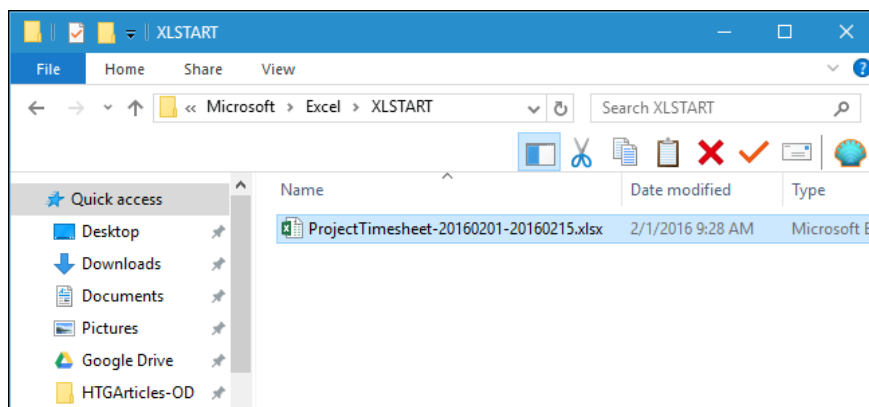


Instructions on how to automatically open a Workbook when you open Excel

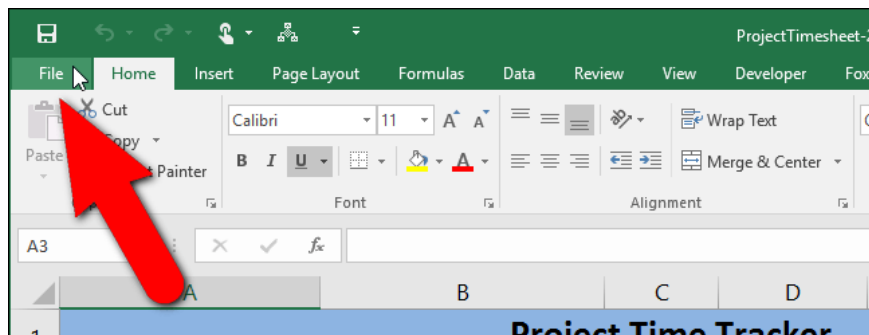
If you are an office worker, your daily work requires regular use of Excel. Suppose in the case if you often use a spreadsheet. Instead of spending every day opening Excel and opening the Excel spreadsheet, you can set up automatically opening the Excel spreadsheet you want to use every time you open Excel.

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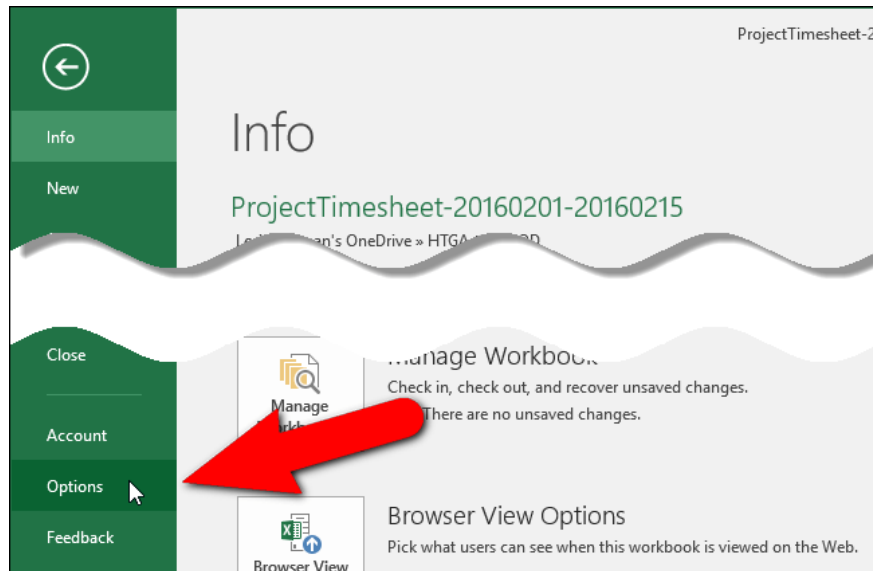


