

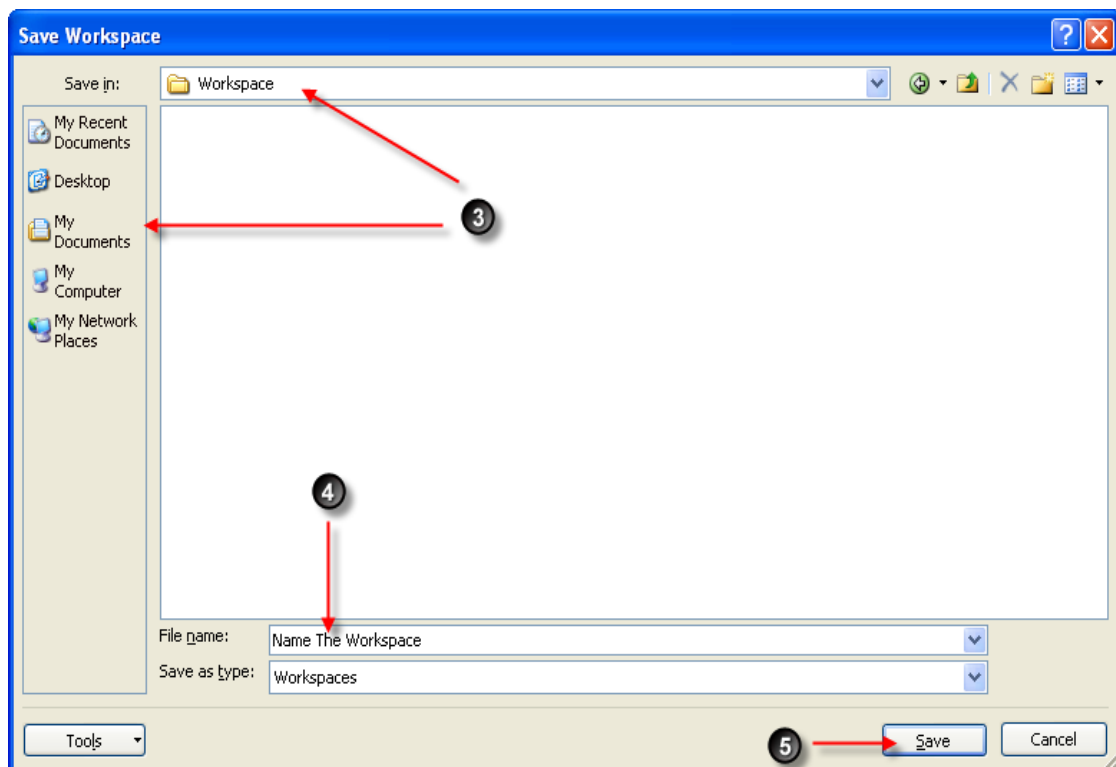
Microsoft Excel - Saving a Workspace



Saving a Workspace.

A workspace is very useful when you need to open number different workbooks at the same time which could be located on different network locations.

1. Open the workbooks that you wish to include in the Workspace.
2. Select the **View** tab → **Save Workspace**.



3. Select the **location** for the Workspace to be saved.
4. Give the Workspace a **Name**.
5. Click **Save**.

Note: Workspace does not create a copy of the files that you have selected in the Workspace, it only provides a shortcut method of opening the group of files.

If you wish to add additional workbooks to the workspace at a later date, open up all the sheets that you wish to add to the Workspace, repeat the above steps and overwrite delete the original Workspace name.