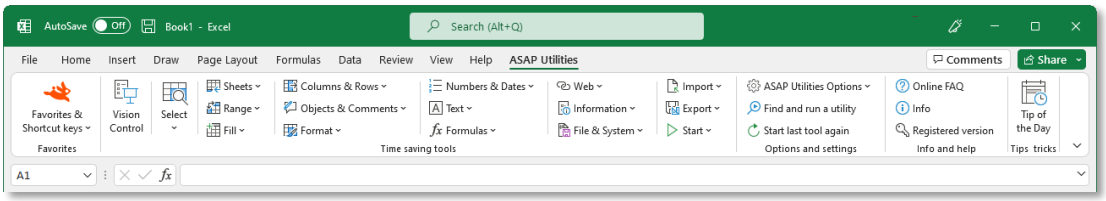
ASAP Utilities

user guide

"The friendly Excel add-in that makes working in Excel much easier and faster"



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1 Contents

1 CONTENTS 3

2 INTRODUCTION 7

2.1 Our Mission Statement 7

2.2 What is ASAP Utilities? 7

2.3 About this User Guide 8

2.4 Save paper 8

2.5 Intended audience 8

2.6 The Excel screen in English 9

3 GETTING STARTED 10

3.1 How to get a copy of ASAP Utilities 10

3.1.1 Download from our website 10

3.2 System requirements 11

3.2.1 Excel versions supported 11

3.2.2 Windows versions supported 11

3.2.3 Other requirements 11

3.2.4 International versions of Excel, all supported 11

3.3 Install and uninstall 12

3.4 Choose the language of ASAP Utilities 12

3.4.1 ASAP Utilities in English 13

3.4.2 ASAP Utilities in Dutch (Nederlands) 13

3.4.3 ASAP Utilities in German (Deutsch) 14

3.4.4 ASAP Utilities in Spanish (Español) 14

3.4.5 ASAP Utilities in French (Français) 15

3.4.6 ASAP Utilities in Portuguese (Brazil) (Português do Brasil) 15

3.4.7 ASAP Utilities in Italian (Italiano) 16

3.4.8 ASAP Utilities in Russian (Русский) 16

3.4.9 ASAP Utilities in Chinese (Simplified) (中文(简体)) 17

3.4.10 ASAP Utilities in Japanese (日本語) 17

3.4.11 Office Update 18

3.4.12 Windows update 18

3.5 How to operate ASAP Utilities 18
3.6 Undo 19
3.6.1 Most (but not all) tools in ASAP Utilities have an undo 19
3.6.2 No undo in macros are by design of Excel 19

4 PURCHASE ASAP UTILITIES 20
4.1 Time saved, "return on investment" 20
4.2 Editions 20
4.3 When to buy a license 21
4.3.1 Business Edition 21
4.3.2 Home & Student Edition, Charitable Organizations 21
4.4 Key benefits of a license 21
4.5 Who uses ASAP Utilities? 21
4.6 How to order 22
4.6.1 Instant delivery 22
4.6.2 Secure ordering, online and offline payment methods 22
4.7 How to enter your license details 23

5 AVAILABLE TOOLS 24
5.1 English, German, Spanish, French, Portuguese (Brazil), Italian, Russian, Chinese (Simplified), Japanese and Dutch descriptions 24
5.2 ASAP Utilities in the Excel menu 27
5.2.1 The Ribbon/main menu 27
5.2.2 Right-click/context menu 27
5.3 Save time with keyboard shortcuts 31
5.4 Description of the tools in all languages 33
5.5 Description of the tools in English 34
5.5.1 Favorites & Shortcut keys 34
5.5.2 Vision Control... 37
5.5.3 Select 39
5.5.4 Sheets 57
5.5.5 Range 79
5.5.6 Fill 96
5.5.7 Columns & Rows 110
5.5.8 Objects & Comments 129
5.5.9 Format 134

5.5.10 Numbers & Dates 149
5.5.11 Text....169
5.5.12 Formulas 189
5.5.13 Web....212
5.5.14 Information 218
5.5.15 File & System 232
5.5.16 Import....245
5.5.17 Export 253
5.5.18 Start 262
5.5.19 ASAP Utilities Options....265
5.5.20 Find and run a utility... 282
5.5.21 Start the last utility again....283
5.5.22 Info... 283

6 PRACTICAL TRICKS TO SAVE HOURS IN EXCEL WITH ASAP UTILITIES 284

6.1 Latest tips on our website....284
6.2 How to... examples 284

7 TROUBLESHOOTING FAQ 317

7.1 Priority support for customers 317
7.2 Bug report guidelines 317
7.2.1 The basics: what you did, what you wanted, and what happened. 317
7.2.2 Excel and windows version 318
7.2.3 Always search our website and documentation first....318
7.2.4 Be brief, but don't leave any important details out....318
7.2.5 Use meaningful, specific subject headers 319
7.2.6 Please use English or Dutch (if possible)....319
7.2.7 Don't report bugs about old versions. 319

8 ABOUT ASAP UTILITIES 320

8.1 History of ASAP Utilities....320
8.2 The primary goals of ASAP Utilities 322
8.3 Testimonials 323
8.3.1 Here's what our users say 323
8.3.2 Enthusiasm and 5 star rating....323
8.3.3 A small selection of the feedback we received in the past 25 years 325

8.4 Our clients, who uses ASAP Utilities? ... 327

9 CONTACT & SUPPORT ... 332

9.1 Get the latest information on ASAP Utilities ... 332

9.2 Contact us ... 332

9.2.1 Priority support for customers ... 332

9.3 Social media ... 332

10 INDEX ... 333

1 APPENDIX 1: TECHNICAL INFORMATION ABOUT THE SETUP ... 335

1.1 Installation ... 335

1.1.1 Standard setup ... 335

1.1.2 Non-admin setup ... 335

1.1.3 Automatic installation ... 336

1.1.4 Manual installation ... 343

1.1.5 Upgrade to a new version ... 346

1.1.6 Network installation ... 348

1.2 Uninstall ... 352

1.2.1 Automatic ... 352

1.2.2 Automatic uninstall #2 ... 353

1.2.3 Manual ... 354

1.2.4 Temporarily deactivating ASAP Utilities from startup ... 355

1.3 User data and registry settings ... 357

1.3.1 Registry ... 357

1.3.2 Favorites menu ... 358

1.3.3 Add ASAP Utilities to the Excel menu for all users ... 358

1.3.4 Registration/license settings ... 359

1.4 Macro security ... 359

1.4.1 Trusted sources and security settings to "very high" ... 360

1.5 How to use ASAP Utilities in your own macros ... 361

2 Introduction

2.1 Our Mission Statement

> “Our mission is to put a smile on the face of Excel users all over the world, by providing a friendly and easy to use add-in, that saves time and speeds up their work in Excel.”

2.2 What is ASAP Utilities?

ASAP Utilities is a powerful Excel add-in that adds new functionality to Microsoft Excel to save time and speed up your work.

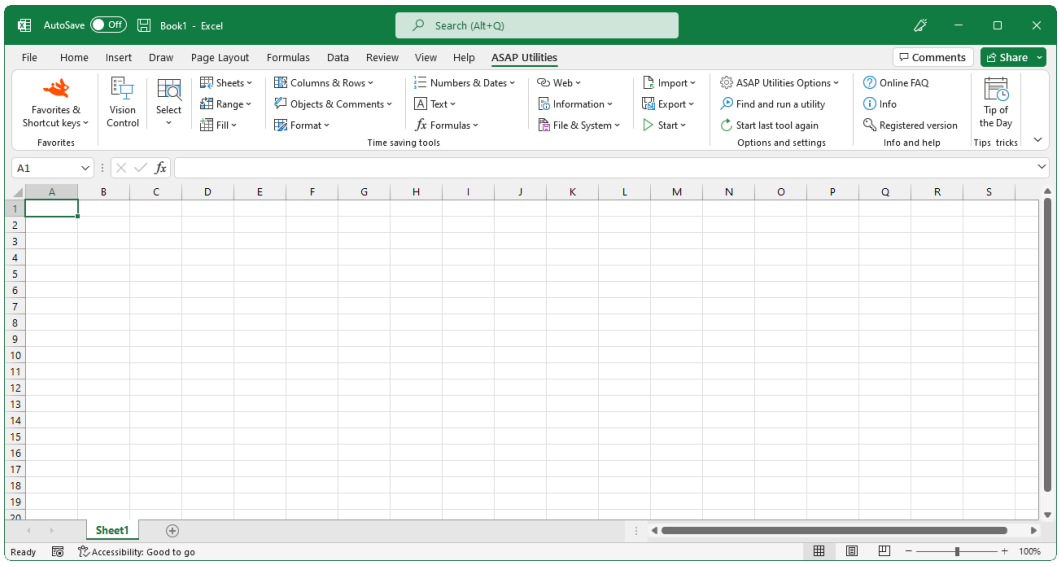
We're proud and happy that, ever its first public release in 1999, we can help Excel users all over the world.

ASAP Utilities is called this way because it significantly reduces time-consuming work. ASAP is an acronym that stands for "As Soon As Possible". Some choose to spell it out, others tend to pronounce it "aysap". The word “utilities” means something that is useful. Combined together ASAP Utilities stands for useful time-saving macro tools for Excel.

During the past 25 years our add-in has grown to become probably one of the world's most popular add-ins for Microsoft Excel.

Over 2,800 users have reviewed ASAP Utilities and given it an average rating of 4.9 out of 5: https://www.trustpilot.com/review/asap-utilities.com

We are proud to mention that ASAP Utilities is currently used worldwide in over 170 different countries by 750,000+ users and purchased by 26,500+ organizations.



2.3 About this User Guide

This User Guide will show you what you can do with ASAP Utilities. It will tell you how to install this Excel add-in and it gives a description of all the utilities available.

In our opinion a good program should be easy to use without the need of any documentation. However, during the last 15 years, the need for documentation has increased. ASAP Utilities has more tools than ever, and this user guide will help you to get the best out of it.

Besides documenting the utilities in ASAP Utilities, we have also included a "How to" chapter. In that chapter (chapter 6, "Practical Tricks to Save Hours in Excel with ASAP Utilities" on page 284) we have listed common Excel questions and how to use ASAP Utilities to answer them.

The most recent version of this User Guide is available on our website:

https://www.asap-utilities.com

This document currently covers everything available in version 8.5 which is the latest version of ASAP Utilities when this User Guide is published.

2.4 Save paper

To save paper, this document is optimized for duplex printing.
To save even more paper, you can read this User Guide in PDF or XPS format on your computer, tablet or e-reader.

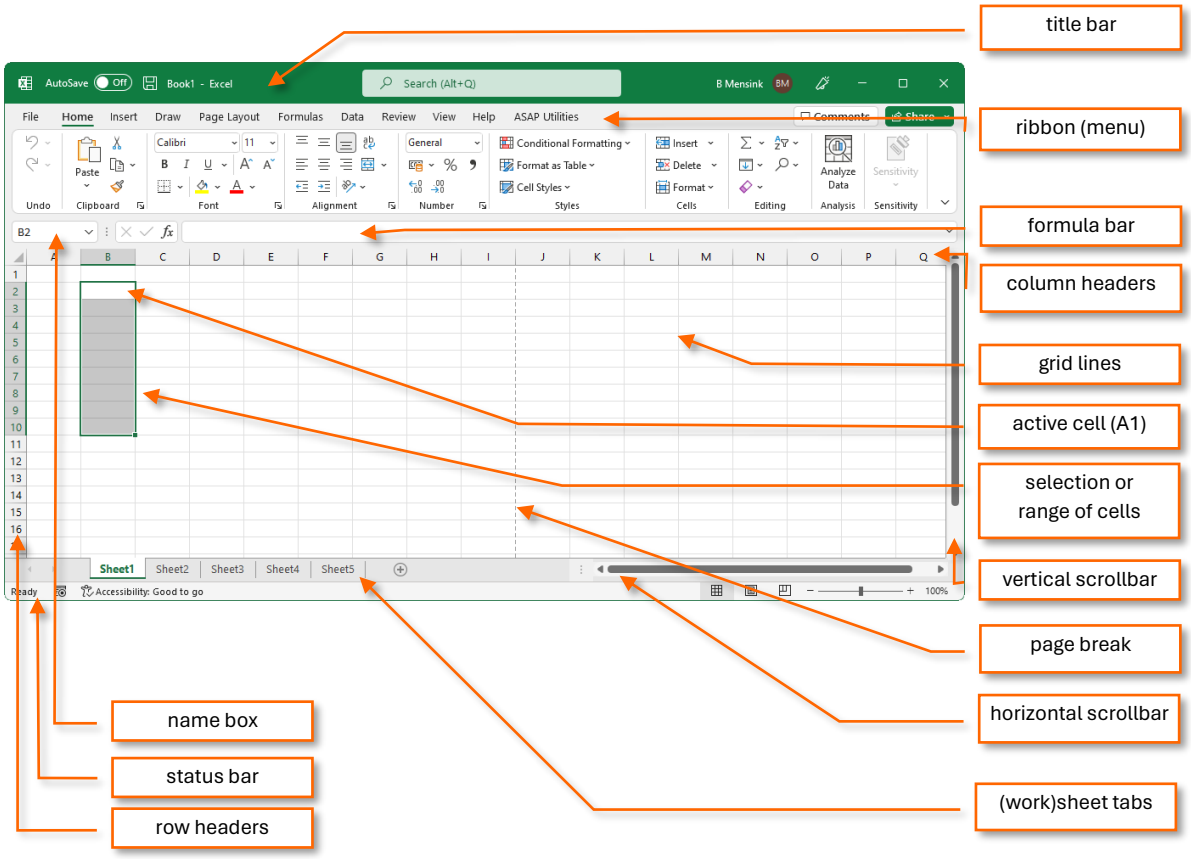
2.5 Intended audience

The principal audience for this user guide is people that use Excel on a regular basis. The focus is on introducing you to the tools available in ASAP Utilities.

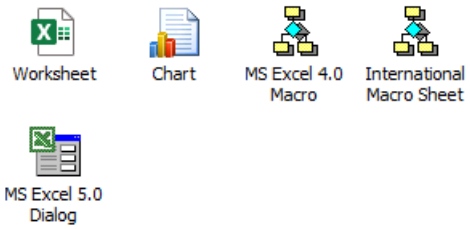
We assume that you are already familiar with Excel and its structure (workbooks, worksheets, ranges etc.). If you do not use the international/English version of Excel then we recommend you view paragraph 2.6, "The Excel screen in English" on page 9.

2.6 The Excel screen in English

This documentation is in English since most people that use Excel speak this language. Even though most people speak English, translating certain things in Excel might become difficult or look strange. That is why we show you the layout of Excel and how certain things are called in English.



The different sheet types in English:



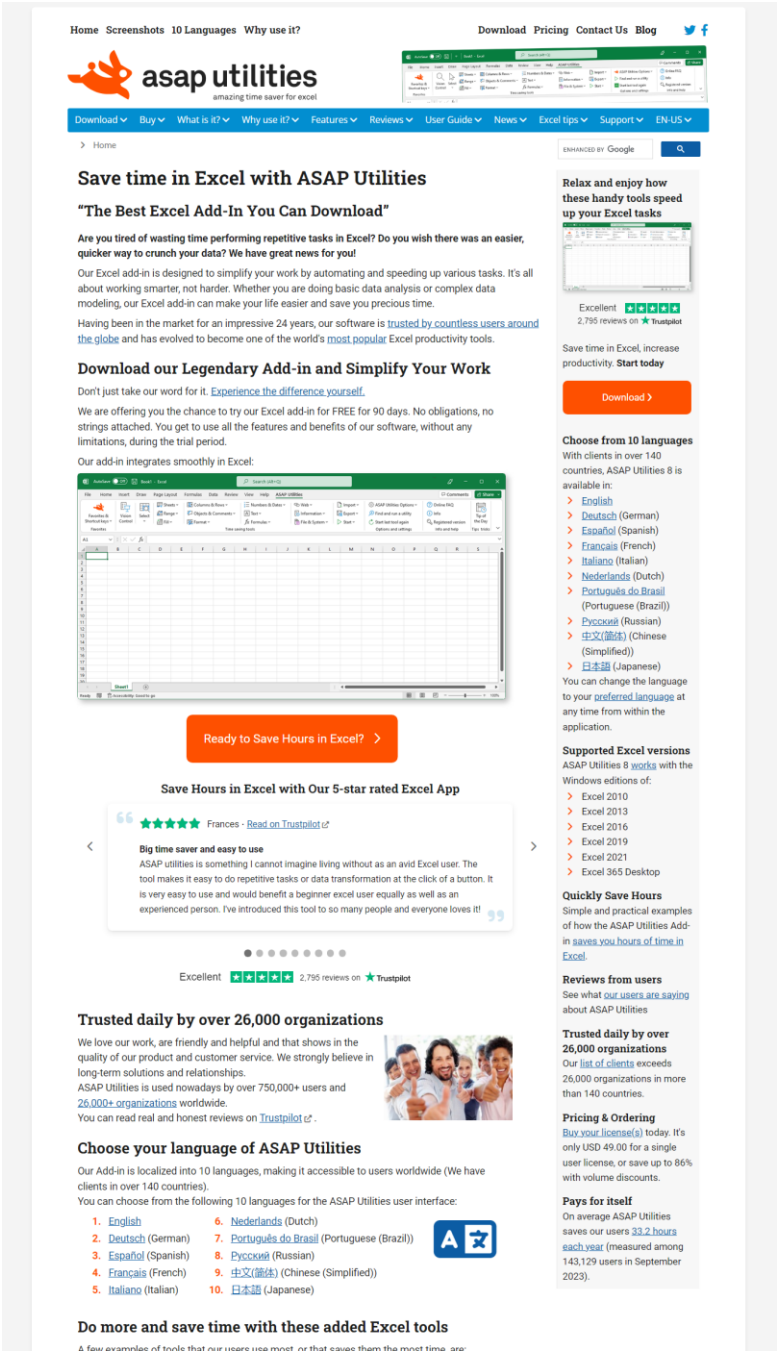
3 Getting started

3.1 How to get a copy of ASAP Utilities

3.1.1 Download from our website

You can download a copy of ASAP Utilities from our website:

https://www.asap-utilities.com



3.2 System requirements

3.2.1 Excel versions supported

ASAP Utilities 8 works with the Windows editions of:

- Excel 365 Desktop (both 32 bit and 64-bit)
- Excel 2021 (both 32 bit and 64-bit)
- Excel 2019 (both 32 bit and 64-bit)
- Excel 2016 (both 32 bit and 64-bit)
- Excel 2013 (both 32 bit and 64-bit)
- Excel 2010 (both 32 bit and 64-bit)

Starting from version 8, ASAP Utilities requires at least Excel 2010. However, we recommend to use at least Excel 2016 because that is still updated by Microsoft.

