# Help guides and videos for LSEG Workspace

## Introductory written guides and videos

* LSEG Workspace for Students – Quick Start Guide [PDF] <https://www.lseg.com/content/dam/lseg/learning-centre/documents/workspace-quick-start-guide.pdf>
* [[Getting Started: LSEG [Workspace](https://learningcentre.lseg.com/courses/getting-started-refinitiv-workspace-for-students) for Students](https://learningcentre.lseg.com/courses/help-for-refinitiv-workspace-for-students)](https://learningcentre.lseg.com/courses/getting-started-refinitiv-workspace-for-students) [Video]

A useful introductory video covering what information and data you can access, how to search for and work with data and how to customise the interface to suit your preferences.

* LSEG Workspace Add-in for Excel User Guide [PDF] <https://www.lseg.com/content/dam/lseg/learning-centre/documents/lseg-workspace-add-in-for-excel-quick-start-guide.pdf>
* [Getting Started with LSEG Workspace for Students: Excel](https://learningcentre.lseg.com/courses/getting-started-with-refinitiv-workspace-for-students-excel) [Video]
	+ Formula builder, report layout
	+ Using cell references, align historical data
	+ Retrieving ownership data
* LSEG Workspace Fund Screener Quick Start Guide [PDF] <https://www.lseg.com/content/dam/lseg/learning-centre/documents/lseg-workspace-fund-screener-quick-start-guide.pdf>

## Within Workspace Web: help with the current page

Within Workspace, help is provided for major functions. At the top-right of any page, click the question mark in a circle icon. Use the search feature within the help page to find what you need.

See this video [Help for LSEG Workspace for Students](https://learningcentre.lseg.com/courses/help-for-refinitiv-workspace-for-students) [Video]

## Within Workspace Excel: help & support

In Workspace Excel, go to the Refinitiv tab, click: 'Options' > 'Help' > '**Refinitiv Workspace - Microsoft Office Help**'. A help dialog loads. Click the 'Excel' link in the help dialog to see links to video learning specifically about Workspace Excel or browse for other materials.

## On the LSEG website: webinars, videos and written guides

LSEG has a [Learning Centre](https://www.lseg.com/en/training/learning-centre) which offers:

* A personalized dashboard to keep track of upcoming and completed courses.
* Access to certificates for every course that you complete
* Market Insights and Intelligence Webinars, led by experts, providing insights on industries, companies, and markets, powered by LSEG data and analytical tools.

Within the Learning Centre, LSEG hosts on-demand videos on the [Learning Catalogue](https://www.lseg.com/en/training/learning-centre/learning-centre-catalogue) pages (replacing the Refinitiv Academy). Search for topics of interest or see the list below for some suggested videos.

## Workspace videos and written guides on functions of the database

Here is a selection of free, on-demand videos that will help you learn about specific functions of the database. Browse the full catalogue in the [Learning Centre](https://www.lseg.com/en/training/learning-centre) to find what you are interested in.

* [Investigate and analyze companies using LSEG Workspace](https://www.lseg.com/content/lseg/en_us/training/learning-centre/learning-centre-catalogue/video-details.html?id=investigate-analyze-companies-using-refinitiv-workspace&playlistId=1_c3kcvktx) [Video]

LSEG Workspace contains comprehensive data on companies, covering many aspects of their composition, their activities, and their performance. In this course you will learn how to navigate the wide range of available content available at the company level, as well as approaches to screening and reporting on sets of companies.

* [The Industry App (INDUS)](https://www.lseg.com/content/lseg/en_us/training/learning-centre/learning-centre-catalogue/video-details.html?id=the-industry-app-indus) [Video]

The Industry app provides an easy way to view consolidated industry activity, allowing you to quickly scan and action market moving information, including price performance, key industry metrics, news, research and more.

* [[Macro Explorer App (MACROX](https://www.refinitiv.com/content/marketing/en_us/learning-centre/learnhttps%3A/learningcentre.lseg.com/courses/macro-explorer-app-macroxing-catalogue/video-details.html?playlistId=1_0a6bi3dx)](https://learningcentre.lseg.com/courses/macro-explorer-app-macrox)[) [Video]](https://www.refinitiv.com/content/marketing/en_us/learning-centre/learnhttps%3A/learningcentre.lseg.com/courses/macro-explorer-app-macroxing-catalogue/video-details.html?playlistId=1_0a6bi3dx)

The Macro Explorer App (MACROX) allows you to explore global trends, areas of risk and macro investment opportunities, by screening global economies against a wide range of macro indicators and using a variety of visualizations.

* Monitoring ESG Data <https://www.lseg.com/content/dam/lseg/learning-centre/documents/monitoring-esg-data.pdf> [PDF]
* [Sustainable Finance/ESG Data (SUSFIN)](https://learningcentre.lseg.com/courses/sustainable-finance-esg-data-susfin) [Video]

The Sustainable Finance Landing Page (SUSFIN) serves as a centralized starting point for LSEG's Sustainability offerings. Learn how to view ESG data at a company level.

* [ESG Methodology](https://learningcentre.lseg.com/courses/esg-methodology) [Video]

Learn the basics via an overview of LSEG’s ESG Methodology, which is used across LSEG Workspace, Data Platform, LSEG Datastream Data Loader, and LSEG Quantitative Analytics.

* [Investment Banking Insight: Decoding Deals Data](https://learningcentre.lseg.com/courses/investment-banking-insight-decoding-deals-data) [Video]

Investment Banks play a huge role in facilitating mergers and acquisitions and helping companies to raise capital. Learn how Deals Screener can help you to understand and collect data on these activities and integrate Deals Screener with data from other LSEG sources.

* [Aftermarket Research – Advanced Research Search App (ADVRES)](https://learningcentre.lseg.com/courses/aftermarket-research-advanced-research-search-app-advres) [Video]
* Search for investment, industry and company reports
* Our Aftermarket Research licence has limits on page downloads per day for each user, and a monthly download limit for the whole University. Please only download the specific pages you really need of these reports.
* Please note that we have a direct subscription to [Marketline Advantage](http://ezproxy.lib.gla.ac.uk/login?url=http://advantage.marketline.com/) with access to all their company reports. There is no limit on the Marketline reports from that database. Use your UofG credentials to access the database. You can also access company, industry and analyst reports via [Gale Business Insights](https://ezproxy.lib.gla.ac.uk/login?url=https://link.gale.com/apps/GBIB?u=glasuni&aty=ip). Use your UofG credentials to access those.

## Recording of session for UofG students by LSEG trainer 7 July 2025

The LSEG trainer provided a class for UofG students and staff via Teams on 7 July 2025. Please see the recording [LSEG Workspace Training Session 1.mp4](https://gla.sharepoint.com/%3Av%3A/s/lhlc/ESp1EBgJQH1HumruW40d-y0BggGKHEuLb4HpQxhl1AIh3w?e=yzjQfR&referrer=Outlook.Web&referrerScenario=email-linkwithoutembed)​.

The session covers:

* Types of data included in LSEG Workspace
* Navigation and explore menus and types of data
* How to search and filter results
* Company data types
* Screener app – a criteria-based tool to create lists. For historical data use LSEG Excel or Datastream as required

A later session introducing Datastream is also available – [LSEG Workspace Training Session 2.mp4](https://gla.sharepoint.com/%3Av%3A/s/lhlc/EaDiy4tP-R1NrQEle_DEKmoBQf1jF7sYlMu_7fVgDm0NpA?e=Nbzt9i&referrer=Outlook.Web&referrerScenario=email-linkwithoutembed)

Select *View in Web App* to watch.

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