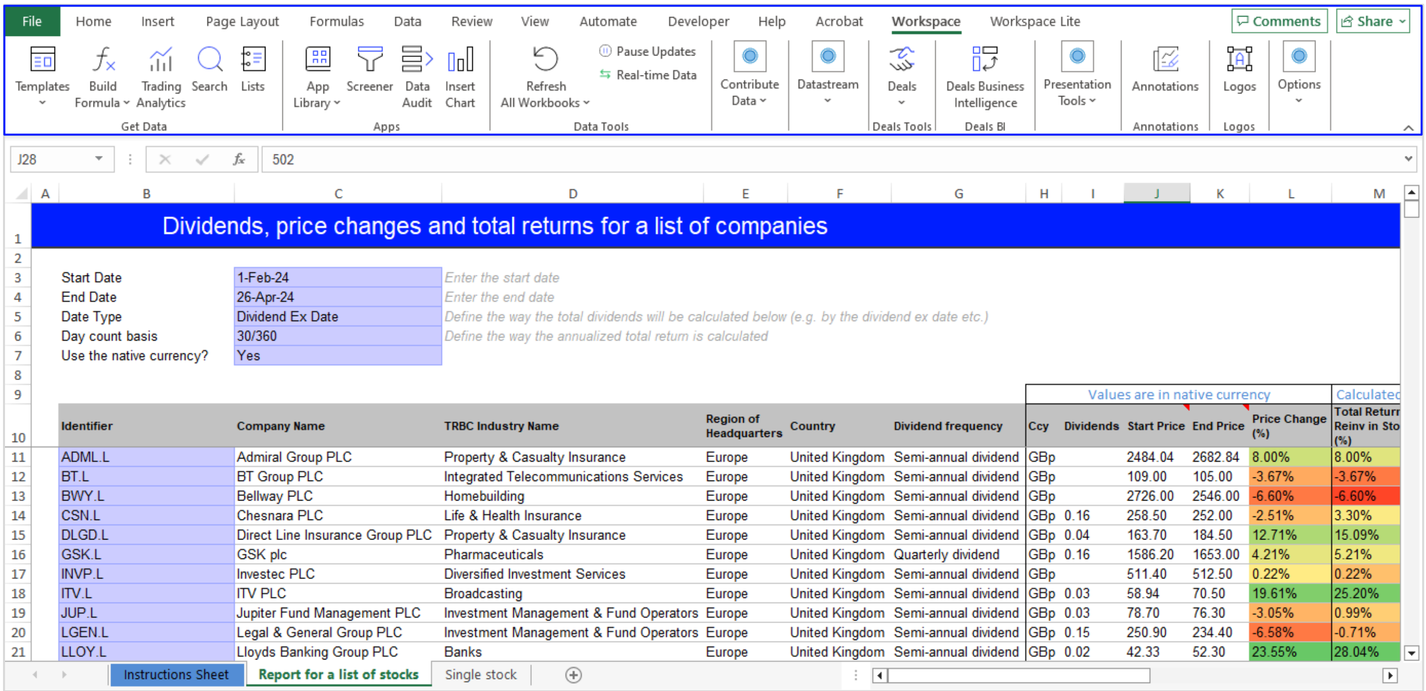
LSEG WORKSPACE

Workspace add-in for Excel

The Workspace add-in for Excel integrates LSEG's Workspace data and analytics directly into Microsoft Excel, enabling you to access and analyse financial data more efficiently within a spreadsheet environment. It provides real-time streaming, historical data, and customisable charts, with seamless data manipulation and visualisation.



