

## Automatically Open Specific Worksheets

Opening worksheets one at a time can also consume much time. Through the use of **XLSTART** folder or the **Search feature** of MS Excel, you can conveniently open your worksheets simultaneously when you launch MS Excel.

[Click here](#) to automatically open specific worksheets.



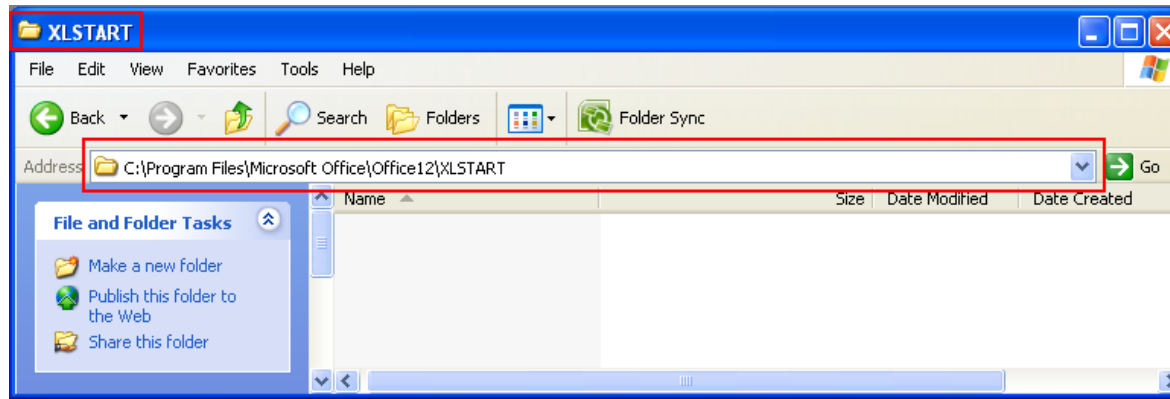
Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

