Click the **File** menu button on the **Menu** toolbar



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You'll see that the **Close** button has changed to **Close All**

NB: any open workbook that has changes made to it will still require an answer as to whether you would like to save the file, however one answered, all files will be closed while MS Excel will stay open.