## **Opening and Saving a Spreadsheet**

When you open a spreadsheet from a BLOOMBERG ANYWHERE® window, Microsoft® Excel launches through the Bloomberg Anywhere application in a new window. In that window, the add-in tools and API formulas function normally.

To utilize the Bloomberg Excel Add-In in the Bloomberg Anywhere environment, launch the Bloomberg Anywhere version of Excel. You can launch the Bloomberg Anywhere version of Excel in several ways, including:

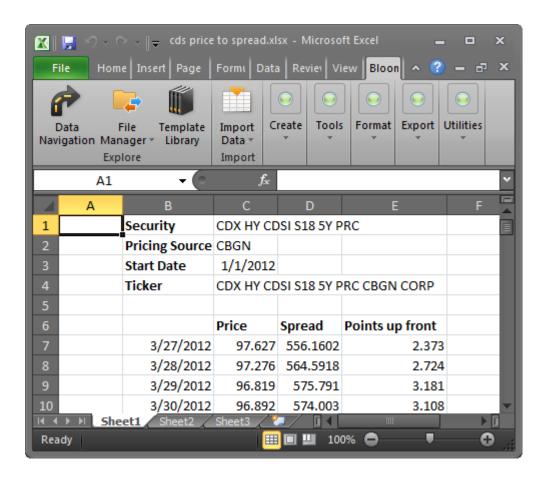
• Open a spreadsheet from a function, such as the *Personal File Manager* (FILE) or *Excel Template Library* (XLTP) function.

For more information on FILE and XLTP, see FILE <Help> and XLTP <Help>.

• Open a spreadsheet from a message attachment in the Message (MSG) function.

For more information on MSG, see MSG <Help>.

The Bloomberg Anywhere version of Excel launches, displaying the selected spreadsheet. The Bloomberg Anywhere version of Excel looks slightly different than regular Excel:



The Excel window/frame appears in gray.

To create a new spreadsheet, you must launch a new spreadsheet from the Bloomberg Anywhere version of Excel. For more information on creating a new spreadsheet, see the Excel help.