Start Date	1-Feb-24	Enter the start date
End Date	26-Apr-24	Enter the end date
Date Type	Dividend Ex Date	Define the way the total dividends will be calculated below (e.g. by the dividend ex date etc.)
Day count basis	30/360	Define the way the annualized total return is calculated
Use the native currency?	Yes	

						Values are in native currency					Calculated
Identifier	Company Name	TRBC Industry Name	Region of Headquarters	Country	Dividend frequency	Ccy	Dividends	Start Price	End Price	Price Change (%)	Total Return Reinv in Sto (%)
ADML.L	Admiral Group PLC	Property & Casualty Insurance	Europe	United Kingdom	Semi-annual dividend	GBp		2484.04	2682.84	8.00%	8.00%
BT.L	BT Group PLC	Integrated Telecommunications Services	Europe	United Kingdom	Semi-annual dividend	GBp		109.00	105.00	-3.67%	-3.67%
BWY.L	Bellway PLC	Homebuilding	Europe	United Kingdom	Semi-annual dividend	GBp		2726.00	2546.00	-6.60%	-6.60%
CSN.L	Chesnara PLC	Life & Health Insurance	Europe	United Kingdom	Semi-annual dividend	GBp	0.16	258.50	252.00	-2.51%	3.30%
DLGD.L	Direct Line Insurance Group PLC	Property & Casualty Insurance	Europe	United Kingdom	Semi-annual dividend	GBp	0.04	163.70	184.50	12.71%	15.09%
GSK.L	GSK plc	Pharmaceuticals	Europe	United Kingdom	Quarterly dividend	GBp	0.16	1586.20	1653.00	4.21%	5.21%
INVP.L	Investec PLC	Diversified Investment Services	Europe	United Kingdom	Semi-annual dividend	GBp		511.40	512.50	0.22%	0.22%
ITV.L	ITV PLC	Broadcasting	Europe	United Kingdom	Semi-annual dividend	GBp	0.03	58.94	70.50	19.61%	25.20%
JUP.L	Jupiter Fund Management PLC	Investment Management & Fund Operators	Europe	United Kingdom	Semi-annual dividend	GBp	0.03	78.70	76.30	-3.05%	0.99%
LGEN.L	Legal & General Group PLC	Investment Management & Fund Operators	Europe	United Kingdom	Semi-annual dividend	GBp	0.15	250.90	234.40	-6.58%	-0.71%
LLOY.L	Lloyds Banking Group PLC	Banks	Europe	United Kingdom	Semi-annual dividend	GBp	0.02	42.33	52.30	23.55%	28.04%

For information about how to install the Workspace add-in, see the LSEG Workspace Add-in Installation Guide.

Signing in

To sign in to the Workspace add-in:

1. In Excel, click the **Workspace** tab and select **Sign in**.

   The Sign in window displays.

2. Enter your username (email address) and password and the click **Sign In**.

   The successful login notification displays and the add-in toolbars open.

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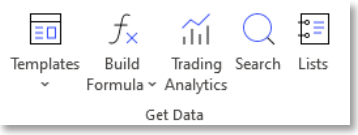
Workspace add-in tools

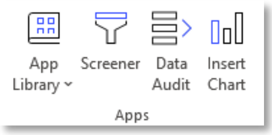
The Excel Workspace add-in menu bar comprises several sections, each with specific tools and options.

Get Data



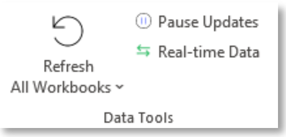
- **Templates:** The Template Library offers a variety of templates to build customised outputs for Workspace apps.
- **Build Formula:** Formula Builder allow you to pull data from the LSEG sources into your Excel workbook using the RDP.DATA function.
- **Search:** Opens the Office Search Widget, displaying the contents of the selected cell in the search field. You can search using natural language or codes, such as company identifiers, bonds, or any other instrument. The selected result replaces the selected cell.
- **Lists:** Opens the Portfolio & Lists Manager (PAL) app's Create Watchlist window on the selected cell.

Apps



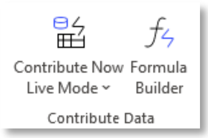
- **App Library:** Opens the LSEG Workspace App Library, where you can access apps, including those you've selected as favourites in the desktop version of Workspace that are relevant in the Excel environment.
- **Screener:** Opens the Screener app. This allows you to create in-depth dynamic screening on public and private companies, and deals (M&A, ECM, DCM, Loans). You can also dynamically screen ownership, officers and directors, and private equity.
- **Data Audit:** Allows you to audit fundamental data items. It clearly displays how each item is calculated, level by level up to the source filing with the underlying figure, just like in the desktop.
- **Insert Chart:** Uses the Chart app to imbed a performance chart for the selected instruments in the spreadsheet.