1. Use the XLSTART folder integrated in Excel

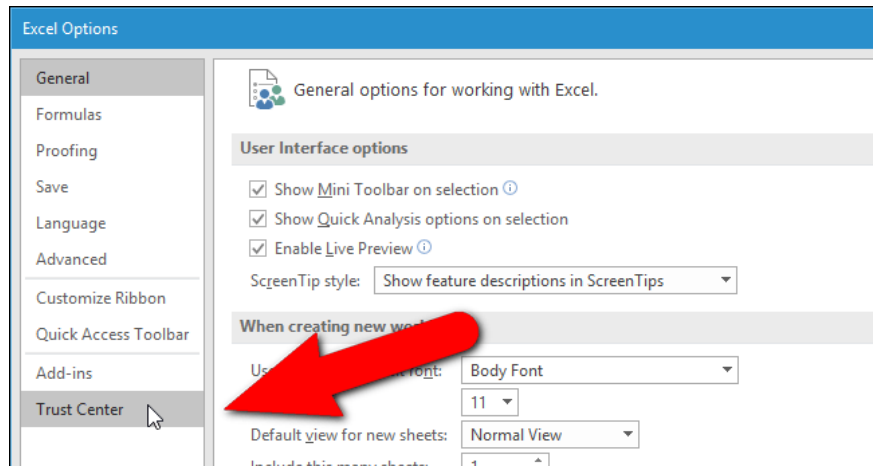
To start, open Excel, then click the **File** tab .



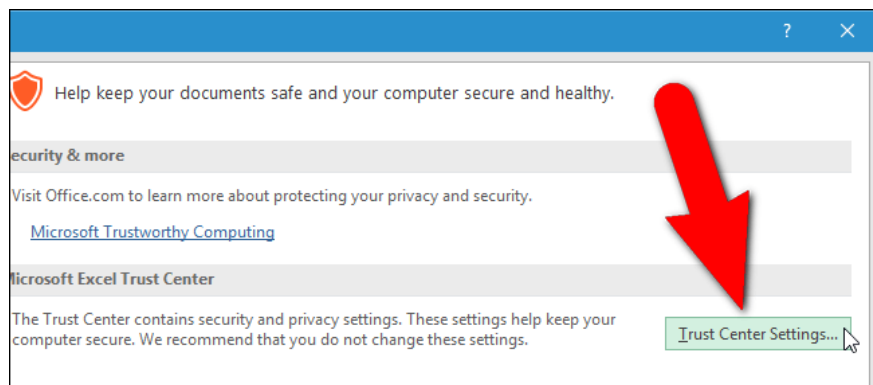
On the backstage interface, click on the **Options** option located in the list of left frame items.



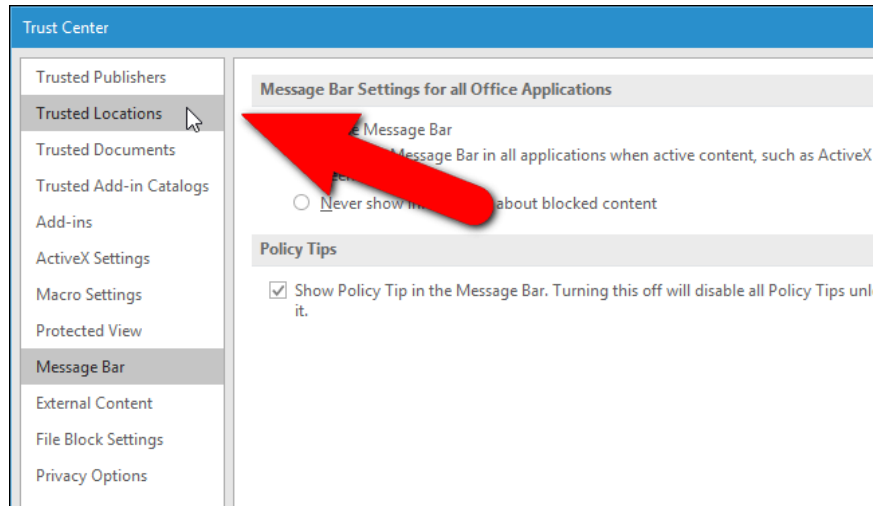
Now the Excel Options dialog box appears. In the Excel Options dialog box, click the **Trust Center** option located in the list of left frame options.



