



>> USER GUIDE  
VERSION 1.1

# REFINITIV WORKSPACE ADD-IN FOR MICROSOFT OFFICE SUITE

The Refinitiv® Workspace add-in for Microsoft Office suite lets you harness the power of Refinitiv data using Office 365. Use this guide to get started.

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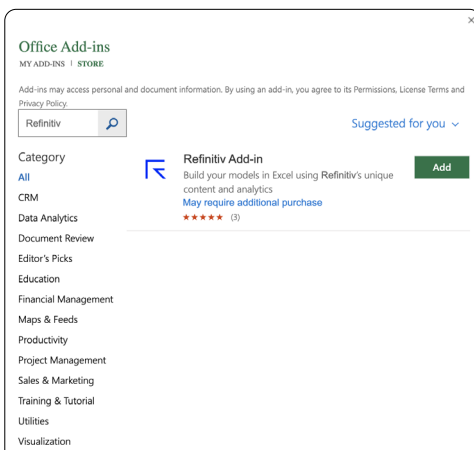
**REFINITIV**®

DATA IS JUST  
THE BEGINNING®



# Installing the add-in

You can use the Refinitiv Workspace add-in for Microsoft Office suite in both Excel Online and Word Online. Follow the instructions below to install it into Excel, where you'll find the key features. To export data from Excel into a Word document, you'll need to install it in Word Online too. Follow the same steps but in a Word document.



## How to install the add-in

- 1 Log in to Office 365 and open an Excel Online workbook.
- 2 Go to **Insert** in the navigation bar.
- 3 Select **Office Add-ins** from the ribbon. A new window will pop up.
- 4 Select **Store** then type 'Refinitiv Add-in' into the search tool and press enter (left).
- 5 Select **Add** to start the installation. When it's done, you'll see a new Refinitiv 365 tab in the navigation bar.



### Trouble accessing the Store?

If you can't access the Store, your administrator may have blocked third-party add-ins. Go to the **My Organization** and **Admin Managed** tabs to see if the add-in is available there for download. If not, share the following link with your IT department and ask them to whitelist the add-in: <https://appsource.microsoft.com/en-us/product/office/WA200000565>.

## System requirements

Office 365 on Mac	Version 16.30 or later
Office 365 on Windows	Version 1907 (build 11929.20306)
Office on the web	Any browser release later than Oct 2019

# Getting started

To launch the add-in, open an Excel Online workbook, then select **Refinitiv 365** from the navigation bar to access the Refinitiv tools.

## The Refinitiv 365 ribbon

**Get Refinitiv data** Formula Builder lets you pull data from Refinitiv sources into your Excel worksheet.


**Add an object** You can add charts, tables and images to your worksheet.


**Trace a formula** Track up to five levels of precedents or dependents for an active cell.


**Save a data model** Use the Datahub tool to access saved data sets without having to store large Excel files.

**Export data to Word** Insert images, tables or text from your worksheet into a Word Online document.

**Run a scenario** See how the data output changes when you alter a value.

 **Refresh**  
Select the Refresh button to refresh all Refinitiv data at once.

 **Settings**  
Select Settings to change the default layout for Formula Builder and edit the list separator symbol.

 **Help**  
Go to Help to search our FAQs, get support or send feedback on the add-in.

# Using the Refinitiv 365 tools

## Build Formula

The Formula Builder tool lets you pull data from Refinitiv sources into your Excel Online workbook using the RDP.DATA function.

As you build your formula, the data will appear in the worksheet as a preview. This means you can check the layout of your sheet as you add instruments and data items, and you can make sure it doesn't interfere with any existing data as you go. The task pane is always connected to the sheet, so you can go back and edit the formula at any time.