Data Tools



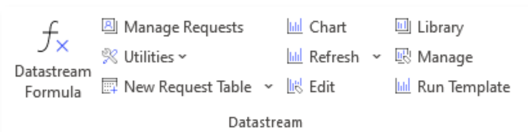
- **Refresh:** Refreshes the LSEG data update for all workbooks, a selected worksheet, or the current selection.
- **Pause Updates:** Pauses the LSEG data update.

Contribute Data



- **Contribute Now:** Gives you the choice of publishing contributions in either live mode, or manual mode.
- **Formula Builder:** Opens the Contribution Formula sidebar, where you can create a contributions formula and publish it locally or on the server.

Datastream (additional feature)



- **Datastream Formula:** Opens the Datastream Formula window, where you can build a Datastream formula and insert it into your document.
- **Manage Requests:** Opens the Datastream Request window.
- **Utilities:** Displays several Datastream utilities.
- **New Request Table:** Enables you to open a new UCTS_RT sheet or open the Conversion Wizard to upgrade or convert templates, tables, and formulas.

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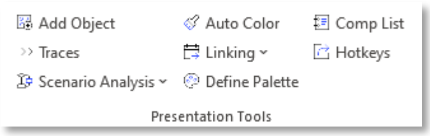
- **Chart:** Opens LSEG Office Chart window, allowing you to create charts and export them to a worksheet.
- **Refresh:** Refreshes either all charts or the selected chart.
- **Edit:** Enables editing of the selected chart.
- **Library:** Opens the LSEG Office Library window.
- **Manage:** Opens the Chart Manager window for the selected chart.

Deals BI (additional feature)

- Enables you to create drill through, tearsheet, wallet share, and aggregated reports to deliver strategic insight to the deal making community.

Presentation Tools



- **Traces:** Allows you to audit formula within a model to understand how changing specific inputs or precedent formula impacts other calculations within a sheet. This helps with understanding a model and auditing numbers to ensure they are correct.
- **Scenario Analysis:** Gives you the option to run a scenario analysis or generate a sensitivity report on your data.
- **Auto Color:** Allows you to set the font colour rules that apply automatically to the font in your Excel workbook, worksheet, or selected range of a worksheet.
- **Linking:** Enables you to export pictures or objects from Excel to PowerPoint. If you activate the streaming data option and change the data in the source table or chart, the presentation updates automatically with new values.
- **Define Palette:** Allows you to create customised colour palettes and apply the colours quickly for different cell formatting options. If you have a defined, custom palette, you can use this tool to quickly format models. For example, if calculated fields need to be in a particular colour, you can set it up in the palette and apply it quickly by selecting the defined format.
- **Comp List:** Enables you to create lists of comparable companies. The list can be exported into the sheet so that further analysis can be completed on the names in the list, including using additional formulas to build a comparable sheet for the list. The lists can be created and edited on the platform and then this feature can be used to quickly import the list into Excel.
- **Hotkeys:** Opens a list of Workspace add-in hotkeys that can be enabled, disabled, or edited.

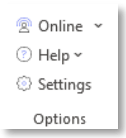
Annotations

- Opens in the sidebar and allows you to add company news, filtered by event type and date, into your worksheet, complete with numbered boxes to annotate visualisations.

Logos

- Offers a library of company logos that can be inserted into worksheets or documents. Selected shapes can be re-arranged into organised grids.

Options



- **Online/Offline:** Displays if you are online or offline. It allows you to shut down the Workspace add-in. After disconnecting, it displays as Offline and you must sign in again to open the add-in.
- **Help:** Offers a variety of Workspace help options. You can open the Workspace Help and Support app to search for help or give feedback, or you can open the About window. The latter provides system, services, and account details.
- **Settings:** Opens the Workspace Settings window, where you can alter your selections for Workspace settings.