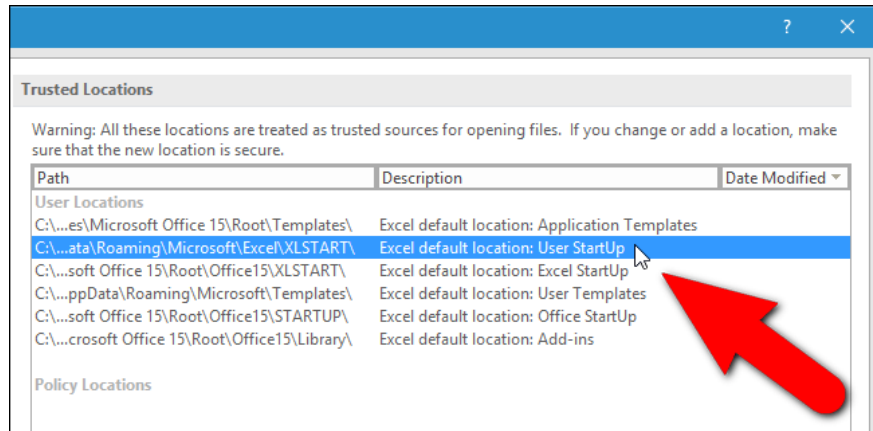
In the Microsoft Excel Trust Center section, click **Trust Center Settings**.



On the Trust Center dialog box, click on the **Trusted Locations** option .

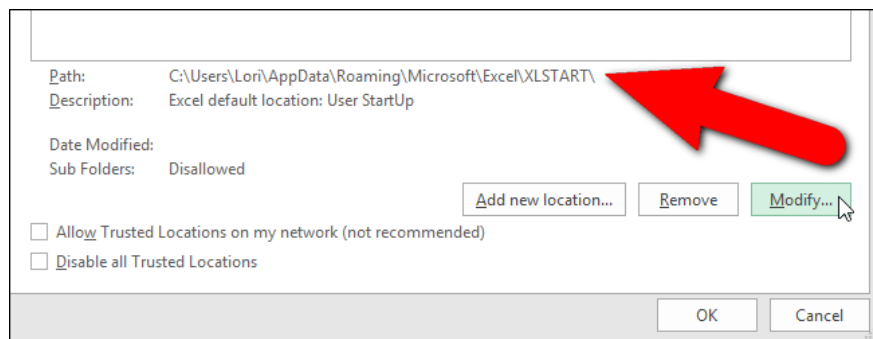


On the screen you will see a list of default Excel locations. Click on the **User StartUp** option under User Locations.



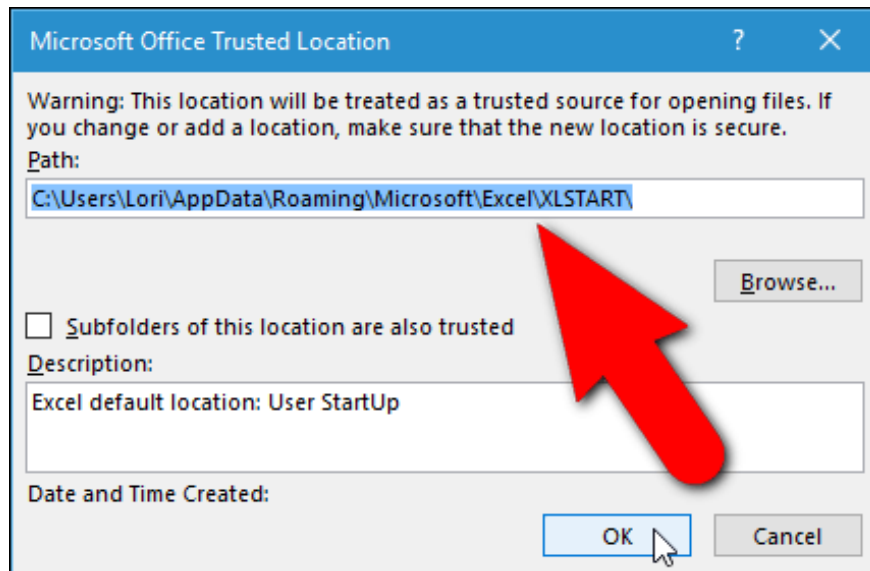
The full path to display the selected Excel location is displayed below the location list.