# Automatically Open a Specific Worksheet

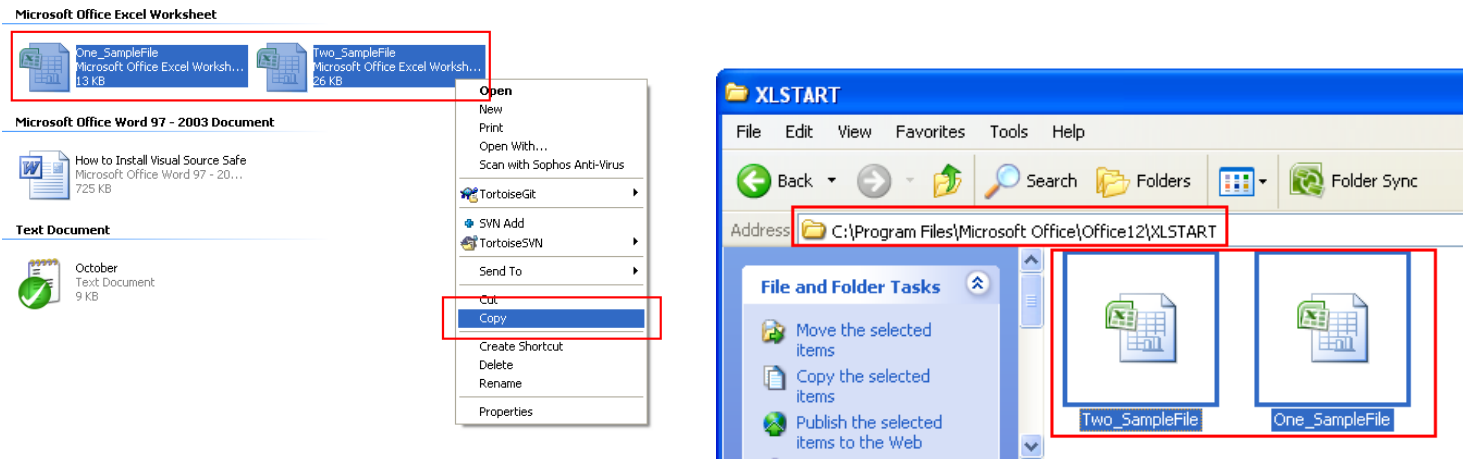
## A. Through XLSTART folder

1. Open XLSTART folder.

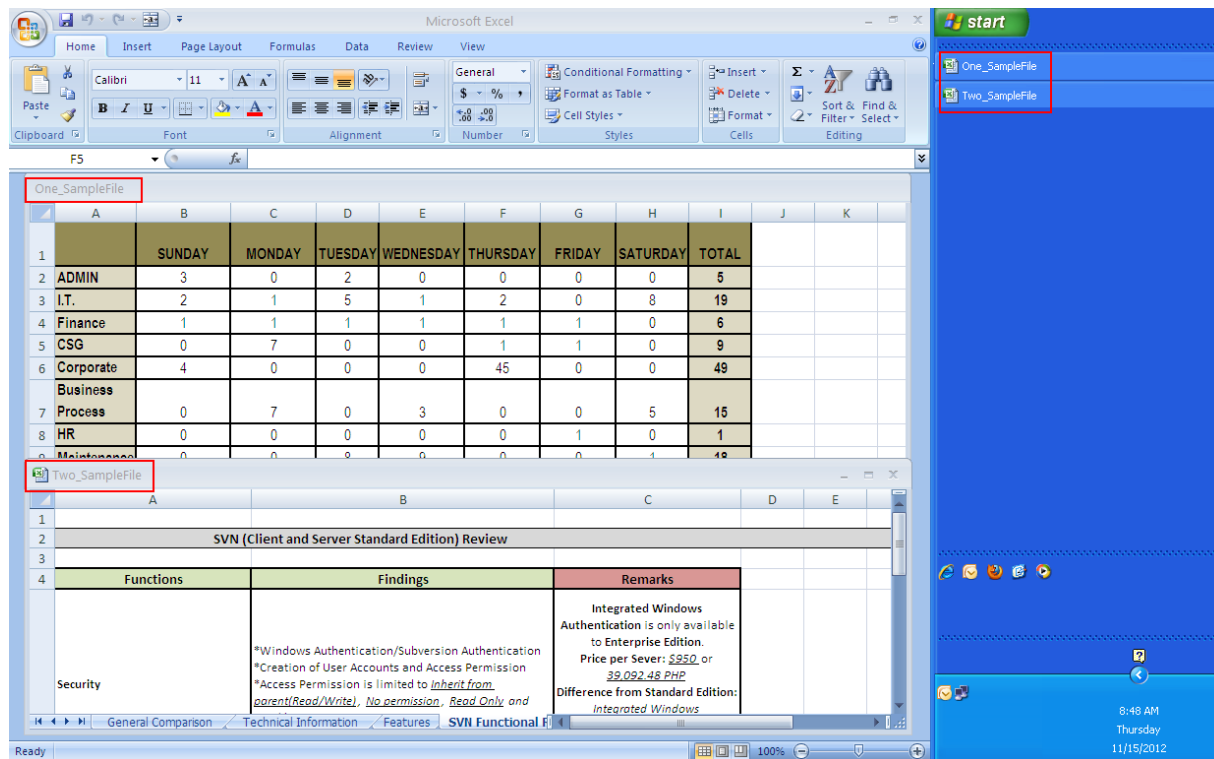
XLSTART Path: C:\Program Files\Microsoft Office\Office12\XLSTART