Using the Formula Builder

With the Formula Builder, you can pull data into your Excel workbook using the RDP.DATA function.

To use the Formula Builder add-in:

1. Select the **Build Formula** icon on the Workspace tab. The Formula Builder window opens.
2. Select your instruments. To do this, type the instrument code (RIC) or company name. or search using the autosuggest. For example, type **AAPL.O** for Apple. Select the instrument to view its description.
3. Select either the **Real-Time & Fundamental** or **Time Series** buttons to view different data items.
4. Enter a keyword in the **Search Data Items** field to find a data item.
5. Select the data item by double-clicking it or clicking its **Add** icon.
6. Review added data items in the **Selected Items** field. You can click-and-drag them to reorder them.
7. Click **Edit Parameters & Quick Functions** to set the parameters to control the output data. Click the **Description** tab to see a summary of the data item.
8. Select the **Add data fields as cell references** check box and click **Layout** to set the layout of columns and rows.
9. Select **Insert** to load the data to Excel.

You can also get data by typing a custom function directly into the worksheet. Enter =RDP.DATA in a cell and possible parameters display. For example, 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.

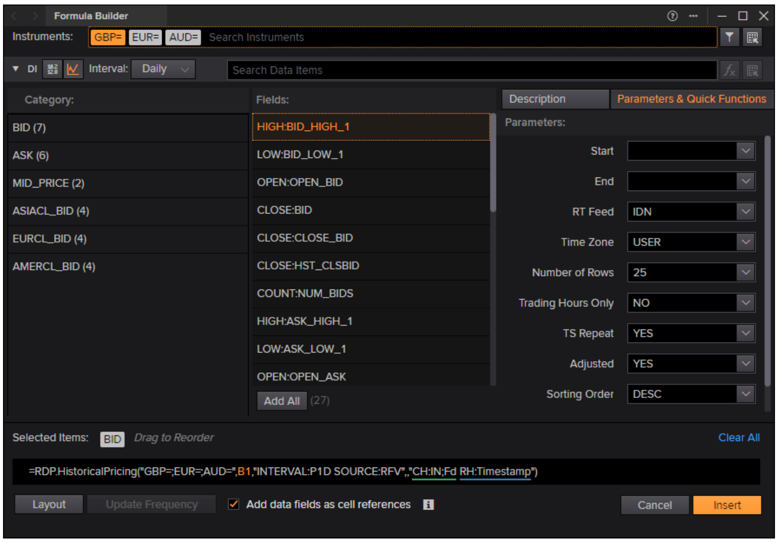
Key features

Using the add-in tools, you can perform key activities, such as finding historical data and using templates to create analyses.

Getting historical data

To find historical data:

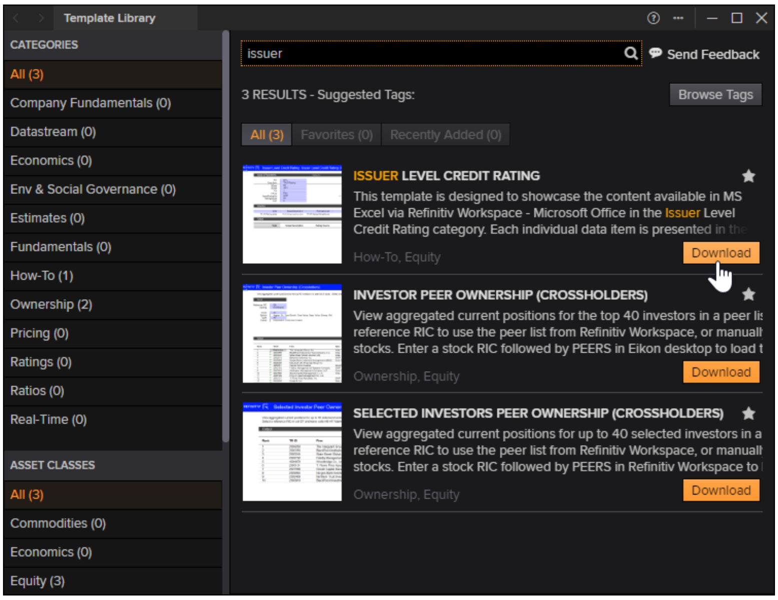
1. Select the **Workspace** tab.
2. Click **Build Formula**.
3. Enter the instrument code in the **Instruments** field or select the **Reference a cell** button.
4. Select **Time Series**.
5. Type keywords in the **Search Data Items** field to find data items.
6. Double-click a data item to add it as a selected item.
7. Click **Parameters & Quick Functions** to set criteria, such as the number of rows. Note that the availability of these criteria depends on each Excel field selected.
8. Select the **Add data fields as cell references** check box and then select **Layout** to add or remove column headers and select a destination cell.
9. Select **OK**.
10. Select **Insert**.