For many years already Microsoft no longer supports old Excel versions. For users with Excel 2000-2007 we still offer the older ASAP Utilities version 7. However, you could expose yourself to serious and potentially harmful security risks by using such an old Excel version.

In January 2024, the oldest version of Excel that Microsoft still updates is Excel 2016.

3.2.2 Windows versions supported

ASAP Utilities works on both 64-bit and 32-bit Windows versions, including the latest Windows 11 and the server editions of Windows.

The minimum supported Windows version for the setup is Windows 7.

Basically, if you can run any of the supported Excel versions from paragraph 3.2.1, “Excel versions” on page 11, you can use ASAP Utilities.

3.2.3 Other requirements

Basically, if you can run any of the supported Excel versions from paragraph 3.2.1, “Excel versions” on page 11, then your system is ready to use ASAP Utilities.

ASAP Utilities needs approximately 40 MB of disk space. This is for the program files and the PDF User Guide together.

The minimum workable screen resolution is 1024 x 768 pixels.
The recommended screen resolution is full HD (1920 x 1080) or larger.

3.2.4 International versions of Excel, all supported

ASAP Utilities will run in all versions of Excel that meet the system requirements of Excel. It doesn’t matter if your Excel is the international (English) version or you have local Dutch, French, Spanish, Russian, Chinese, Arabic, Hebrew or any other language version. It works in all.

3.3 Install and uninstall

To install ASAP Utilities, just follow the steps in the setup. Detailed and more technical information is provided in paragraph 1.1, "Automatic installation" on page 335.

Removing ASAP Utilities can be done easily via the Windows Control Panel, just like other software.

3.4 Choose the language of ASAP Utilities

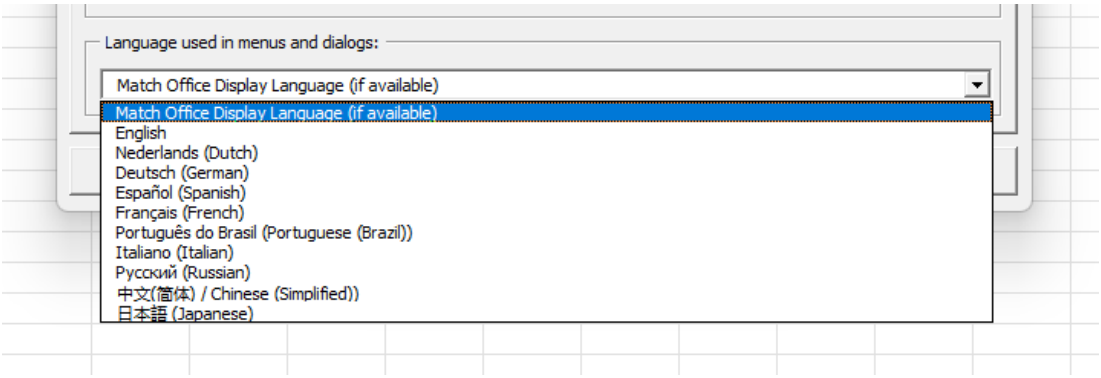
Our app is localized into 10 languages, making it accessible to users worldwide.

You can choose from the following 10 languages for the ASAP Utilities user interface:

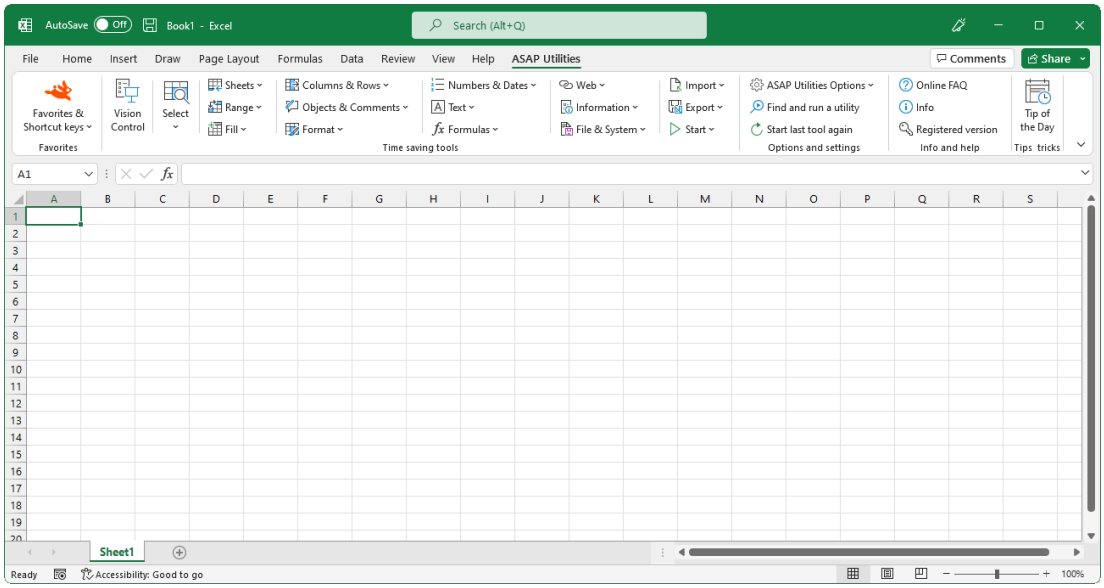
1. English
2. Dutch (Nederlands)
3. German (Deutsch)
4. Spanish (Español)
5. French (Français)
6. Portuguese (Brazil) (Português do Brasil)
7. Italian (Italiano)
8. Russian (Русский)
9. Chinese (Simplified) (中文(简体))
10. Japanese (日本語)

On popular demand more languages can be added, please contact us.

On its first use, ASAP Utilities will display all text in the same language as Excel.
If your Excel version is not one of the languages that ASAP Utilities has built-in, then ASAP Utilities will default to the English language.



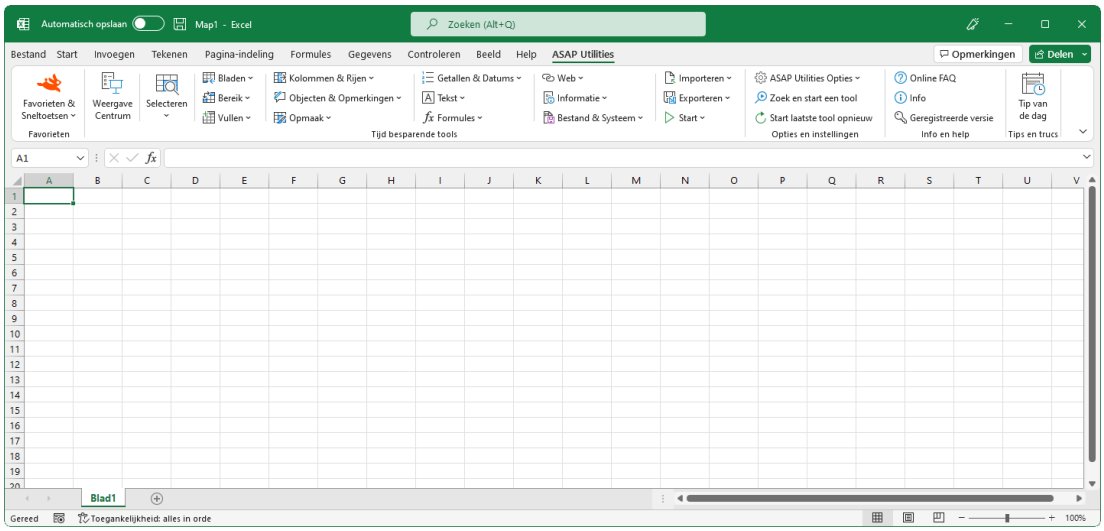
3.4.1 ASAP Utilities in English



Descriptions of all tools in ASAP Utilities

https://www.asap-utilities.com/features.php?lang=en_us

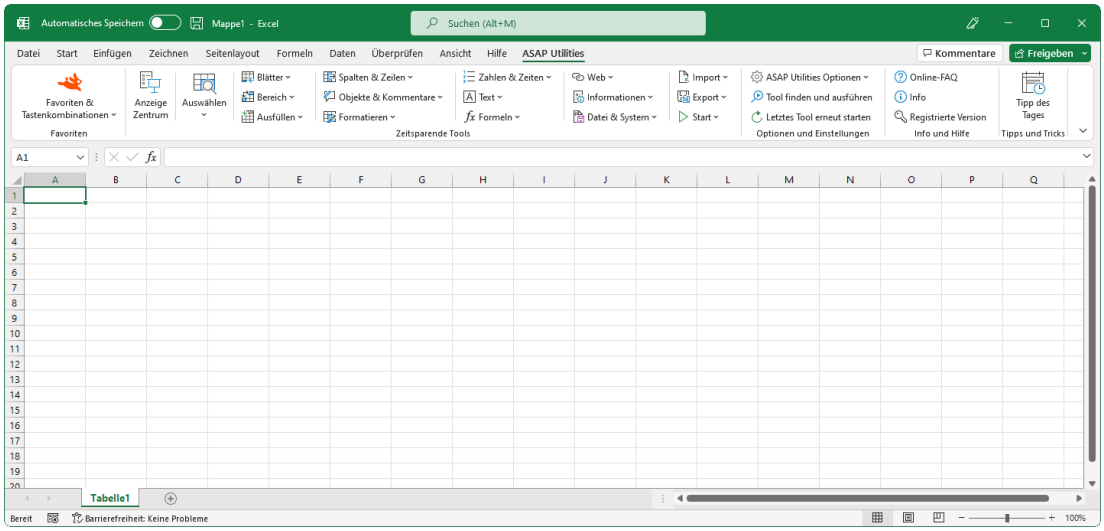
3.4.2 ASAP Utilities in Dutch (Nederlands)



Beschrijving van alle tools in ASAP Utilities

https://www.asap-utilities.com/features.php?lang=nl_nl

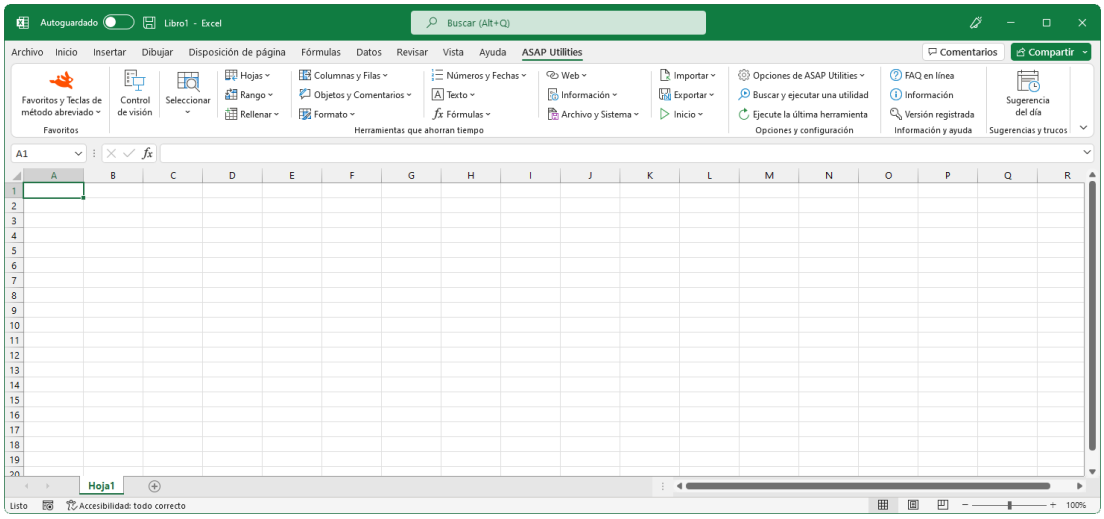
3.4.3 ASAP Utilities in German (Deutsch)



Beschreibung aller Tools von ASAP Utilities

https://www.asap-utilities.com/features.php?lang=de_de

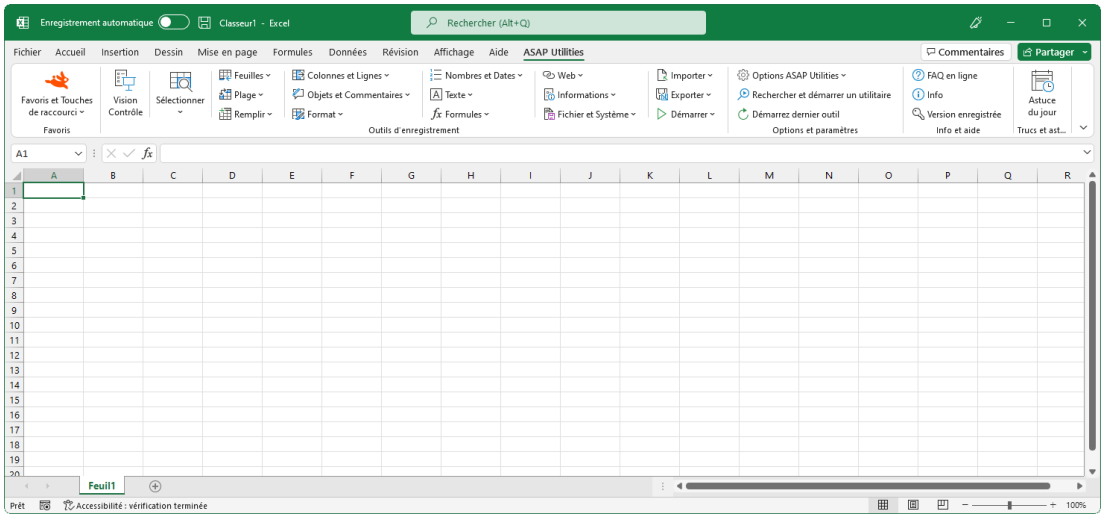
3.4.4 ASAP Utilities in Spanish (Español)



Descripciones de todas las herramientas en ASAP Utilities

https://www.asap-utilities.com/features.php?lang=es_es

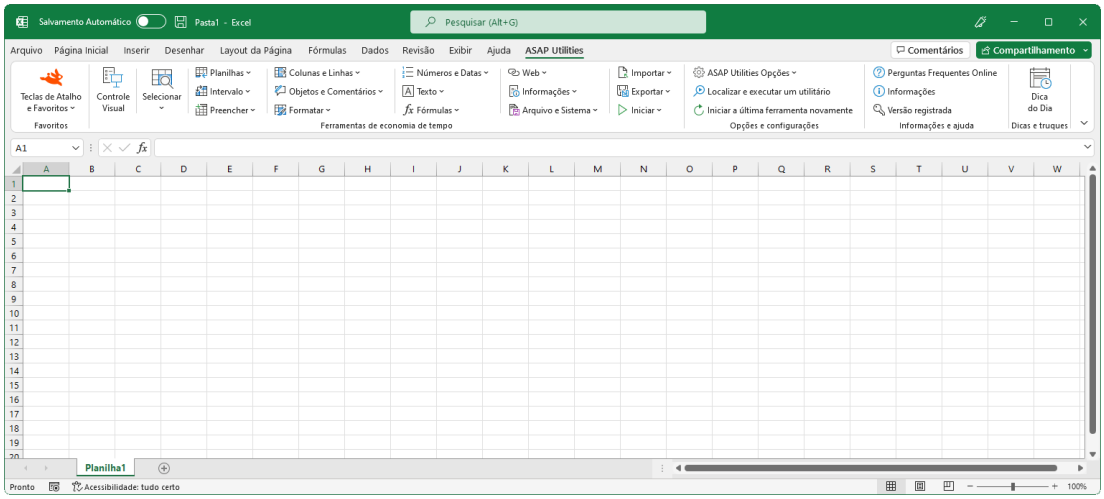
3.4.5 ASAP Utilities in French (Français)



Descriptions de tous les outils dans ASAP Utilities

https://www.asap-utilities.com/features.php?lang=fr_fr

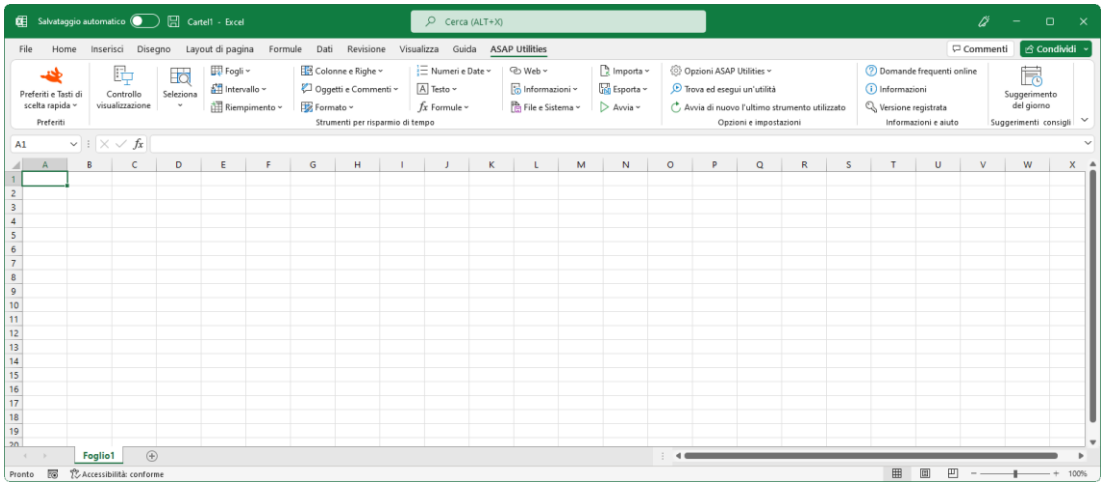
3.4.6 ASAP Utilities in Portuguese (Brazil) (Português do Brasil)



Descrições de todas as ferramentas em ASAP Utilities

https://www.asap-utilities.com/features.php?lang=pt_br

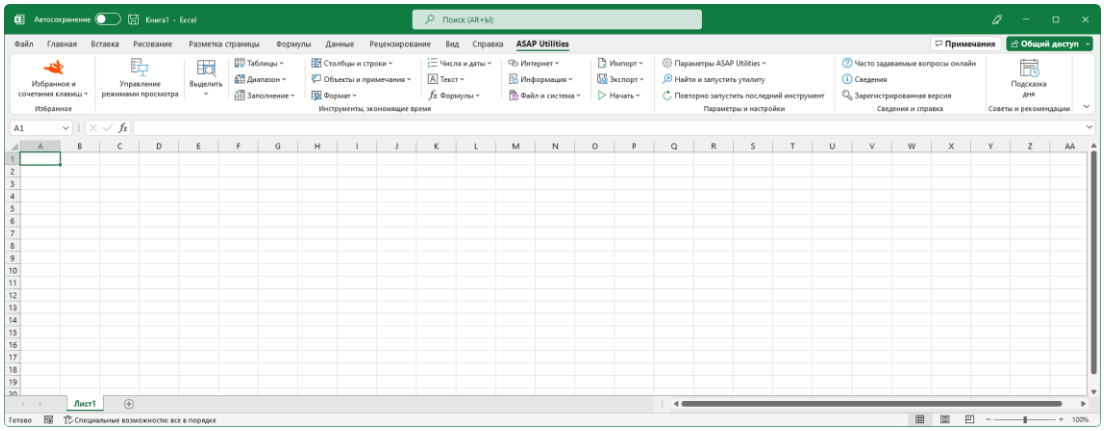
3.4.7 ASAP Utilities in Italian (Italiano)



