

# Retrieving data: Minitab Worksheets and Projects

## *Retrieving a Worksheet*

Suppose you have saved a Minitab Worksheet and you now wish to retrieve it so that you can do further work on it. This can be done by opening Minitab and then clicking on **File** and then **Open Worksheet...** . Do *not* Click on Open project or type Ctrl-O. You will be presented with a windows File dialogue box and you should use the usual method for locating files. Only Minitab Worksheets, i.e. .MTW files, will be displayed. Select the worksheet to retrieve and then click on **Open**. You will then be presented with the statement that:

A copy of the content of this file will be added to the current project

The answer to this question is **OK**. The Worksheet will now be the version you saved previously.

### **A Shortcut**

A slightly quicker way to retrieve a Worksheet is to locate the file, e.g. using Windows Explorer, and to double click on the .MTW file. This will open Minitab and retrieve the worksheet. You will still encounter the question about the file being added to the current project.

## *Projects*

Minitab can save your work as a project, which is simply another type of file, this time with extension .MPJ, rather than the .MTW used for worksheets. A project file saves all the windows, not just the Worksheet. It is also possible to have several worksheets open at the same time.

For the beginner the facility of keeping several worksheets open simultaneously is potentially confusing and we will not use this feature.

If you save your work as a Project, rather than a Worksheet then when you retrieve the Project, not only does the Worksheet appear as it did when you last used the Project, the contents of the Session Window are also retrieved. While this can be useful, it is not as valuable as it sounds. The reason for this is that it contains a complete log of your previous session. This not only includes the results you may need, it also contains records of all the mistakes and inappropriate analyses. It is usually better to save the Session Window as an RTF file, as described in the previous document. You can then edit the file using your word-processor, so that the record of your Session contains only the items you really need to keep.

Generally in this course, we will use worksheets and avoid projects. However, if you wish to make use of projects, you should not encounter any problems. However, data files that you need to retrieve will be provided as worksheets.