The screenshot shows the 'Formula Builder' task pane. It is divided into several sections:

- Instruments:** A dropdown menu set to 'All', a search box containing 'MSFT.O', and a search icon.
- Data Items:** A search box containing 'TR.F.EBITDA' and a search icon.
- Parameters:**
  - Shared Parameters:** 'As of' dropdown set to 'TD'.
  - Financial Period:** 'FY0' dropdown.
  - Currency:** Empty dropdown.
  - Individual Parameters:**
    - Roll Periods:** Empty dropdown.
    - Align Type:** 'PrelimDate' dropdown.
    - Reporting State:** 'Rsdlt' dropdown.
    - Consolidation Basis:** 'Primary' dropdown.
    - FX Conversion Rate:** 'PeriodAvg' dropdown.
    - Scale:** '0' dropdown.
    - Methodology:** Empty dropdown.
    - Report Type:** 'Latest' dropdown.
    - Interim Type:** Empty dropdown.
- Buttons:** 'GET DATA' and 'FUNCTION' buttons at the bottom.

## How to use Formula Builder

- 1 Go to the **Refinitiv 365** ribbon and select **Build Formula**. A task pane will appear on the right-hand side.
- 2 Select your instruments. To do this, type in a known code or search using auto-suggest. To delete an instrument, hover over it and select **x**.
- 3 Add your data items in the same way.
- 4 Edit the parameters to control the output data. The options you see automatically update to match the selected data item. To switch between the data items' parameters, select the data item itself.
- 5 When you're finished, select any cell in the worksheet. Select **Get Data** to confirm.



### Tip

You can also get data by typing a custom function directly into the worksheet. Enter `=RDP.DATA(` in a cell and the possible parameters will pop up. Eg: to see the latest closing price for Google, enter `=RDP.DATA("GOOGL.O","TR.PriceClose")`. The cell connects with the task pane so you can easily add data items and set more parameters afterwards.

## Add object

You can add charts, tables and images to your worksheet. To do this, you need to add an object to your template library first. Then you can insert it using your original data range or a new set of data.

All objects in your template library are grouped. When you add a new object to the library, you'll be prompted to select which group to add it to. At this step, you have the option to create a new group.

### How to add an object to your template library

- 1 Go to the **Insert** ribbon and select a chart, table or picture. Use the standard Excel tools to apply your preferred styles.
- 2 Go to the **Refinitiv 365** ribbon and select **Add Object**.
- 3 Select your new chart, table or image, then go to the task pane on the right-hand side and select **Save As New**. Enter a name for your template, select the group or create a new group, and add a description.
- 4 Select **Save**.



You must add an object to your template library before you can do the tasks below.

#### How to insert an object

- 1 To insert an object from your library with its original data, select an empty cell. To insert an object with new data, select the cells containing the new data.
- 2 Go to the **Refinitiv 365** ribbon and select **Add Object**.
- 3 Go to the task pane on the right and choose your template. Select **Insert Chart/Table/Image**.

#### How to edit a template

- 1 Select an empty cell. Select **Add Object** from the Refinitiv 365 ribbon.
- 2 Go to the task pane. Select the template, then select **Overwrite Existing**. The object will appear in your worksheet.
- 3 Select the object. Its metadata will show in the task pane. Edit the template, then select **Overwrite Existing** to update it or **Save As New** to create a new template.

#### How to delete a template

- 1 Select **Add Object** from the Refinitiv 365 ribbon.
- 2 Go to the task pane on the right-hand side. Choose the template you want to delete, then select **Delete**.
- 3 Enter the name of the template when prompted to confirm the deletion.

# Scenario Analysis

This tool lets you run a scenario to see how the data output changes when you alter an input value. The results will show temporarily in your worksheet.

**Sensitivity Test**

Destination Cell  
**B1**

% Change

Fixed

0 -5% -10% -15% -20% -25%  
+5% +10% +15% +20% +25%

Custom

%:  **APPLY**

Display Values

Final  Difference

## How to run a scenario

- 1 Go to the **Refinitiv 365** ribbon and select **Scenario Analysis**.
- 2 Select the cell for which you want to run a scenario.
- 3 Go to the task pane on the right-hand side and choose from the preset percentage changes in the task pane (left). Or enter a custom percentage change and select **Apply**.
- 4 All affected output data will be highlighted in the worksheet. Select **Clear** to return to your original data.