Descrizione di tutti gli strumenti di ASAP Utilities

https://www.asap-utilities.com/features.php?lang=it_it

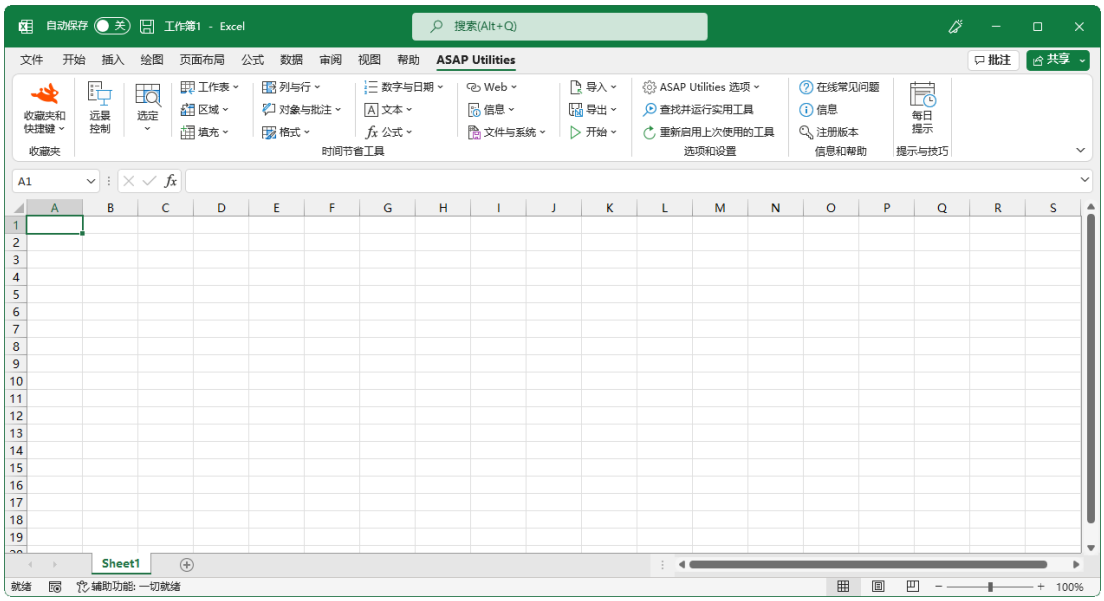
3.4.8 ASAP Utilities in Russian (Русский)



Описания всех инструментов в ASAP Utilities

https://www.asap-utilities.com/features.php?lang=ru_ru

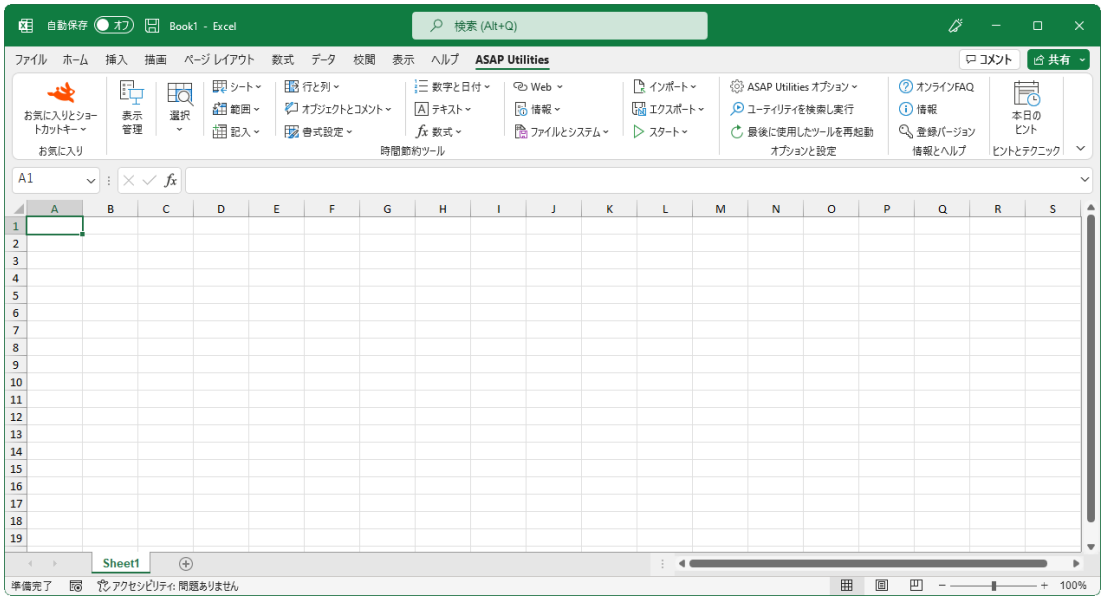
3.4.9 ASAP Utilities in Chinese (Simplified) (中文(简体))



ASAP Utilities 中所有工具的说明

https://www.asap-utilities.com/features.php?lang=zh_hans

3.4.10 ASAP Utilities in Japanese (日本語)



ASAP Utilities のすべてのツールの説明

https://www.asap-utilities.com/features.php?lang=ja_jp

3.4.11 Office Update

We recommend you to always install the latest updates and service packs from Microsoft Office to improve Office its stability and security.

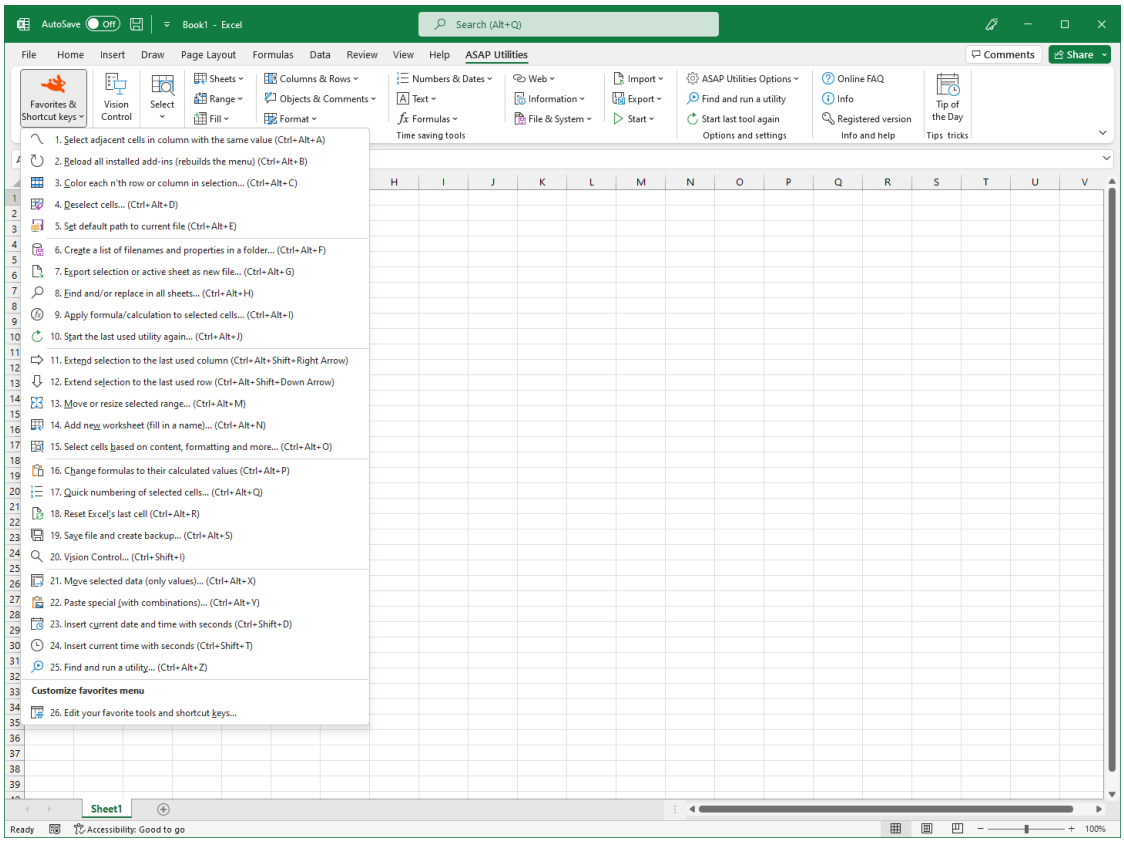
Although it is not necessary to run ASAP Utilities it is a good practice to keep your system up-to-date.

3.4.12 Windows update

Although it is not necessary to run ASAP Utilities, it is recommended that you install the latest service packs and updates to obtain the best out of your computer and keeping it more secure. Run Windows update on your system.

3.5 How to operate ASAP Utilities

Once you have installed ASAP Utilities it adds an extra button/tab in Excel's main menu. All tools can be accessed via the ASAP Utilities menu and/or its shortcuts.



3.6 Undo

3.6.1 Most (but not all) tools in ASAP Utilities have an undo

Not all tools in ASAP Utilities have an undo. Therefore, it is a good practice to thoroughly test ASAP Utilities with non-critical data before relying on it or save your work before you try something new with ASAP Utilities.

We did not just turn-off the undo or something like that; Excel has no built-in automatic undo for macros. We are aware of the importance of global undo capabilities and continue working on it.

3.6.2 No undo in macros are by design of Excel

By design, Excel nearly always resets the undo when you run a macro. If you run a macro, you will see that the undo-history is reset, and the undo-button is disabled.

To enable undo for macros we wrote our own undo routine for ASAP Utilities. Basically, this is another macro that stores the settings before running the tool and sets the undo to run another macro that restores the original settings. Excel does not allow multi-step undo for programmers so only the last action in ASAP Utilities can be undone (if available).

If you need to undo changes that were made prior to running an ASAP Utilities tool the only option is to close the workbook without saving. This will revert to the original version, but all changes made during the session will be lost.

Depending on the tools in ASAP Utilities some of the custom undo-routines are relatively simple and have been implemented. However, some of the operations require complex undo-procedures that have not yet been implemented because they are simply too difficult or complex to create in the amount of time that we have available.

Since ASAP Utilities is under constant development perhaps the undo you are missing right now is implemented in the next version.

4 Purchase ASAP Utilities

4.1 Time saved, "return on investment"

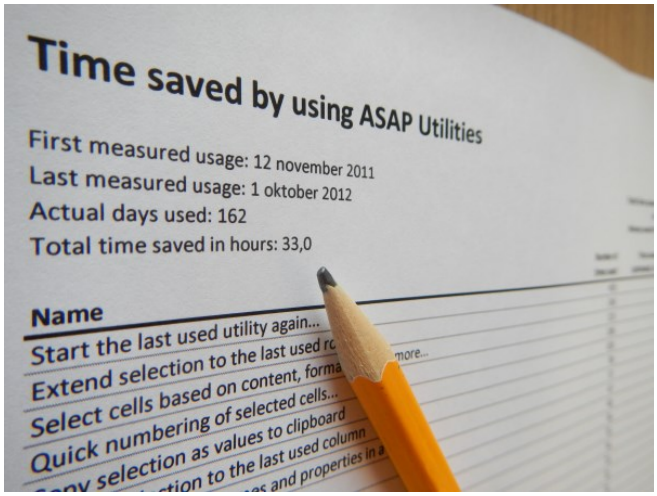
The tools from ASAP Utilities add new functionality to Excel and are guaranteed to save you time and speed up your work.

The time saved with ASAP Utilities will recover the license costs nearly always within a few weeks. And the purchase is a one-time fee, not a yearly subscription.

On average ASAP Utilities saves people 33 hours each year (measured among 186,271 users in January 2024).

With the following tool you can see how much time (and money) ASAP Utilities has saved you so far:

ASAP Utilities Options » Report the estimated time that is saved by ASAP Utilities



4.2 Editions

ASAP Utilities exists in two editions:

- **Business edition, 90 Day Trial (with full functionality)**
  Free 90-day trial. Price is USD 49 or less with volume discounts
- **Home and Student edition**
  Free for home projects, school homework and use by charitable organizations

The ASAP Utilities 'Home and Student' edition is free and is (only) for non-commercial use, such as home projects, schoolwork and use by charitable/non-profit organizations such as the International Committee of the Red Cross, UNICEF, Amnesty International, MSF/Doctors Without Borders etc..

4.3 When to buy a license

4.3.1 Business Edition

This edition of ASAP Utilities is for companies, governments, etc...

We offer a free 90-day trial version with functionality.
To continue to use it after the 90-day trial period, simply purchase a license key.

4.3.2 Home & Student Edition, Charitable Organizations

The free "Home & Student" edition of ASAP Utilities is free to use for home projects, school homework and charitable/non-profit organizations such as for example the International Committee of the Red Cross, UNICEF, Amnesty International, MSF/Doctors Without Borders etc.. Especially with providing it for free to students and charitable organizations, we hope to contribute to a brighter future.

Purchasing a license is voluntary for this group and a reason to purchase a license can be:

- if you like ASAP Utilities and think it is worth the money
- if you do not want to install an update once or twice a year
- to get priority support
- to support future development

Note: This Home & Student edition cannot be used for commercial or business use.

4.4 Key benefits of a license

- Use it in a commercial organization (which is what most companies are)
- Priority support via email
- No forced updates twice a year
- A licensed version will never expire
- Free upgrades (minor and major) for at least 3 years or to all versions 8.x whichever is longer. If version 9 is released within 3 years of your purchase you get all upgrades including version 9 free.

4.5 Who uses ASAP Utilities?

ASAP Utilities exists since 1999 and is used in a variety of organizations.

We are proud to mention that our list of clients exceeds 26,500 organizations in more than 140 countries worldwide (measured in September 2023).

See also paragraph 8.4, “Our clients, who uses ASAP Utilities?” on page 327.

4.6 How to order

The purchase process is quick, secure, and easy.
You can choose from several online and offline payment methods, such as credit card, bank/wire transfer and several other payment methods.

https://www.asap-utilities.com/buy.php

We have also made a walkthrough of the purchase process that shows all the options and steps:

https://www.asap-utilities.com/registration-help.php

4.6.1 Instant delivery

Your registration code is sent to you by email immediately after the order is completed and the payment is received.

This is usually within 5-30 minutes when you pay with a credit card. With other payment methods such as a bank/wire transfer, invoice, or check/money order it might take a little longer. As soon as the money is received the order is processed and you receive your license key.

4.6.2 Secure ordering, online and offline payment methods

All orders/payments are handled by our reseller/partner MyCommerce (part of Digital River) so that we can offer our clients several payment methods worldwide and, with clients in over 140 countries, it reduces the worldwide TAX/VAT administration and thus we can spend more time on the development and support of ASAP Utilities.

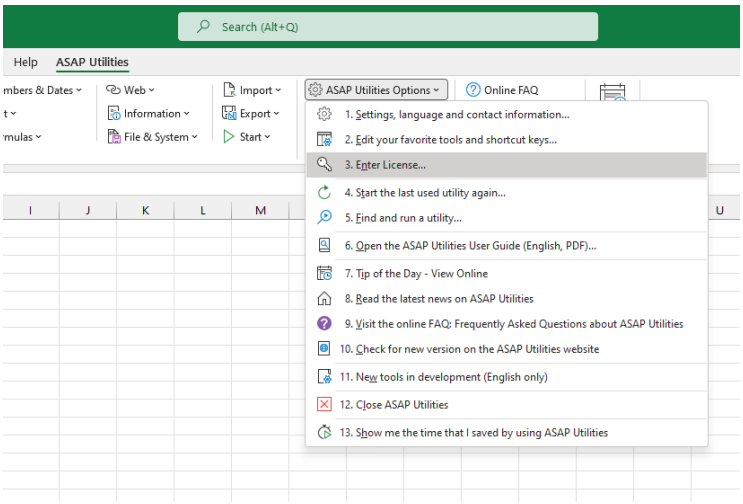
Orders are processed through a secure SSL connection in a PCI compliant data environment from MyCommerce. Your personal information is kept secure and will not be transferred by them to other parties. Our e-commerce partner provides a highly secure online payment process for most credit cards and they also support offline payments by check and wire transfer.

More information and their contact details:
https://www.asap-utilities.com/help-purchasing-mycommerce.php

4.7 How to enter your license details

To turn your copy of ASAP Utilities into a registered version do the following:

1. In the Excel menu choose
   ASAP Utilities › ASAP Utilities Options › 3. Enter License...

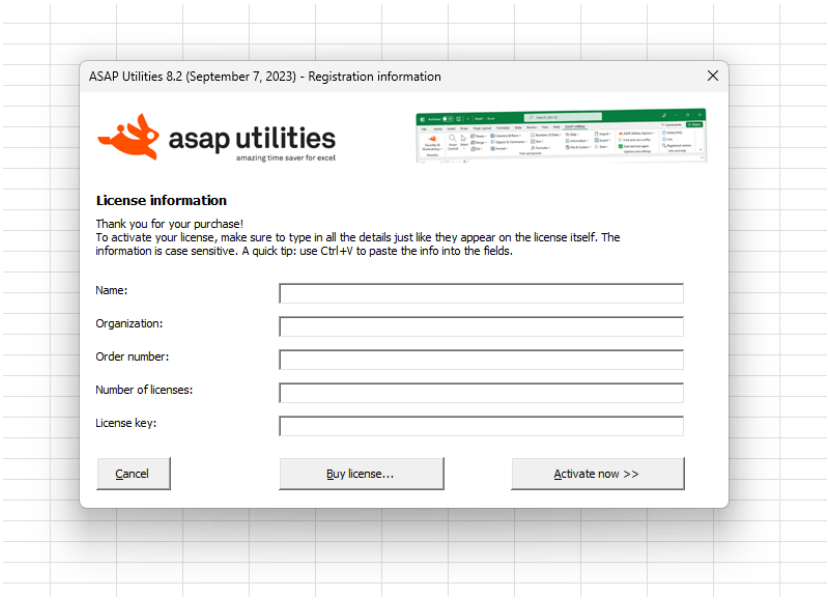


   In case you have ASAP Utilities 7: In the Excel menu choose the right-bottom button in the ASAP Utilities Tab in Excel. (Trial version..., Enter License... or Home&Student Edition...). Then click on the button "Enter registration information".

2. Fill in **all** the fields **exactly the same** as in the email with your full license details.
   You received two emails after the order was completed. The email from "ASAP Utilities (A Must in Every Office BV)" contains the full license information.

   After you entered the information click on the "Activate now >>" (or "Register" in version 7) button.

3. We recommend you to use "copy and paste" to avoid typing errors.
   The information is case sensitive.
   You can use the shortcut Control+V to paste the information in the fields.