This is the path that the Excel folder will scan to find the Excel file you want to open. You can create a new note for your Excel file path or you can copy the path by clicking **Modify**.

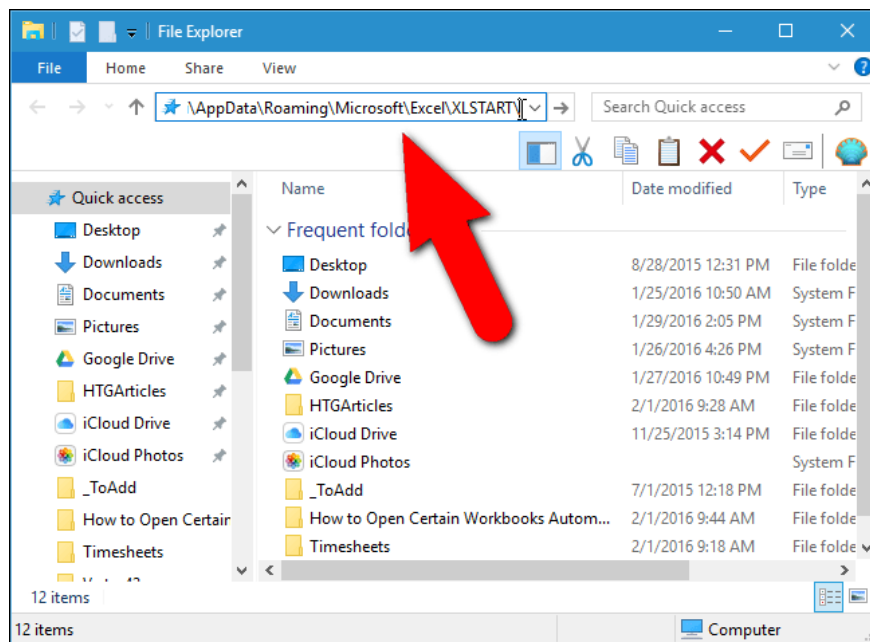


If you click **Modify** to copy the entire path, on the screen you will see a Microsoft Office Trusted Location dialog box appear.

Select the path in the **Path** section and then edit the path in the **Microsoft Office Trusted Location** dialog box and then press **Ctrl + C** to copy the path. Click **OK** to close all dialog windows and return to the main Excel window.

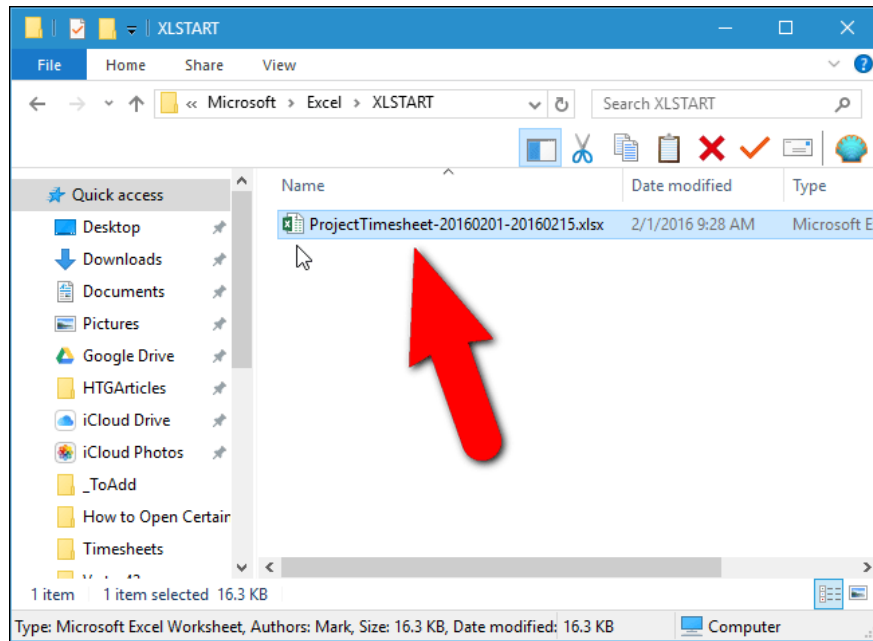


Next, open File Explorer (Windows 10) or Windows Explorer (on older Windows versions), place your cursor in the address bar and paste the path you just copied. Press Enter to open the folder.