2. Copy the files you want to open automatically upon launch of MS Excel and paste them in the XLSTART folder.

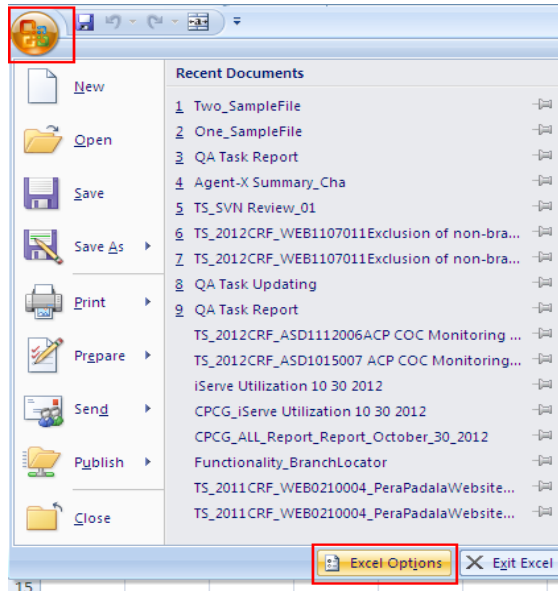


3. Launch MS Excel. The files in the XLSTART folder will then automatically open.

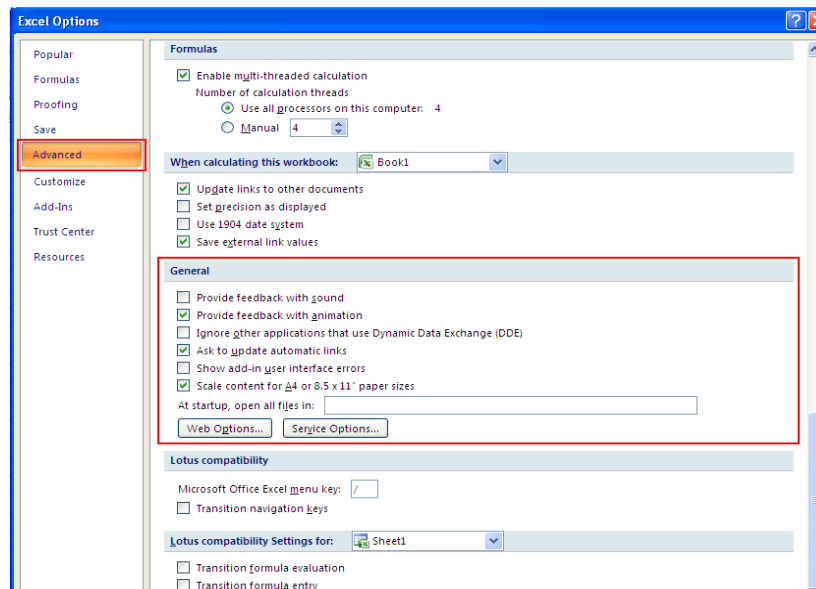


## B. Through Search feature of MS Excel

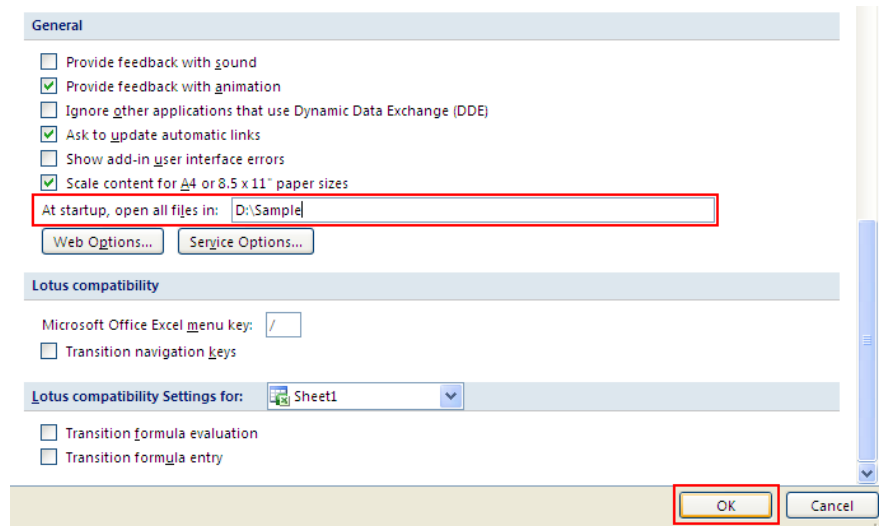
1. Click the Office button and select Excel Options.



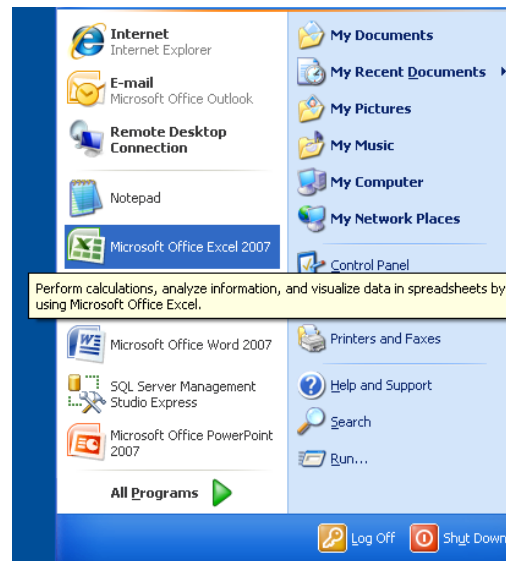
2. Click the Advanced button and scroll to the General area.



3. Enter the folder path in the **At Startup** box, **Open All Files In** text box. Click the OK button.



4. Launch MS Excel.



- The files in the specified path will automatically open upon launch of MS Excel.