5 Available tools

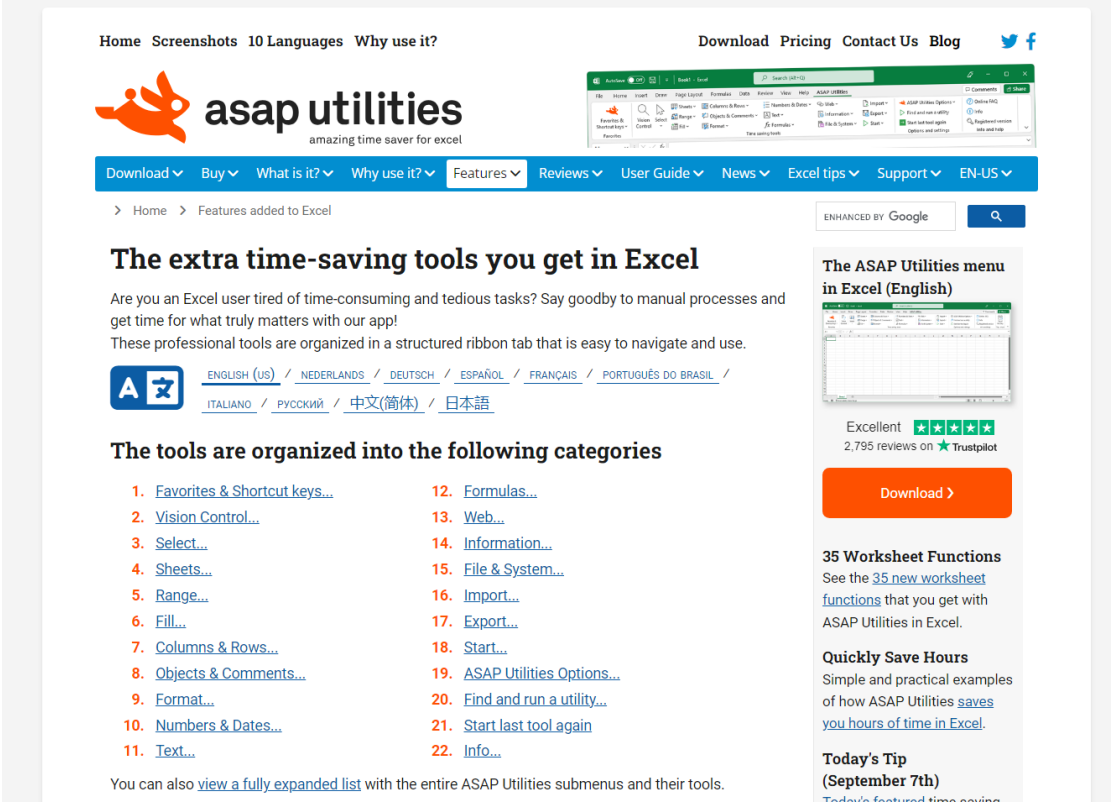
In this chapter a short description is given of each tool (utility) as presented in the ASAP Utilities menu .

Most tools provide extra functionality to Excel. Some tools just make Excel's built-in tools easier to access, either because they are hard to find or because now you can add your own shortcut to it.

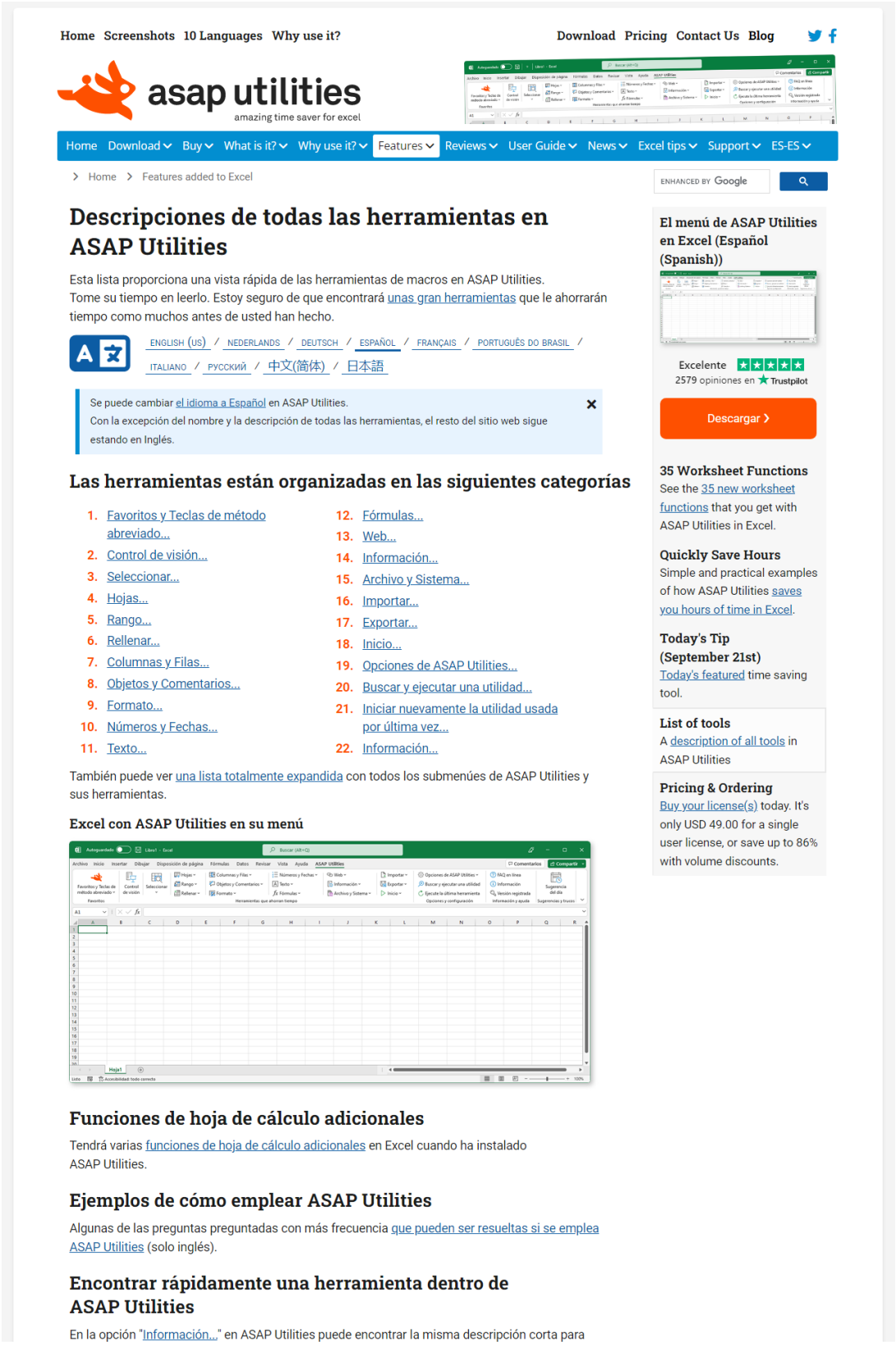
5.1 English, German, Spanish, French, Portuguese (Brazil), Italian, Russian, Chinese (Simplified), Japanese and Dutch descriptions

The most recent descriptions and examples in English, German, Spanish, French, Portuguese (Brazil), Italian, Russian, Chinese (Simplified), Japanese and Dutch are available on our website:

https://www.asap-utilities.com/features.php



The descriptions of the added features are available in all languages on our website and in ASAP Utilities itself, such as for example in Spanish:



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Descripciones de todas las herramientas en ASAP Utilities

Esta lista proporciona una vista rápida de las herramientas de macros en ASAP Utilities.
Tome su tiempo en leerlo. Estoy seguro de que encontrará unas gran herramientas que le ahorrarán tiempo como muchos antes de usted han hecho.

ENGLISH (US) / NEDERLANDS / DEUTSCH / ESPAÑOL / FRANÇAIS / PORTUGUÊS DO BRASIL / ITALIANO / РУССКИЙ / 中文(简体) / 日本語

Se puede cambiar el idioma a Español en ASAP Utilities.
Con la excepción del nombre y la descripción de todas las herramientas, el resto del sitio web sigue estando en Inglés.

Las herramientas están organizadas en las siguientes categorías

1. Favoritos y Teclas de método abreviado...
2. Control de visión...
3. Seleccionar...
4. Hojas...
5. Rango...
6. Rellenar...
7. Columnas y Filas...
8. Objetos y Comentarios...
9. Formato...
10. Números y Fechas...
11. Texto...
12. Fórmulas...
13. Web...
14. Información...
15. Archivo y Sistema...
16. Importar...
17. Exportar...
18. Inicio...
19. Opciones de ASAP Utilities...
20. Buscar y ejecutar una utilidad...
21. Iniciar nuevamente la utilidad usada por última vez...
22. Información...

También puede ver una lista totalmente expandida con todos los submenúes de ASAP Utilities y sus herramientas.

Excel con ASAP Utilities en su menú

Funciones de hoja de cálculo adicionales

Tendrá varias funciones de hoja de cálculo adicionales en Excel cuando ha instalado ASAP Utilities.

Ejemplos de cómo emplear ASAP Utilities

Algunas de las preguntas preguntadas con más frecuencia que pueden ser resueltas si se emplea ASAP Utilities (solo inglés).

Encontrar rápidamente una herramienta dentro de ASAP Utilities

En la opción "Información..." en ASAP Utilities puede encontrar la misma descripción corta para

El menú de ASAP Utilities en Excel (Español (Spanish))

Excelente
2579 opiniones en Trustpilot

Descargar

35 Worksheet Functions
See the 35 new worksheet functions that you get with ASAP Utilities in Excel.

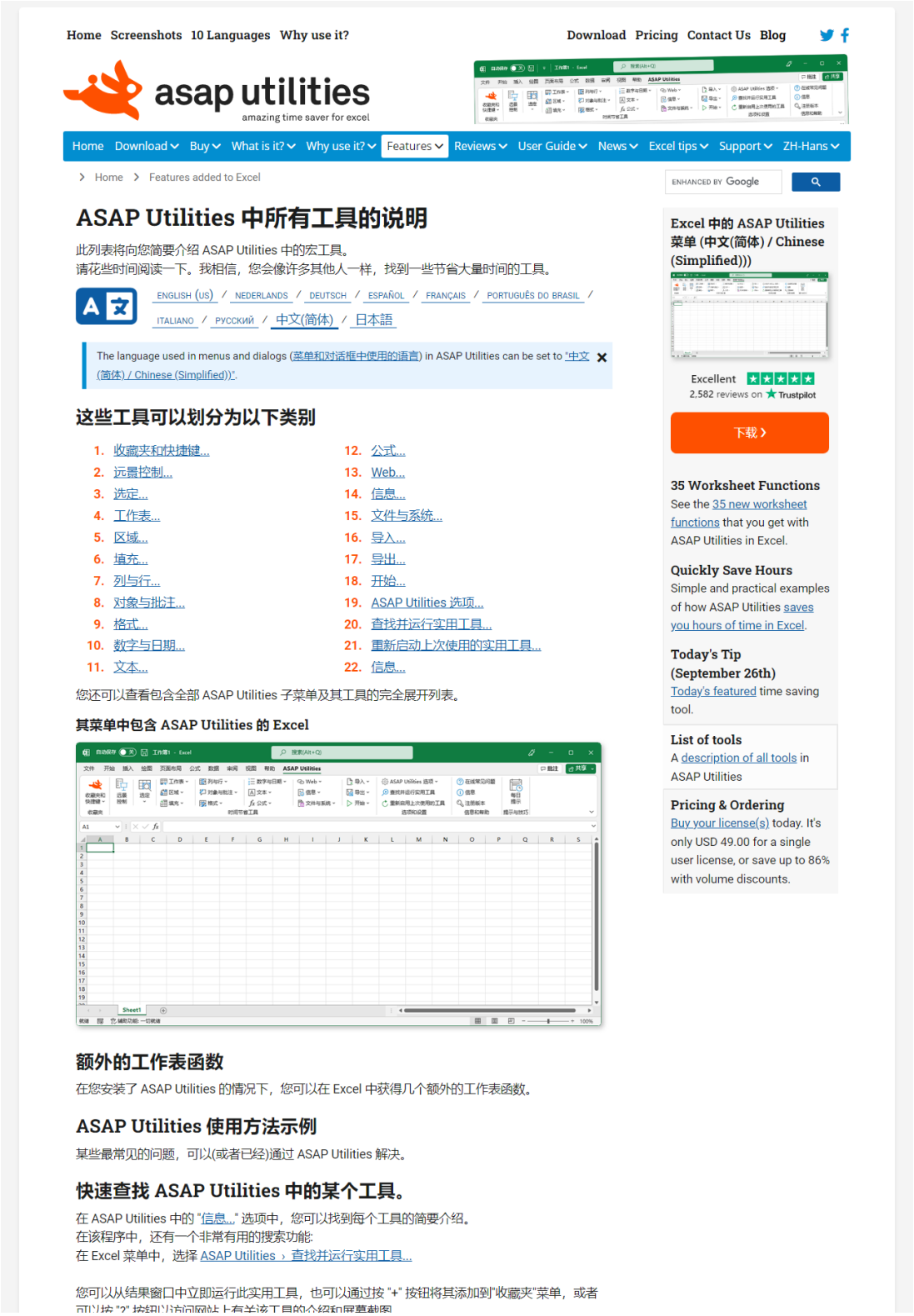
Quickly Save Hours
Simple and practical examples of how ASAP Utilities saves you hours of time in Excel.

Today's Tip (September 21st)
Today's featured time saving tool.

List of tools
A description of all tools in ASAP Utilities

Pricing & Ordering
Buy your license(s) today. It's only USD 49.00 for a single user license, or save up to 86% with volume discounts.

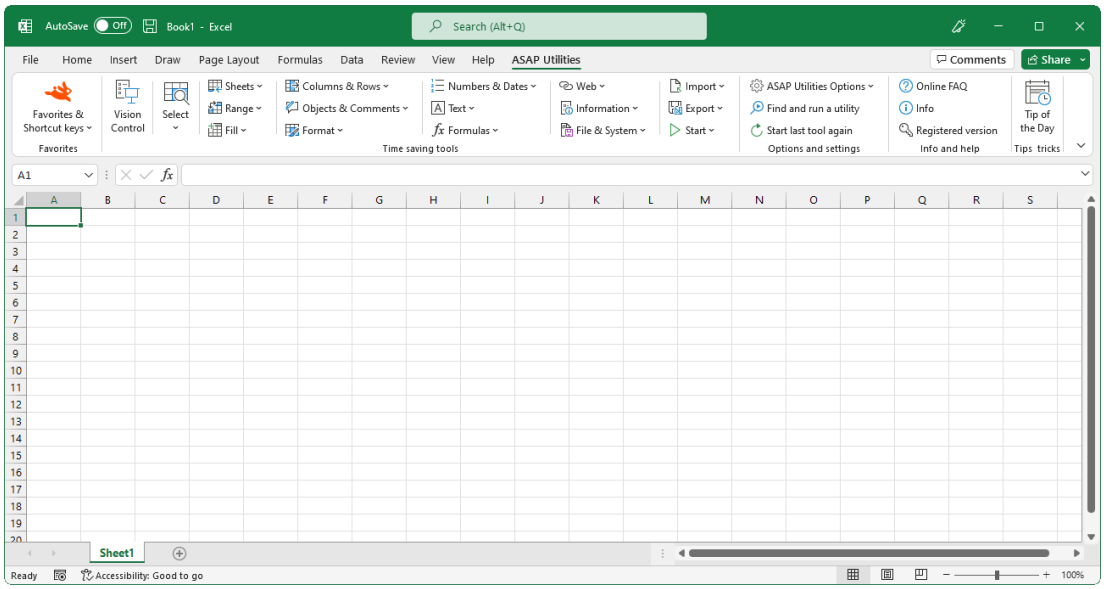
Or for example Chinese (Simplified):



5.2 ASAP Utilities in the Excel menu

The tools from ASAP Utilities can be accessed via the ASAP Utilities menu/tab in Excel:

5.2.1 The Ribbon/main menu



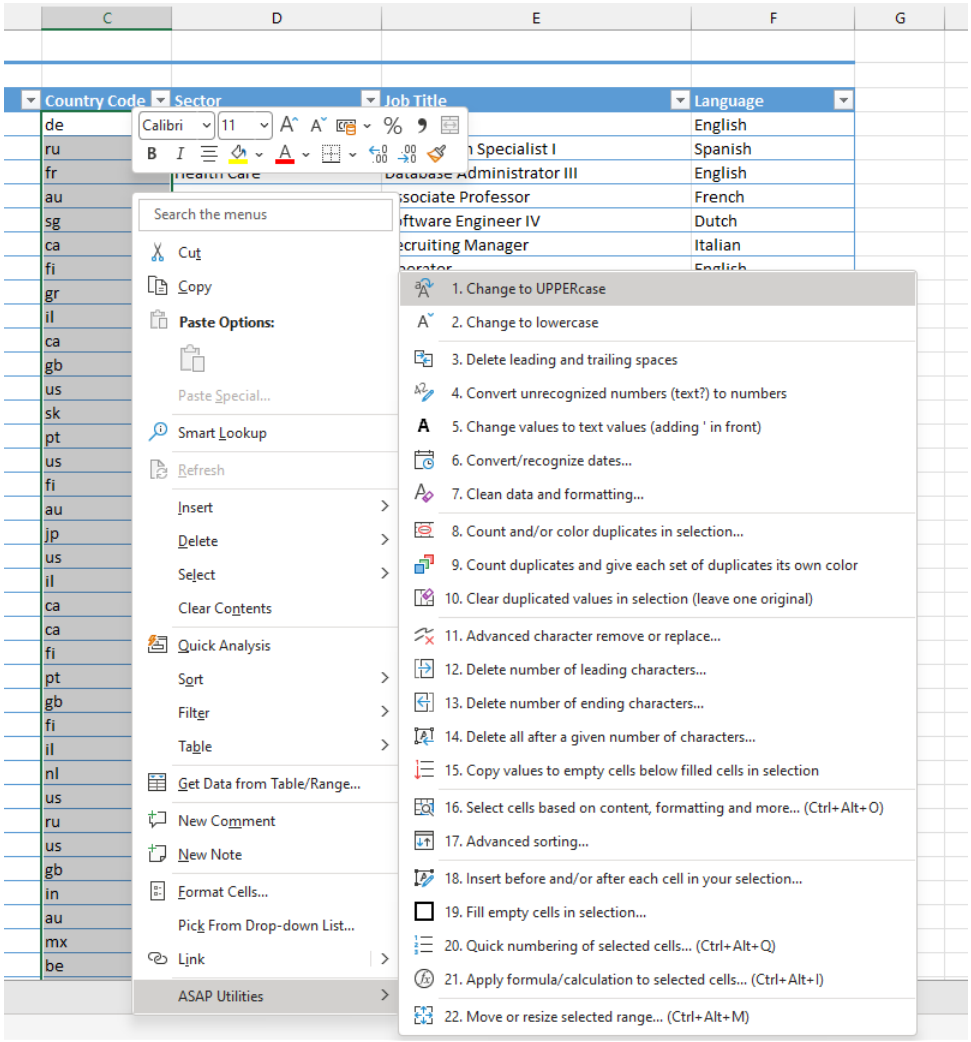
5.2.2 Right-click/context menu

The most popular tools added are added to the right-click/context menu when you click on:

- cells
- column headings
- rows headings/numbers
- sheet tabs

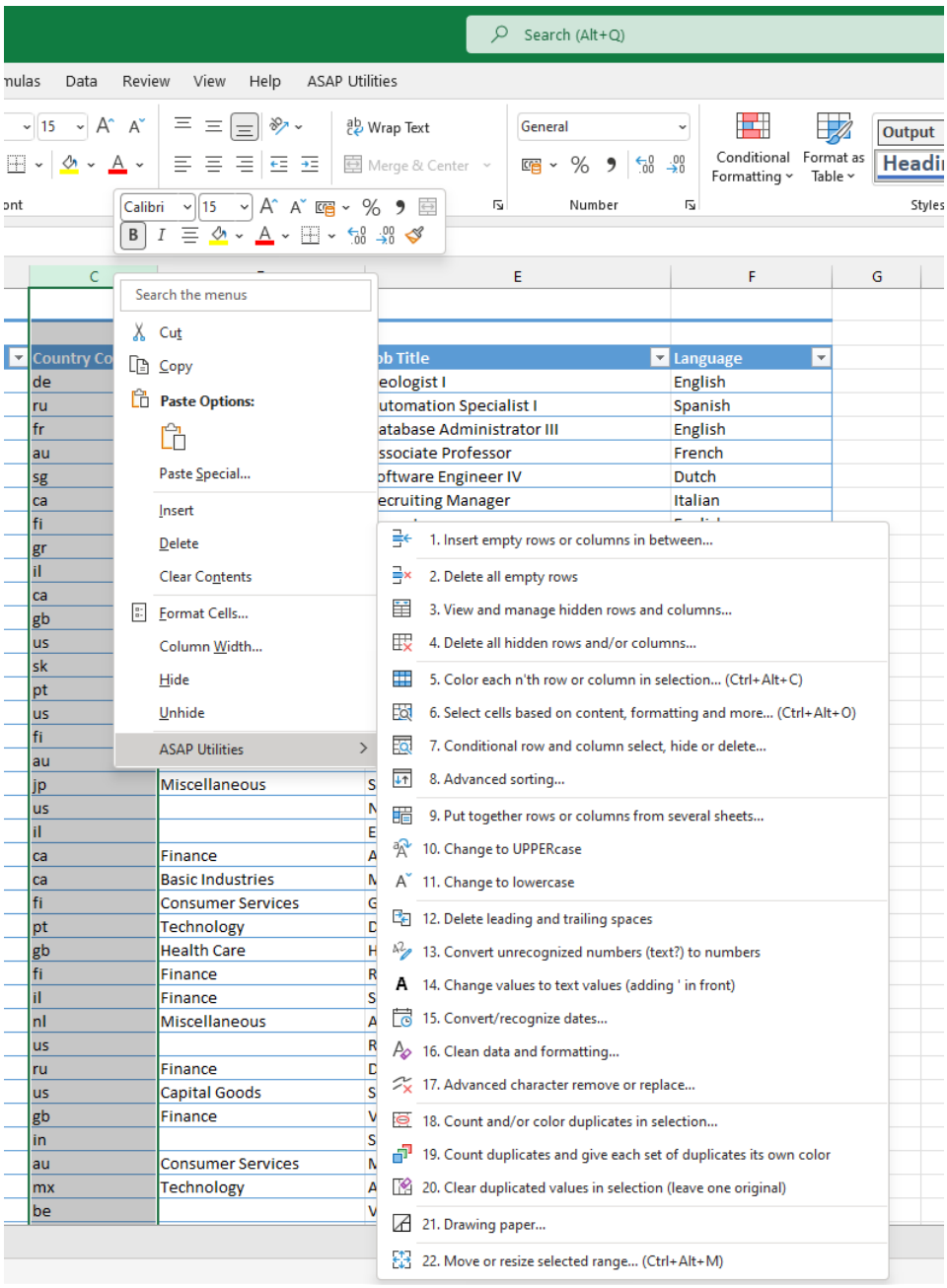
1 Cell(s) right-click/context menu

When you right-click on a cell:



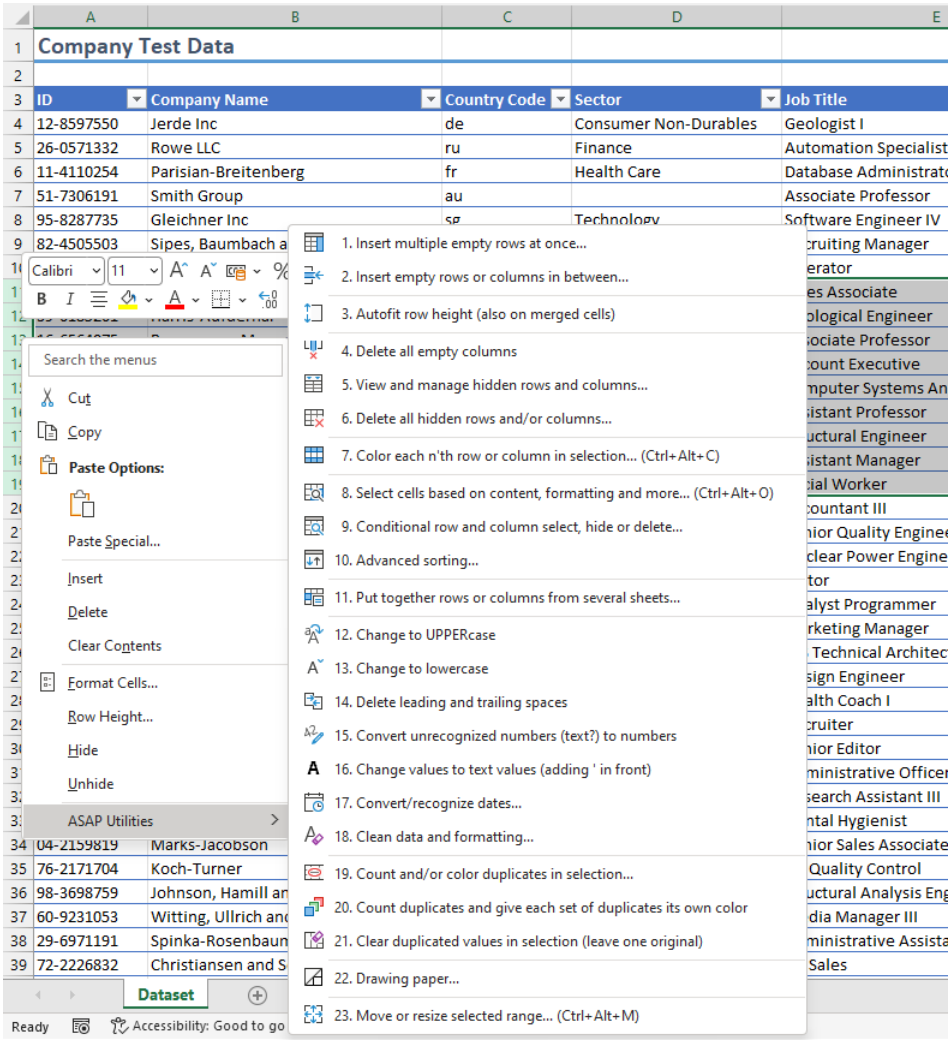
2 Column(s) right-click/context menu

When you right-click on a column heading:



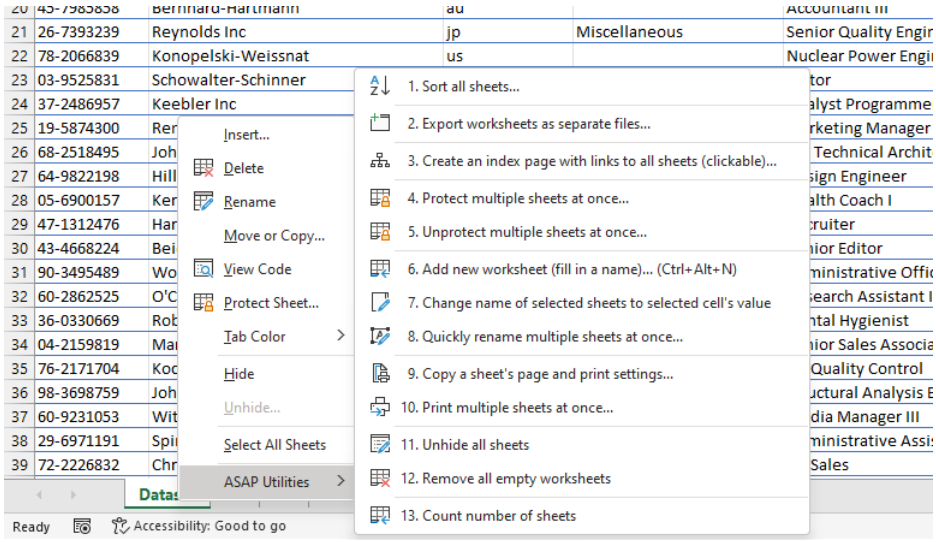
3 Row(s) right-click/context menu

When you right-click on a row heading:



4 Sheet(s) right-click/context menu

When you right-click on sheet tab:



5.3 Save time with keyboard shortcuts

Studies calculate that using keyboard shortcuts allows to work 10 times faster than working with the mouse. The time you spend looking for the mouse and then getting the cursor to the position you need is lost time! Reducing the working time by 10 brings you greater efficiency.

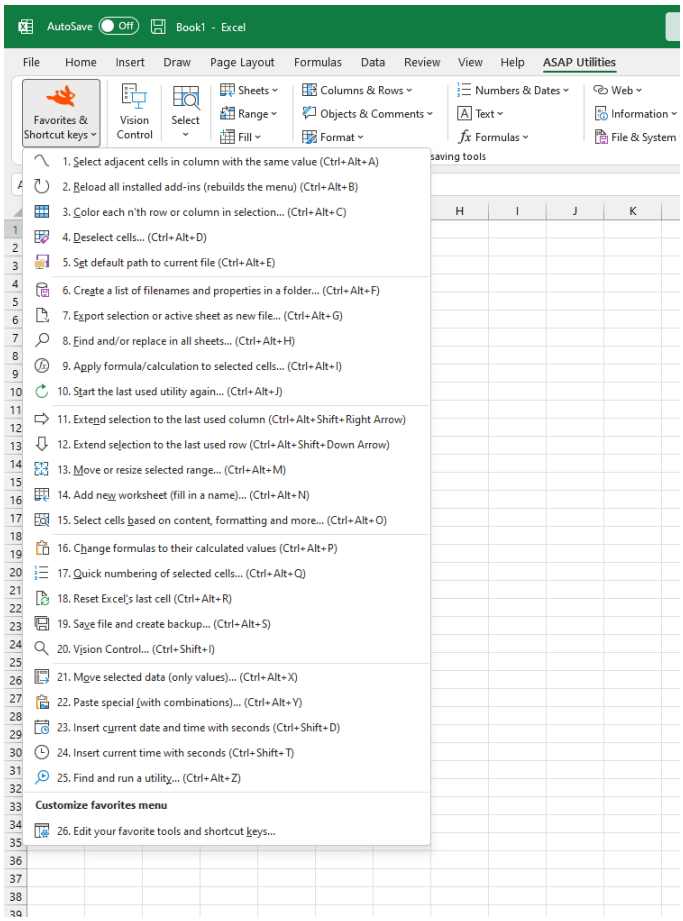
You can view or edit the shortcuts to start the tools from ASAP Utilities via:

ASAP Utilities » Favorites & Shortcuts » Edit your favorite tools and shortcut keys...

By default, ASAP Utilities uses the following shortcuts (which you can customize):

Shortcut	Action
▪ Ctrl+Alt+A	Select adjacent cells in column with the same value
▪ Ctrl+Alt+B	Reload all installed add-ins (rebuilds the menu)
▪ Ctrl+Alt+C	Color each n’th row or column in selection...
▪ Ctrl+Alt+D	Deselect cells...
▪ Ctrl+Alt+E	Set default path to current file
▪ Ctrl+Alt+F	Create a list of filenames and properties in a folder...
▪ Ctrl+Alt+G	Export selection or active sheet as new file...
▪ Ctrl+Alt+H	Find and/or replace in all sheets...
▪ Ctrl+Alt+I	Apply formula/calculation to selected cells...
▪ Ctrl+Alt+J	Start the last used utility again...

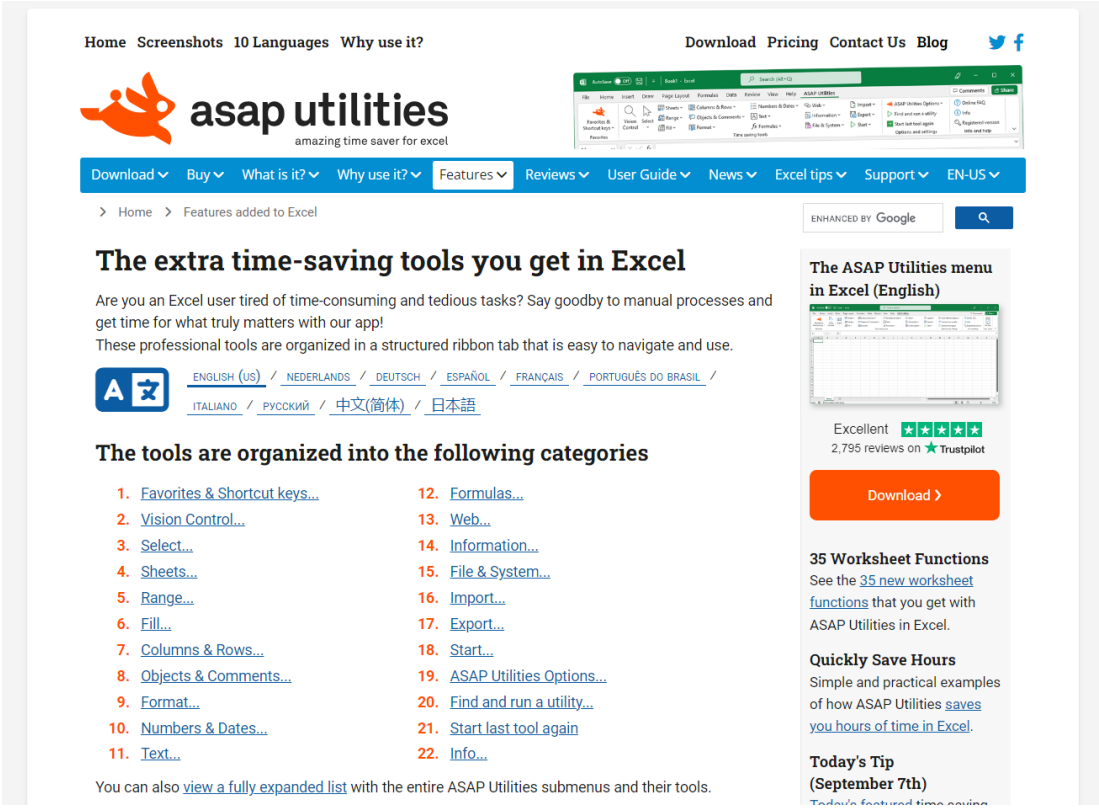
Shortcut	Action
Ctrl+Alt+Shift+Right Arrow	Extend selection to the last used column
Ctrl+Alt+Shift+Down Arrow	Extend selection to the last used row
Ctrl+Alt+M	Move or resize selected range...
Ctrl+Alt+N	Add new worksheet (fill in a name)...
Ctrl+Alt+O	Select cells based on content, formatting and more...
Ctrl+Alt+P	Change formulas to their calculated values
Ctrl+Alt+Q	Quick numbering of selected cells...
Ctrl+Alt+R	Reset Excel's last cell
Ctrl+Alt+S	Save file and create backup...
Ctrl+Shift+I	Vision Control...
Ctrl+Alt+X	Move selected data (only values)...
Ctrl+Alt+Y	Paste special (with combinations)...
Ctrl+Shift+D	Insert current date and time with seconds
Ctrl+Shift+T	Insert current time with seconds
Ctrl+Alt+Z	Find and run a utility...



5.4 Description of the tools in all languages

The descriptions of all the tools in all available languages can be found on our website:

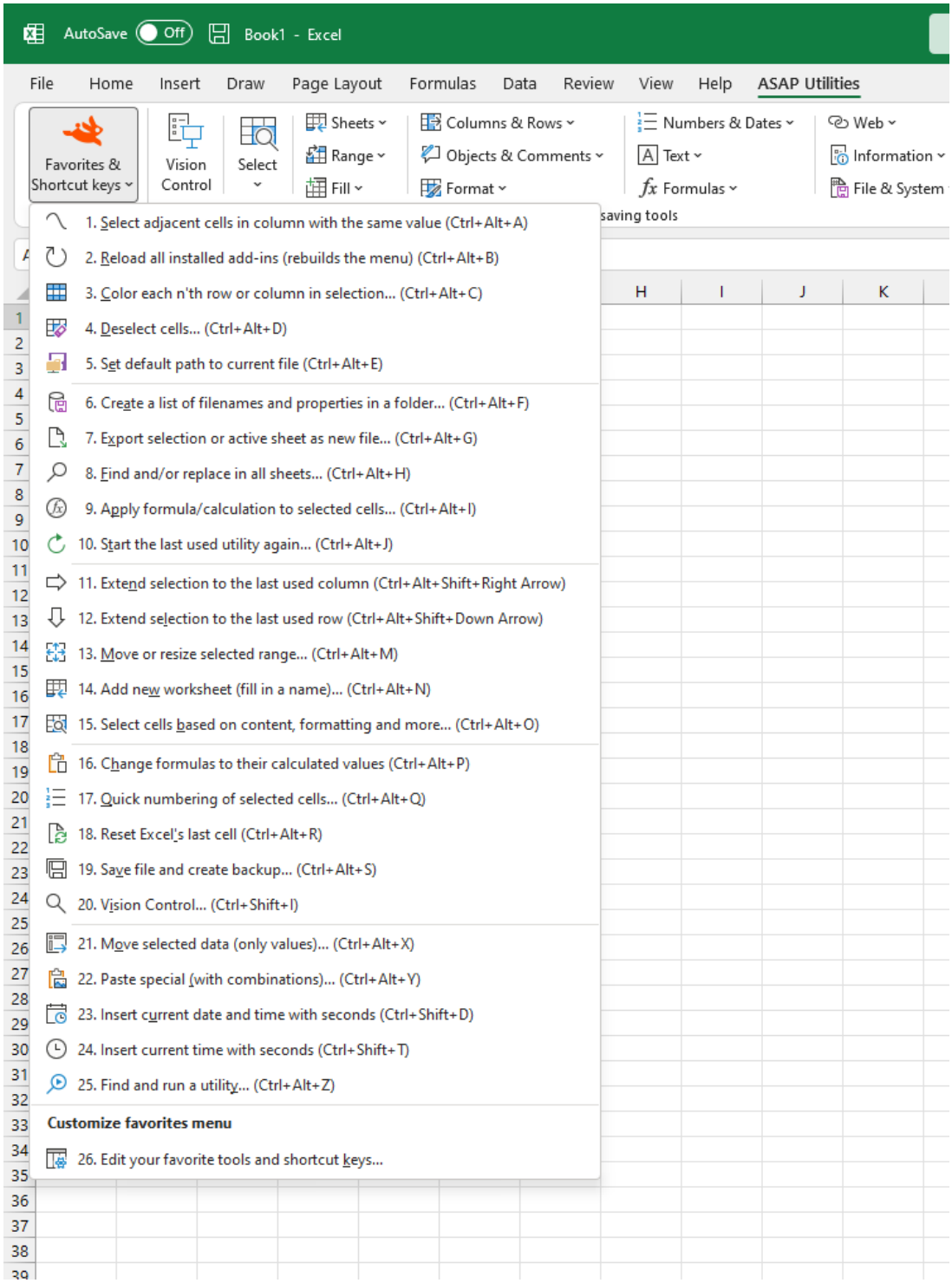
https://www.asap-utilities.com/features.php



5.5 Description of the tools in English

5.5.1 Favorites & Shortcut keys

A selection of your favorite tools. You can customize the list of tools that is shown here.