**Sensitivity Test**

**Generate Report**

Parameter1:

Parameter2:

Output:

## How to generate a report

Do this to see the results of multiple scenarios, where two different inputs change by 5% and 10% respectively. This is also known as a what-if or simulation analysis.

- 1 Select **Scenario Analysis** from the Refinitiv 365 ribbon.
- 2 Go to the task pane on the right-hand side and select **Generate Report**.
- 3 Enter your two input parameters then select an output data item (above left).
- 4 Select **Generate Report**. The results will appear as a table in a new worksheet.

# Traces

You can track up to five levels of precedents or dependents for an active cell.

## How to trace a cell

- 1 Go to the **Refinitiv 365** ribbon and select **Traces**.
- 2 Choose an active cell for which you'd like to see precedents and dependents.
- 3 Go to the task pane on the right-hand side and select a level of tracing from 1 to 5 (below). Precedents are on the left and dependents on the right. You'll see the dependencies mapped out in the task pane, illustrating the hierarchy. The relevant cells will be color-coded to match the tracing level.



### Tip

For longer formulas shown in the task pane, hover over the box to see the full formula.

## How to edit a formula

- 1 Go to the task pane and double-click on the formula you'd like to edit. The corresponding cell will be highlighted in the worksheet.
- 2 Edit the formula in the sheet as you normally would.
- 3 Return to the task pane and select **Submit**. The task pane will show the updated dependencies.

## Export data

Insert images, tables or text from your worksheet into a Word Online document. To do this, you must have the add-in installed for Word as well as Excel.

### How to export data from your Excel workbook

- 1 Open the Word Online document to which you want to import data. Position your cursor where you want the data.
- 2 Return to your Excel worksheet. Go to the **Refinitiv 365** ribbon and select **Linking** then **Export To Office**.
- 3 Go to the task pane on the right-hand side and select your document from the drop-down menu. Any Word Online documents you have open will show here.
- 4 Select whether you want to export your data as an image, a table or text.
- 5 Choose **Export At Cursor**.
- 6 Select **Export**.

Select **Linking** to export data

Instrument	Price	Close	Revenue
MSFT.O	216.23		143015
IBM.N	116		77147
AAPL.O	115.04		260174
GOOG.O	1641		161857



#### Tip

You can also export your data into a placeholder rather than at the cursor's position. This is useful if you have a more complex layout in Word or multiple items to export. To do this, open the Word document and select **Linking** from the **Refinitiv 365** ribbon. Select **Insert Placeholder**. Return to your Excel worksheet and follow the steps above, but choose **Export At Placeholder** at step 5.



## Datahub

Use this tool to save a data model, which you can access from any Excel Online workbook. This gives you efficient access to the data sets you need without having to store large Excel files.

The data model can include static values, Excel definitions or formulas, and custom Refinitiv functions such as RDP.DATA.

### How to create a new data model

- 1 Go to the **Refinitiv 365** ribbon and select **Datahub**.
- 2 Go to the task pane and select **Create New Model**. Enter a name for your data model.
- 3 Enter the identifiers and data items. These can be cell references to make the process easier – the system will take care of how the data is retrieved and save it in the right format. Your data model will save automatically.

### How to insert a data model into a new workbook

- 1 Open a new Excel Online workbook.
- 2 Go to the **Refinitiv 365** ribbon and select **Datahub**.
- 3 Go to the task pane on the right-hand side and select the model you want to insert.
- 4 Select the menu icon in the top left corner and select **Insert Into Worksheet**.

## Need more help?

You can contact us directly through Refinitiv Workspace: go to the help icon in the top right corner and select **Get Support**. Or you can access learning content on the training site: [training.refinitiv.com](https://training.refinitiv.com)

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