Using templates

To find and select templates:

1. Select the **Workspace** tab.
2. Select **Templates**. The Template Library window opens.
3. Type your keywords in the search box and select a template from the search results. You can also browse through the list of categories on the left panel.
4. Select **Download** for the template you want. The template opens in a new Excel window.



Getting help

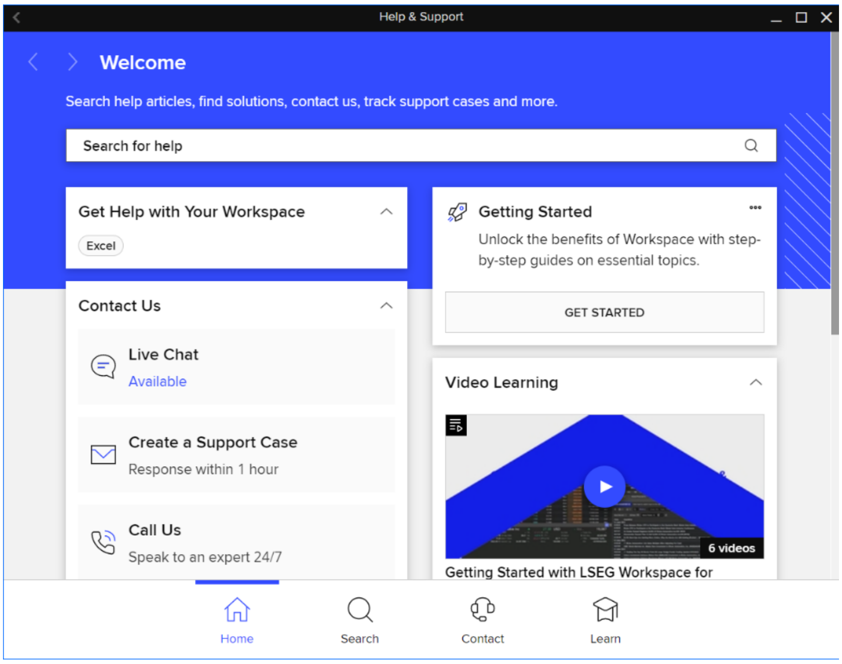
From the Workspace add-in, you can search for help articles, find solutions, contact support, track support cases, and more.

To get help:

1. On the **Workspace** tab select **Help** > **Workspace – Microsoft Office Help**.

   The Help & Support dialog opens.

2. Choose one of the following options:



   - **Search for Help:** In the **Search for help** field, start typing what you want to find and then select an article from the autosuggest list. Click the **All articles** or **Excel** filter pills to switch between all articles and Excel-specific articles.
   - **Get Help with Your Workspace:** Select the **Excel** pill to get support related to Excel issues. You can search for help articles, contact support, or watch video training.
   - **Contact Us:** Select an option of how you want to contact support. You can use live chat, create a support ticket, or talk to an expert.
   - **Getting Started:** Click the **Get Started** button to unlock the benefits of Workspace with step-by-step guides on essential topics. Select the topic from the autosuggest list.

Get more help

To open the Help & Support app in Workspace, press **F1** or select the **Help** icon and select **Get Help & Support**. You can contact us directly through the Help & Support app via the **Contact Us** section. Find additional learning opportunities with the LSEG Academy: Learning Catalogue | LSEG.