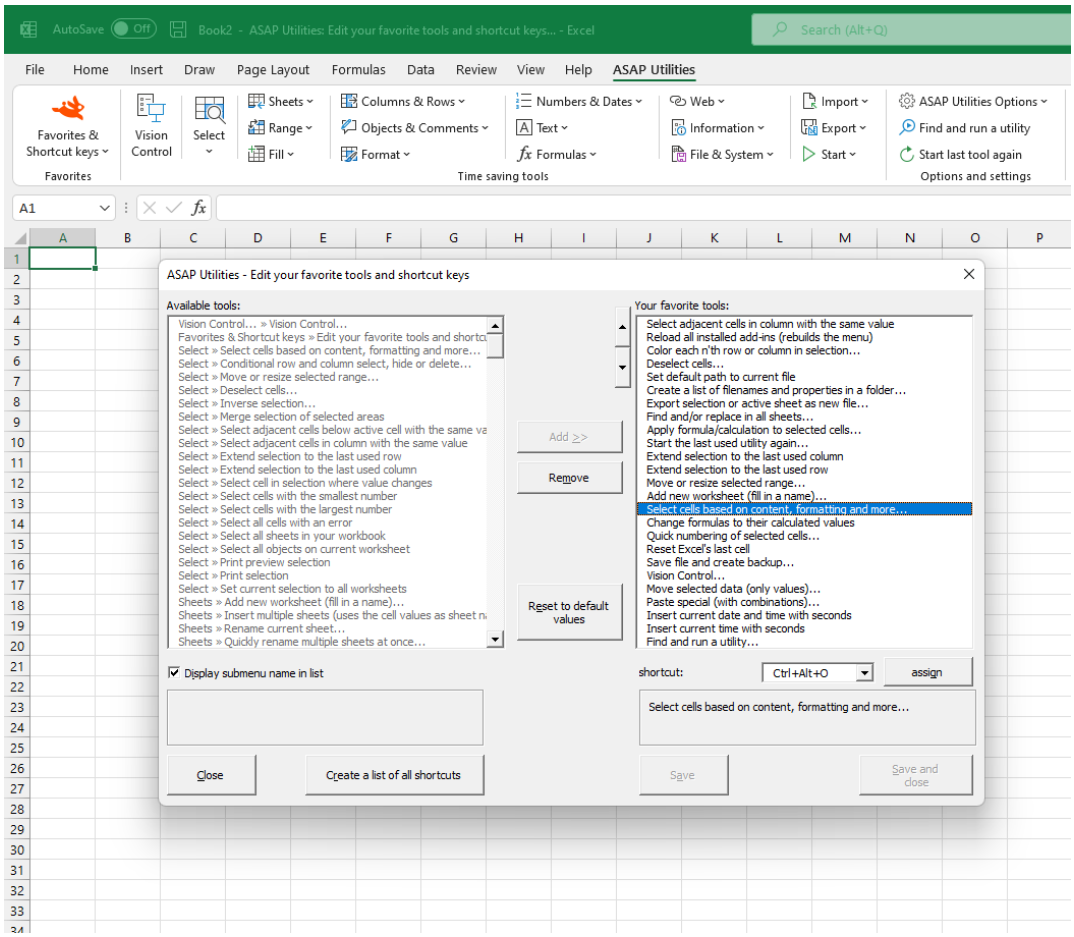
1 Edit your favorite tools and shortcut keys...

ASAP Utilities contains a lot of different tools.
With the "Favorites & Shortcut keys" you can add the tools from ASAP Utilities that you use most frequently and assign your own shortcuts to them.

By default, ASAP Utilities uses the following shortcuts (which you can customize):

Shortcut	Action
Ctrl+Alt+A	Select adjacent cells in column with the same value
Ctrl+Alt+B	Reload all installed add-ins (rebuilds the menu)
Ctrl+Alt+C	Color each n'th row or column in selection...
Ctrl+Alt+D	Deselect cells...
Ctrl+Alt+E	Set default path to current file
Ctrl+Alt+F	Create a list of filenames and properties in a folder...
Ctrl+Alt+G	Export selection or active sheet as new file...
Ctrl+Alt+H	Find and/or replace in all sheets...
Ctrl+Alt+I	Apply formula/calculation to selected cells...
Ctrl+Alt+J	Start the last used utility again...
Ctrl+Alt+Shift+Right Arrow	Extend selection to the last used column
Ctrl+Alt+Shift+Down Arrow	Extend selection to the last used row
Ctrl+Alt+M	Move or resize selected range...
Ctrl+Alt+N	Add new worksheet (fill in a name)...
Ctrl+Alt+O	Select cells based on content, formatting and more...
Ctrl+Alt+P	Change formulas to their calculated values
Ctrl+Alt+Q	Quick numbering of selected cells...
Ctrl+Alt+R	Reset Excel's last cell
Ctrl+Alt+S	Save file and create backup...
Ctrl+Shift+I	Vision Control...
Ctrl+Alt+X	Move selected data (only values)...
Ctrl+Alt+Y	Paste special (with combinations)...
Ctrl+Shift+D	Insert current date and time with seconds
Ctrl+Shift+T	Insert current time with seconds
Ctrl+Alt+Z	Find and run a utility...

Example screenshot: Change your favorite utilities and assign your own shortcut



5.5.2 Vision Control...

This tool shows the immediate result or your changes, for example if you uncheck the grid, you will see the effect immediately.

Worksheet settings:

- Gridlines
- Page breaks
- Row & column headers
- Zero values
- Formulas
- Outline symbols
- Zoom, you can use a slider to set the zoom percentage. As you slide you will immediately see the result.

You can quickly apply the settings of the selected worksheets to all worksheets in your workbook.

Workbook settings:

- Sheet tabs
- Horizontal scroll bar
- Vertical scroll bar
- Reference style: A1 or R1C1
- Show objects: show all, show placeholders or hide all

Display settings for Excel on the application level:

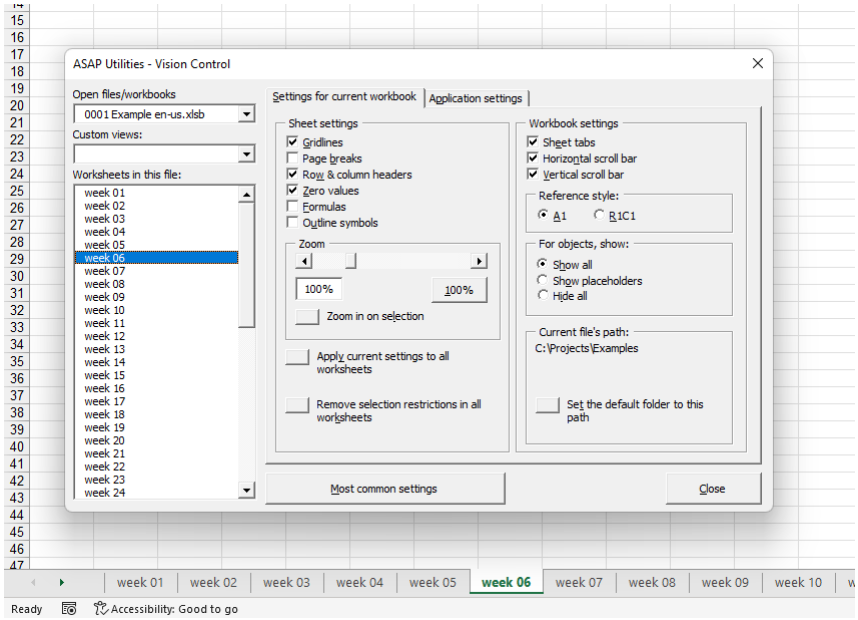
- Formula bar
- Status bar
- Toolbars
- Full screen
- Comments: none, comment indicator only or comment & indicator

With this tool you can also:

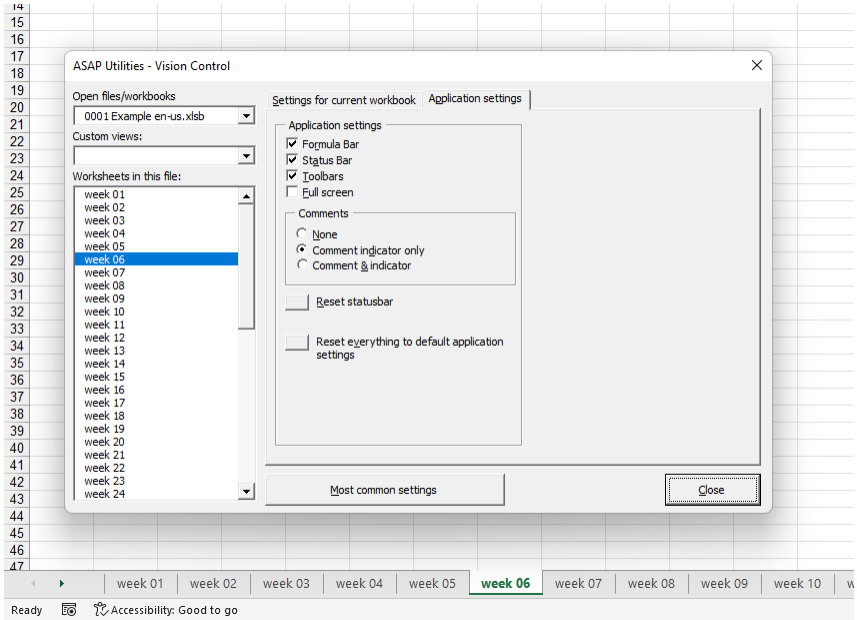
- Browse through all open workbooks.
- Browse through the worksheets in your workbook and quickly see the settings per worksheet.
- Quickly change the way your worksheet, workbook or Excel is displayed.
- Remove the selection restrictions in all worksheets.
- Set the default folder to the path of the selected workbook. This causes the dialogs for opening and saving files to start in this folder the next time you use them.
- Reset the statusbar. Useful when the status bar is locked, for example with a certain message due to a macro that was not properly finished.
- Reset everything to default application settings. This will reset the statusbar, set the calculation to automatic, enable the display of alerts (Application.DisplayAlerts = True), set the cursor to default and enable all toolbars.

By default this utility can be started with the shortcut Ctrl+Shift+I.

Example screenshot: 1 Settings for current workbook



Example screenshot: 2 Application settings



5.5.3 Select

A collection of tools which make the selection of various items easier or now even possible.

1 Select cells based on content, formatting and more...

With this tool you can select cells based on their value, formatting style and other properties.
You can for example select all cells between 50 and 250 or all bold cells or all red cells.

You can use the following criteria to select cells based on their contents:

- between
- not between
- equal to
- not equal to
- greater than
- less than
- greater than or equal to
- less than or equal to
- begins with
- does not begin with
- ends with
- does not end with
- contains
- does not contain
- like (text, with use of wildcard characters)
- not like (text, with use of wildcard characters)
- duplicate values
- unique values
- empty cells
- not empty cells
- FALSE
- TRUE
- text length
- values in lowercase
- values in UPPERCASE
- odd numbers
- even numbers
- number (constant)
- number (formula)
- number (link to sheet)
- number (link to file)
- formula with reference to file
- formula with reference to sheet
- contains any of the values specified in a range
- does not contain any of the values specified in a range
- contains any of the full words specified in a range
- does not contain any of the full words specified in a range
- equals a value specified in a range
- does not equal a value specified in a range
- does not equal a value specified in a range
- contains all values specified in a range
- contains all full words specified in a range
- matches regular expression

You can use the following criteria to select cells based on formatting and more:

- cell color
- font color
- font name
- font size
- font = bold
- font <> bold
- font = underline
- font <> underline
- font = italic
- font <> italic
- strikethrough
- has hyperlink
- has comment
- protected cells
- unprotected cells
- odd rows
- even rows
- odd columns
- even columns
- visible cells
- hidden value/formula
- number format contains
- merged cells
- unmerged cells

You can use the following criteria to select cells based on their date:

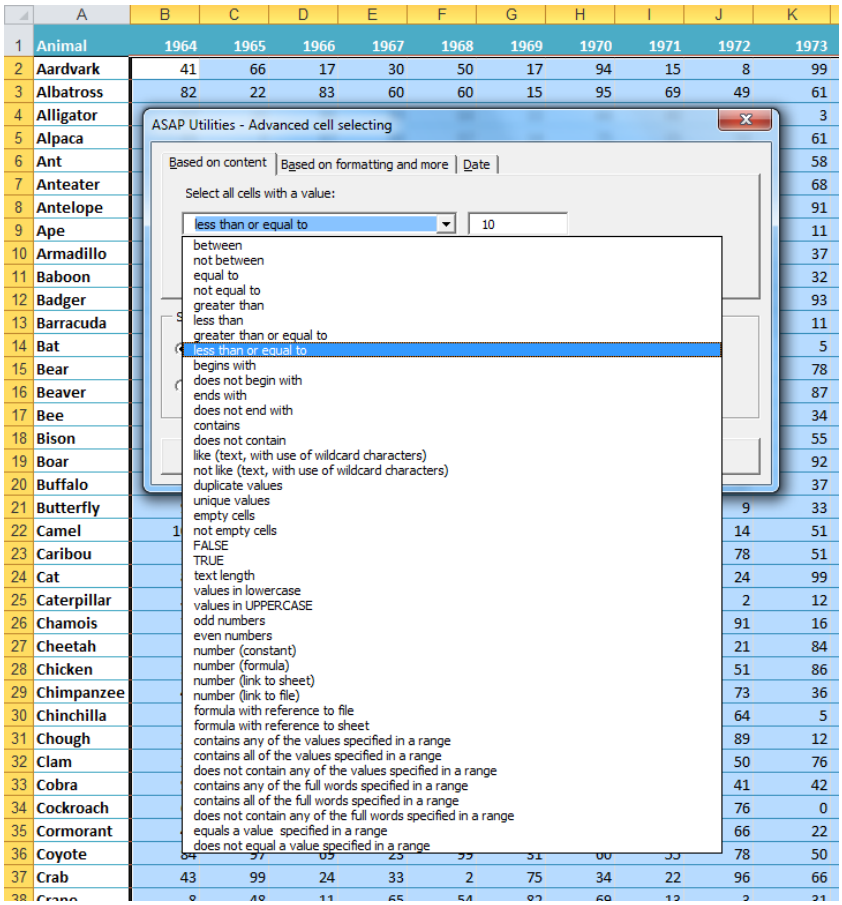
- between
- not between
- equal to
- not equal to
- greater than
- less than
- greater than or equal to
- less than or equal to
- Weekday
- Month
- Year
- Quarter

Some people use this utility as an alternative for or addition to Excel's AutoFilter.

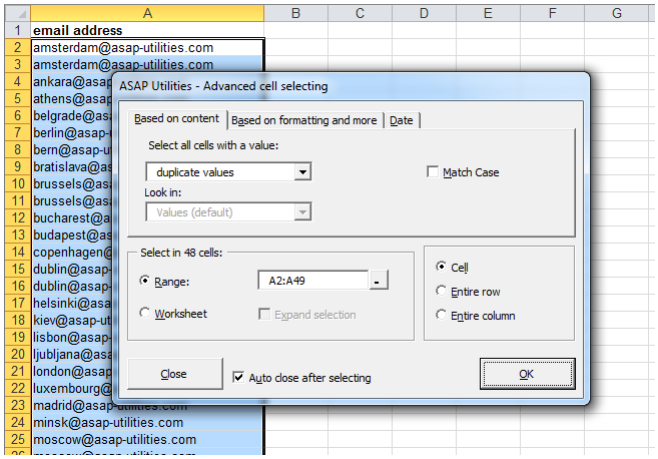
By default this utility can be used with the shortcut Ctrl+Alt+O.