Next copy the Excel file that you want to add to the folder. Open another File Explorer window, then find the folder containing the Excel file you use, select the file and drag the file into the **XLSTART** folder .

From now on the Excel file will automatically open every time you open the Excel application to work.



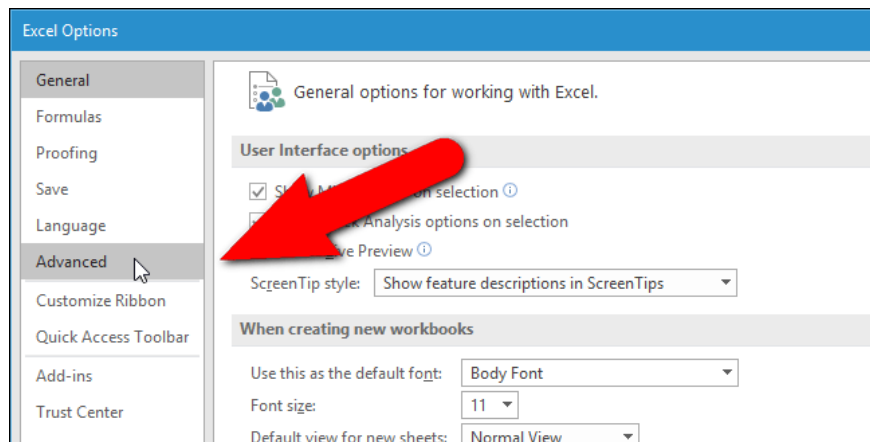
2. Use your own directory

In addition to the above, you can create a separate folder containing your Excel file.

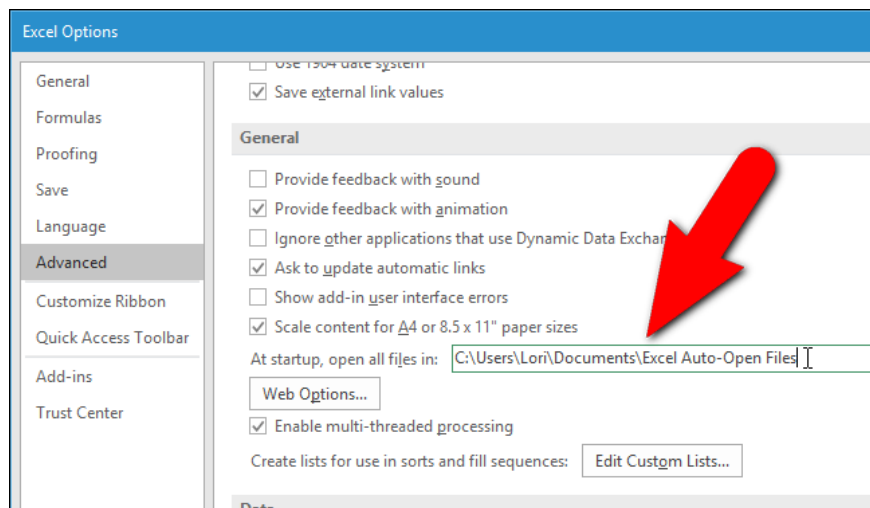
To start, open Excel, then click the **File** tab.

On the backstage interface, click on the **Options** option located in the list of left frame items.

Now the Excel Options dialog box appears. In the Excel Options dialog box, click the **Advanced** option located in the list of left frame options.



Scroll down to find the **General** option, then enter the directory path that contains the Excel file to use in the **At startup** frame , **open all files in**.



Click **OK** to accept the change and close the Excel Options dialog box.

From now on when you open the Excel application, any Excel file in your XLSTART folder and folder will automatically open. Even if you double-click to open another Excel file, Excel files in your XLSTART folder and folders will be opened first.

You can refer to some articles below:

1. **How to reopen Word, Excel or PowerPoint files when closed but not saved yet?**
2. **Summary - 38 'priceless' shortcuts in Microsoft Excel**
3. **MS Excel - Lesson 4: Working with lines, columns, sheets**

Good luck!

You finished reading the article "**Instructions on how to automatically open a Workbook when you open Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.