Note:
The speed of the utility decreases if the matching cells are in many non-contiguous blocks of cells. The speed can be increased by first sorting your data.
You cannot use this utility to select cells on a condition that is set via conditional formatting.
Due to a limit in Excel, this utility can select a maximum of 8192 non-contiguous blocks of cells. More information about this is on the Microsoft website:
https://support.microsoft.com/kb/832293/en-us

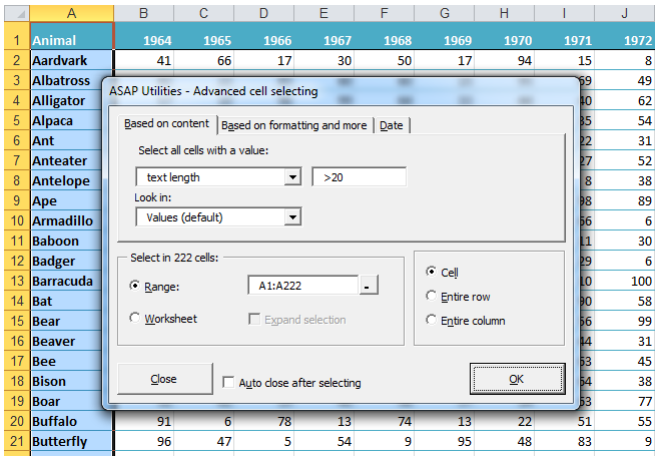
Example screenshot: 1 Select cells based on their value



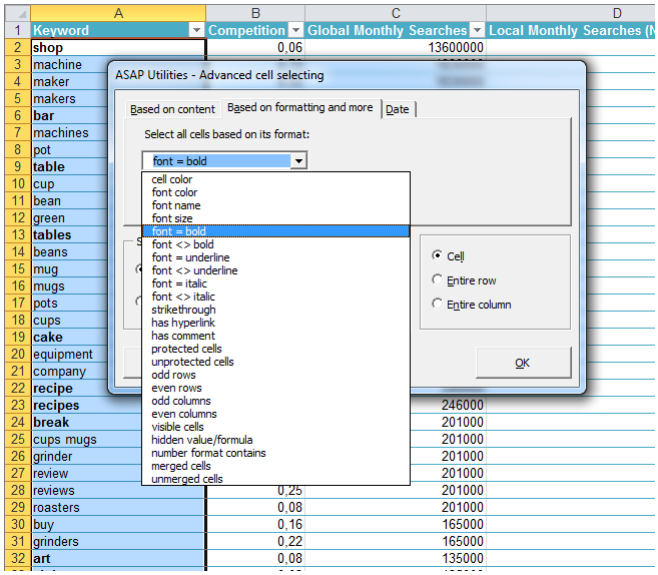
Example screenshot: 2 Select the cells with duplicated values



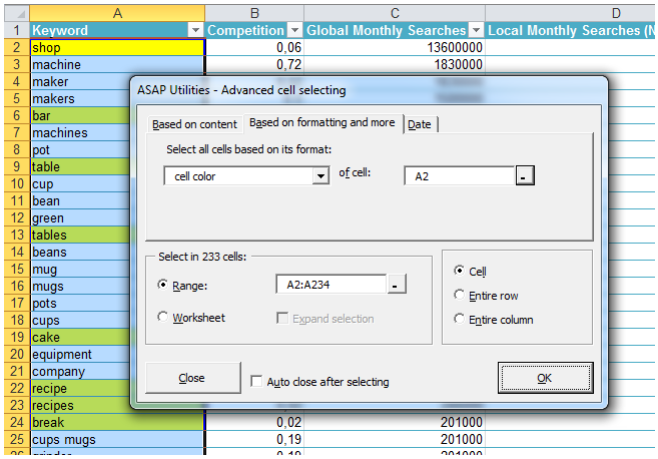
Example screenshot: 3 Select by text length



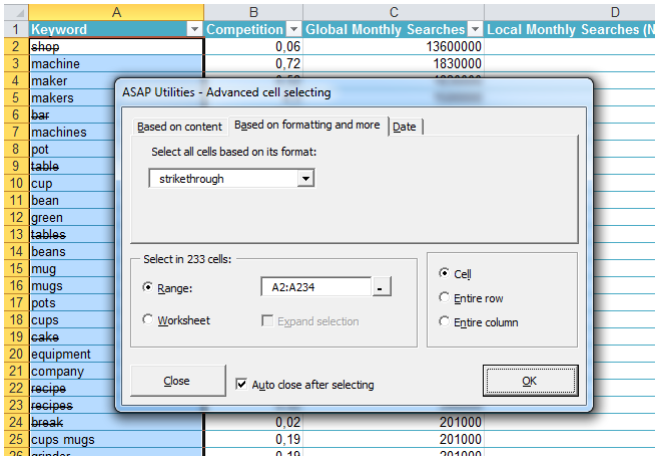
Example screenshot: 4 Select cells by their formatting and more such as bold cells



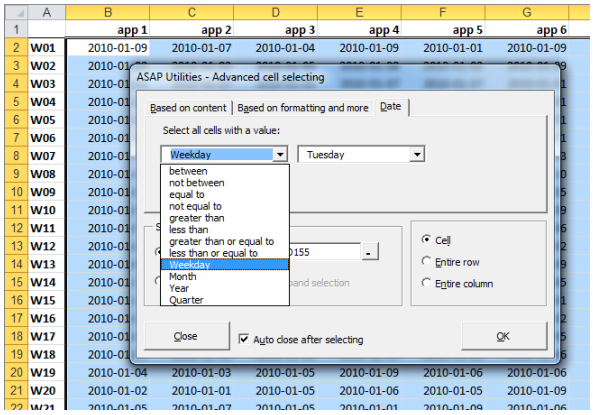
Example screenshot: 5 Select the cells with the same color as cell A2 (yellow)



Example screenshot: 6 Select all cells that are strikethrough (perhaps marked for deletion)



Example screenshot: 7 Select cells by date such as all dates that are on Tuesday



2 Conditional row and column select, hide or delete...

This utility allows you to select, hide or remove rows or columns based on a certain condition.

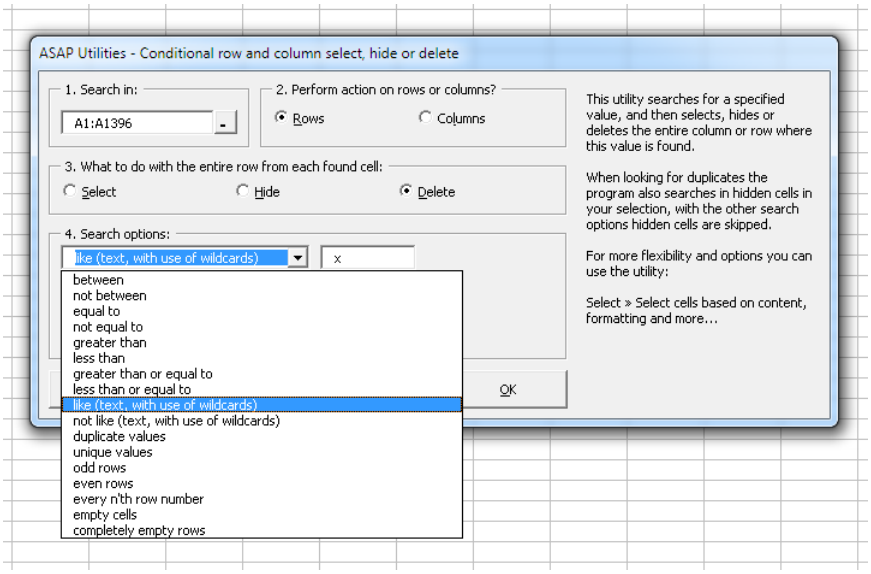
You can use the following criteria to select, hide of remove the entire rows or columns:

- between
- not between
- equal to
- not equal to
- greater than
- less than
- greater than or equal to
- less than or equal to
- like (text, with use of wildcard characters)
- not like (text, with use of wildcard characters)
- duplicate values (you can choose to keep the first value)
- unique values
- odd rows
- even rows
- every n'th row number
- odd columns
- even columns
- every n'th column number
- empty cells
- completely empty rows
- completely empty columns

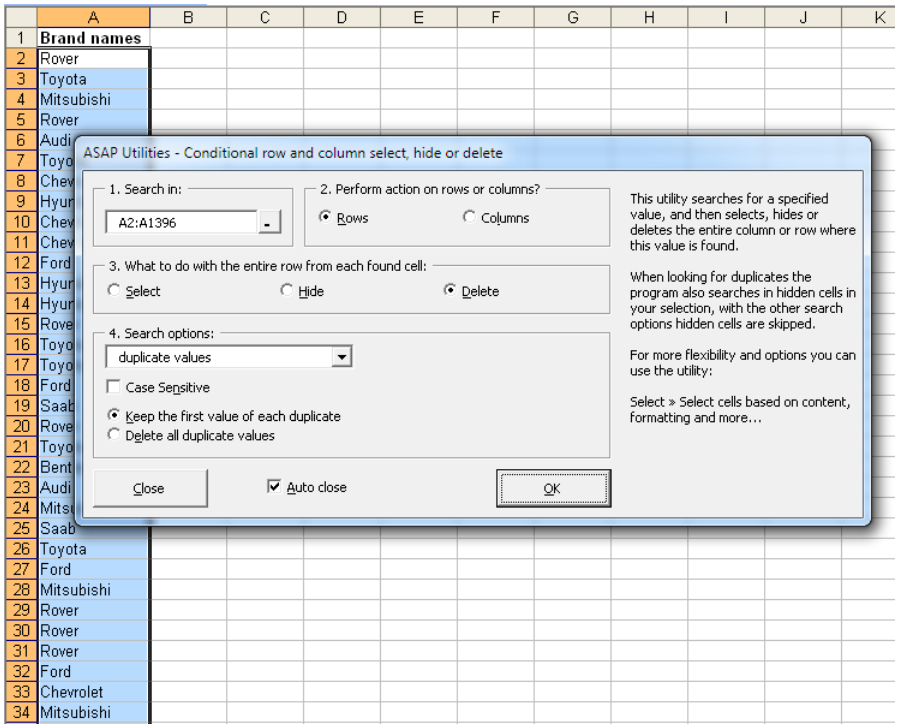
With the criteria for text and duplicate or unique values you can choose if you want the utility to be case sensitive.
When looking for duplicates the program also searches in hidden cells in your selection, with the other search options hidden cells are skipped.

Some people use this utility as an alternative for or addition to Excel's AutoFilter.

Example screenshot: 1 Conditional row and column select hide or delete



Example screenshot: 2 Create a list of unique brand names



Example screenshot: 3 Each brand listed once

	A
1	**Brand names**
2	Rover
3	Toyota
4	Mitsubishi
5	Audi
6	Chevrolet
7	Hyunday
8	Ford
9	Saab
10	Bentley
11	Mazda
12	Jaguar
13	Volkswagen
14	Volvo
15	
16	
17	
18	
19	

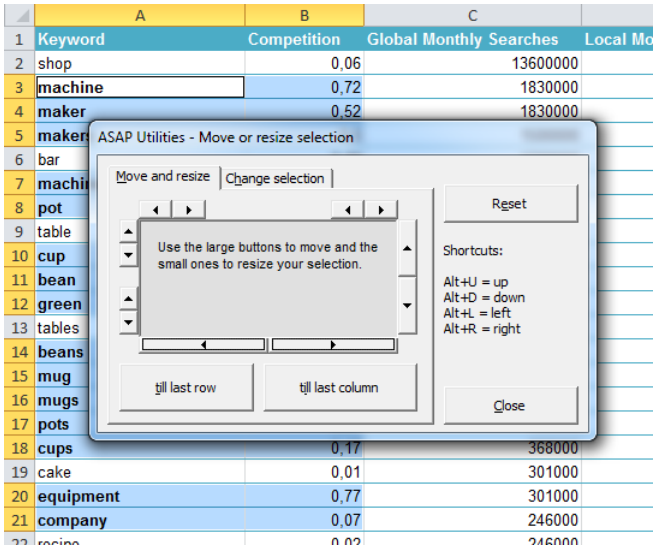
3 Move or resize selected range...

With this utility you can easily move or resize your selected range of cells.
This utility will only change you selected range of cells, not the data underneath it.

This is very powerful tool in combination with for example the "Select cells based on content, formatting and more..." utility. For example, if you have to make the cells in column B bold where the value in column A is "The Netherlands". You can then use the conditional select on column A and then use this "move" utility to move your selected range one column to the right. You then have selected all cells in column B that have in the same row the value "The Netherlands" in column A.

By default you can start this utility with the shortcut Ctrl+Alt+M.

Example screenshot: 1 Move or resize selected range

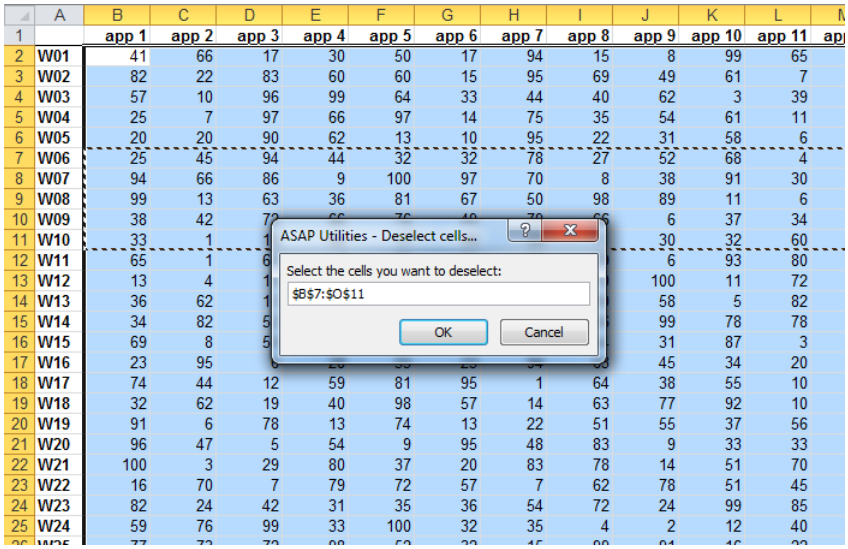


4 Deselect cells...

With this utility you can deselect cells, something that is normally not possible in Excel. In most MS Windows programs you can deselect by holding the Control-key. That does not work in Excel, which is why this utility is very useful.

By default you can start this utility with the shortcut Ctrl+Alt+D.

Example screenshot: 1 Before



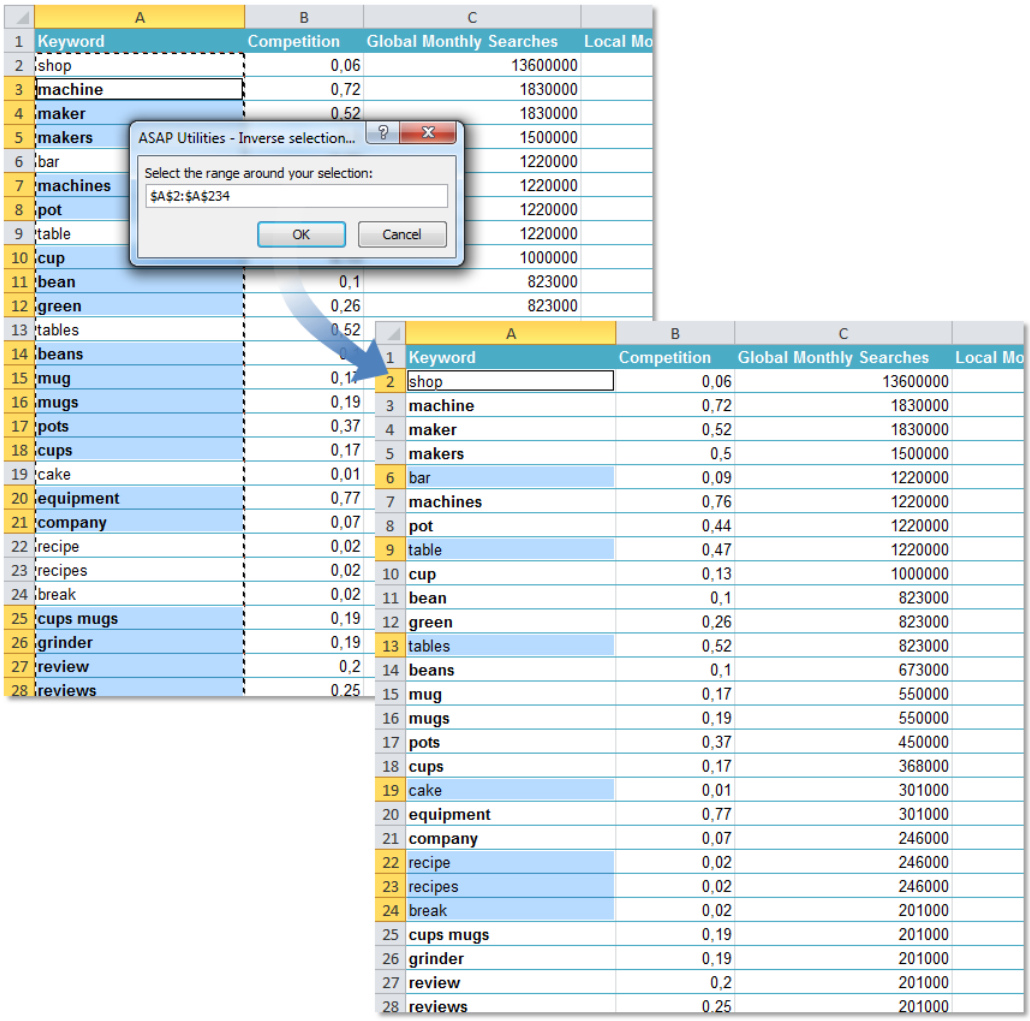
	A	B	C	D	E	F	G	H	I	J	K	L
1		app 1	app 2	app 3	app 4	app 5	app 6	app 7	app 8	app 9	app 10	app 11
2	W01	41	66	17	30	50	17	94	15	8	99	65
3	W02	82	22	83	60	60	15	95	69	49	61	7
4	W03	57	10	96	99	64	33	44	40	62	3	39
5	W04	25	7	97	66	97	14	75	35	54	61	11
6	W05	20	20	90	62	13	10	95	22	31	58	6
7	W06	25	45	94	44	32	32	78	27	52	68	4
8	W07	94	66	86	9	100	97	70	8	38	91	30
9	W08	99	13	63	36	81	67	50	98	89	11	6
10	W09	38	42	72						6	37	34
11	W10	33	1	1						30	32	60
12	W11	65	1	6						6	93	80
13	W12	13	4	1						100	11	72
14	W13	36	62	1						58	5	82
15	W14	34	82	5						99	78	78
16	W15	69	8	5						31	87	3
17	W16	23	95							45	34	20
18	W17	74	44	12	59	81	95	1	64	38	55	10
19	W18	32	62	19	40	98	57	14	63	77	92	10
20	W19	91	6	78	13	74	13	22	51	55	37	56
21	W20	96	47	5	54	9	95	48	83	9	33	33
22	W21	100	3	29	80	37	20	83	78	14	51	70
23	W22	16	70	7	79	72	57	7	62	78	51	45
24	W23	82	24	42	31	35	36	54	72	24	99	85
25	W24	59	76	99	33	100	32	35	4	2	12	40

Example screenshot: 2 After

	A	B	C	D	E	F	G	H	I	J	K	L
1		app 1	app 2	app 3	app 4	app 5	app 6	app 7	app 8	app 9	app 10	app 11
2	W01	41	66	17	30	50	17	94	15	8	99	65
3	W02	82	22	83	60	60	15	95	69	49	61	7
4	W03	57	10	96	99	64	33	44	40	62	3	39
5	W04	25	7	97	66	97	14	75	35	54	61	11
6	W05	20	20	90	62	13	10	95	22	31	58	6
7	W06	25	45	94	44	32	32	78	27	52	68	4
8	W07	94	66	86	9	100	97	70	8	38	91	30
9	W08	99	13	63	36	81	67	50	98	89	11	6
10	W09	38	42	72	66	76	49	79	66	6	37	34
11	W10	33	1	18	64	17	98	58	11	30	32	60
12	W11	65	1	65	7	85	55	62	29	6	93	80
13	W12	13	4	16	31	81	81	28	10	100	11	72
14	W13	36	62	13	7	66	10	98	90	58	5	82
15	W14	34	82	52	8	67	64	82	56	99	78	78
16	W15	69	8	59	31	53	10	74	44	31	87	3
17	W16	23	95	6	28	55	23	94	63	45	34	20
18	W17	74	44	12	59	81	95	1	64	38	55	10
19	W18	32	62	19	40	98	57	14	63	77	92	10
20	W19	91	6	78	13	74	13	22	51	55	37	56
21	W20	96	47	5	54	9	95	48	83	9	33	33
22	W21	100	3	29	80	37	20	83	78	14	51	70
23	W22	16	70	7	79	72	57	7	62	78	51	45
24	W23	82	24	42	31	35	36	54	72	24	99	85
25	W24	59	76	99	33	100	32	35	4	2	12	40

5 Inverse selection...

This utility will inverse your selection.
It will ask you to select a range, and extract your current selection from it. What remains is a selection which consists of the new cells, but without your initial selection.
This can be useful for example when you want to select a lot of cells, except for a few ones.
This is a bit of the opposite of the "Deselect cells..." utility.



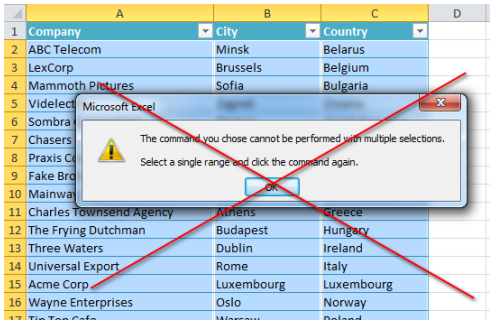
6 Merge selection of selected areas

This utility merges multiple contiguous selections (areas) of cells into a new selection.

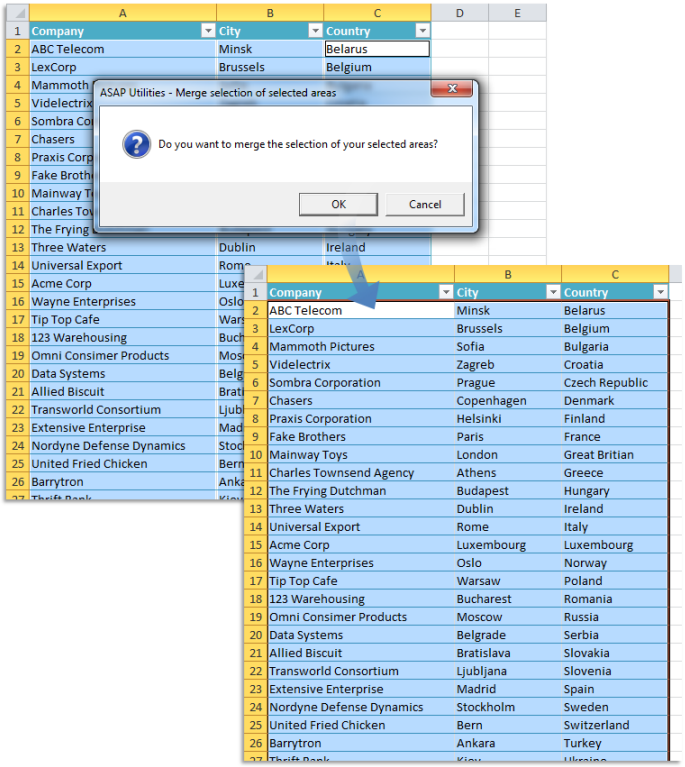
Sometimes Excel needs one selected range to perform certain actions and gives you the error "The command you chose cannot be performed with multiple selections. Select a single range and click the command again.".
If the resulting selection is a solid square range you can use this utility to combine the multiple selections into a new single selection.
If the individual selections together make a contiguous rectangle, you can use this tool to create a new single selection.

For example when your select the range [A10:A50] and [B10:B50], this tool will make it one selection: [A10:B50].

Example screenshot: 1 Excel error, select a single range

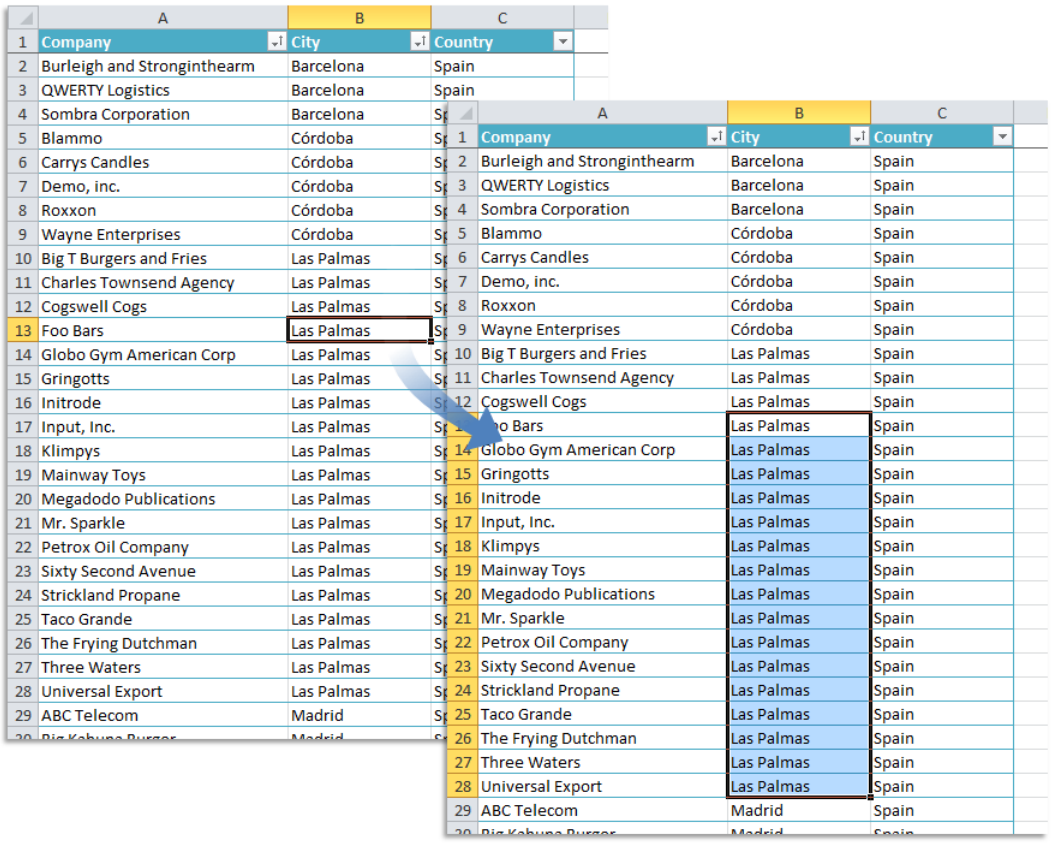


Example screenshot: 2 Your selected areas transformed to one single range



7 Select adjacent cells below active cell with the same value

This utility will expand your selection to include all adjacent cells which have the same value below your active cell.



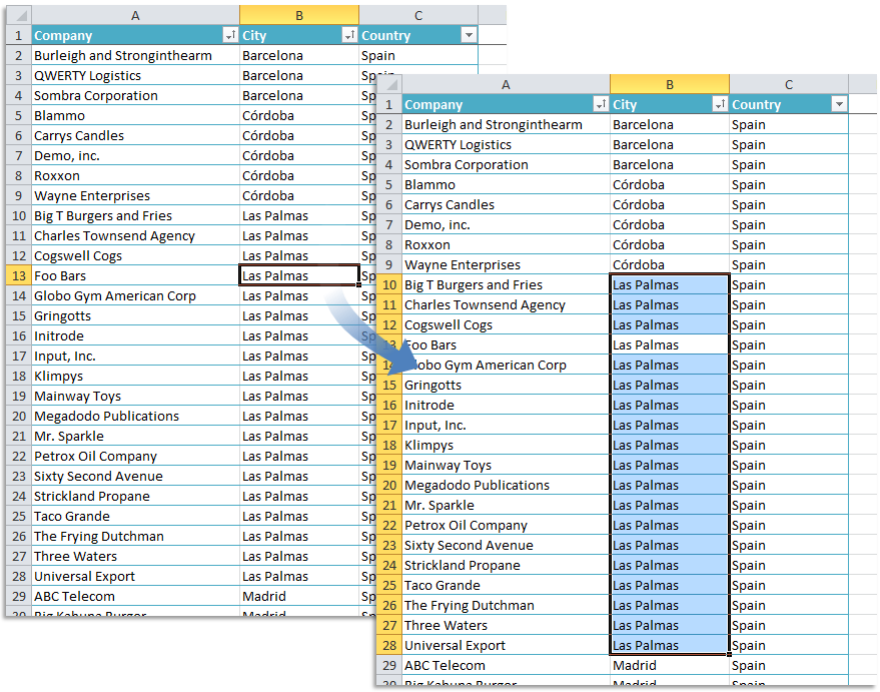
	A	B	C
1	Company	City	Country
2	Burleigh and Stronginthearm	Barcelona	Spain
3	QWERTY Logistics	Barcelona	Spain
4	Sombra Corporation	Barcelona	Sp
5	Blammo	Córdoba	Sp
6	Carrys Candles	Córdoba	Sp
7	Demo, inc.	Córdoba	Sp
8	Roxxon	Córdoba	Sp
9	Wayne Enterprises	Córdoba	Sp
10	Big T Burgers and Fries	Las Palmas	Sp
11	Charles Townsend Agency	Las Palmas	Sp
12	Cogswell Cogs	Las Palmas	Sp
13	Foo Bars	Las Palmas	Sp
14	Globo Gym American Corp	Las Palmas	Sp
15	Gringotts	Las Palmas	Sp
16	Initrode	Las Palmas	Sp
17	Input, Inc.	Las Palmas	Sp
18	Klimpys	Las Palmas	Sp
19	Mainway Toys	Las Palmas	Sp
20	Megadodo Publications	Las Palmas	Sp
21	Mr. Sparkle	Las Palmas	Sp
22	Petrox Oil Company	Las Palmas	Sp
23	Sixty Second Avenue	Las Palmas	Sp
24	Strickland Propane	Las Palmas	Sp
25	Taco Grande	Las Palmas	Sp
26	The Frying Dutchman	Las Palmas	Sp
27	Three Waters	Las Palmas	Sp
28	Universal Export	Las Palmas	Sp
29	ABC Telecom	Madrid	Sp

	A	B	C
1	Company	City	Country
2	Burleigh and Stronginthearm	Barcelona	Spain
3	QWERTY Logistics	Barcelona	Spain
4	Sombra Corporation	Barcelona	Spain
5	Blammo	Córdoba	Spain
6	Carrys Candles	Córdoba	Spain
7	Demo, inc.	Córdoba	Spain
8	Roxxon	Córdoba	Spain
9	Wayne Enterprises	Córdoba	Spain
10	Big T Burgers and Fries	Las Palmas	Spain
11	Charles Townsend Agency	Las Palmas	Spain
12	Cogswell Cogs	Las Palmas	Spain
13	o Bars	Las Palmas	Spain
14	Globo Gym American Corp	Las Palmas	Spain
15	Gringotts	Las Palmas	Spain
16	Initrode	Las Palmas	Spain
17	Input, Inc.	Las Palmas	Spain
18	Klimpys	Las Palmas	Spain
19	Mainway Toys	Las Palmas	Spain
20	Megadodo Publications	Las Palmas	Spain
21	Mr. Sparkle	Las Palmas	Spain
22	Petrox Oil Company	Las Palmas	Spain
23	Sixty Second Avenue	Las Palmas	Spain
24	Strickland Propane	Las Palmas	Spain
25	Taco Grande	Las Palmas	Spain
26	The Frying Dutchman	Las Palmas	Spain
27	Three Waters	Las Palmas	Spain
28	Universal Export	Las Palmas	Spain
29	ABC Telecom	Madrid	Spain

8 Select adjacent cells in column with the same value

This utility will expand your selection to include all adjacent cells which have the same value above and below your active cell.

By default you can start this utility with the shortcut Ctrl+Alt+A.



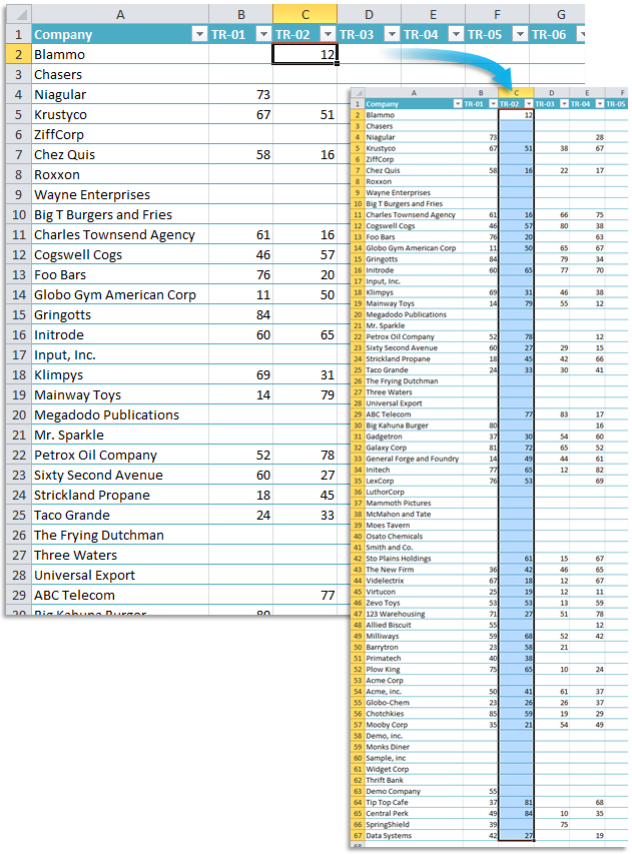
	Company	City	Country
2	Burleigh and Strongintheharm	Barcelona	Spain
3	QWERTY Logistics	Barcelona	Spain
4	Sombra Corporation	Barcelona	Spain
5	Blammo	Córdoba	Spain
6	Carrys Candles	Córdoba	Spain
7	Demo, inc.	Córdoba	Spain
8	Roxxon	Córdoba	Spain
9	Wayne Enterprises	Córdoba	Spain
10	Big T Burgers and Fries	Las Palmas	Spain
11	Charles Townsend Agency	Las Palmas	Spain
12	Cogswell Cogs	Las Palmas	Spain
13	Foo Bars	Las Palmas	Spain
14	Globo Gym American Corp	Las Palmas	Spain
15	Gringotts	Las Palmas	Spain
16	Initrode	Las Palmas	Spain
17	Input, Inc.	Las Palmas	Spain
18	Klimpys	Las Palmas	Spain
19	Mainway Toys	Las Palmas	Spain
20	Megadodo Publications	Las Palmas	Spain
21	Mr. Sparkle	Las Palmas	Spain
22	Petrox Oil Company	Las Palmas	Spain
23	Sixty Second Avenue	Las Palmas	Spain
24	Strickland Propane	Las Palmas	Spain
25	Taco Grande	Las Palmas	Spain
26	The Frying Dutchman	Las Palmas	Spain
27	Three Waters	Las Palmas	Spain
28	Universal Export	Las Palmas	Spain
29	ABC Telecom	Madrid	Spain

9 Extend selection to the last used row

This utility will extend your selected range to the last used row on your worksheet.
This way you can easily extend your selection without having to scroll down.

This is very useful when you cannot use Excel's built in shortcuts such as 'Ctrl+Shift+Arrow key down' because of empty cells in between or 'Ctrl+Shift+End' because you only want to extend your selection down and not include the columns to the right.
You can for example use this to quickly copy a formula down to the last used row without having the difficulty of scrolling and finding the end of your data manually.

By default you can start this utility with the shortcut Ctrl+Alt+Shift+Down Arrow.



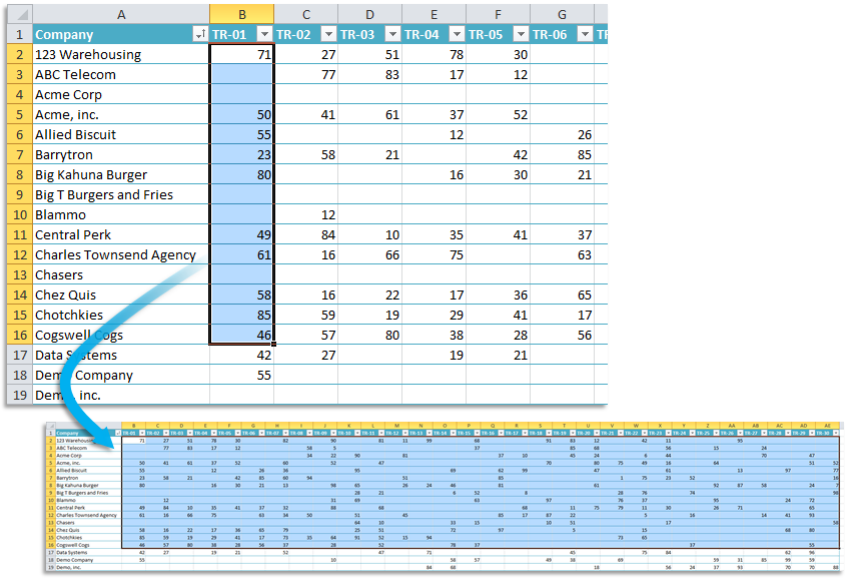
	A	B	C	D	E	F	G
1	Company	TR-01	TR-02	TR-03	TR-04	TR-05	TR-06
2	Blammo		12				
3	Chasers						
4	Niagular	73					
5	Krustyco	67	51				
6	ZiffCorp						
7	Chez Quis	58	16				
8	Roxxon						
9	Wayne Enterprises						
10	Big T Burgers and Fries						
11	Charles Townsend Agency	61	16				
12	Cogswell Cogs	46	57				
13	Foo Bars	76	20				
14	Globo Gym American Corp	11	50				
15	Gringotts	84					
16	Initrode	60	65				
17	Input, Inc.						
18	Klimpys	69	31				
19	Mainway Toys	14	79				
20	Megadodo Publications						
21	Mr. Sparkle						
22	Petrox Oil Company	52	78				
23	Sixty Second Avenue	60	27				
24	Strickland Propane	18	45				
25	Taco Grande	24	33				
26	The Frying Dutchman						
27	Three Waters						
28	Universal Export						
29	ABC Telecom		77				

10 Extend selection to the last used column

This utility will extend your selected range to the last used column on your worksheet. This way you can easily extend your selection without having to scroll to the right.

This is very useful when you cannot use Excel's built in shortcuts such as 'Ctrl+Shift+Arrow key right' because of empty cells in between or 'Ctrl+Shift+End' because you only want to extend your selection to the right and not include the rows at the bottom.
Very useful when for example you want to copy a formula to the right to the last used column.
You can for example, use this to quickly copy a formula to the right to the last used column without having the difficulty of scrolling and finding the end of your data manually.

By default you can start this utility with the shortcut Ctrl+Alt+Shift+Right Arrow.

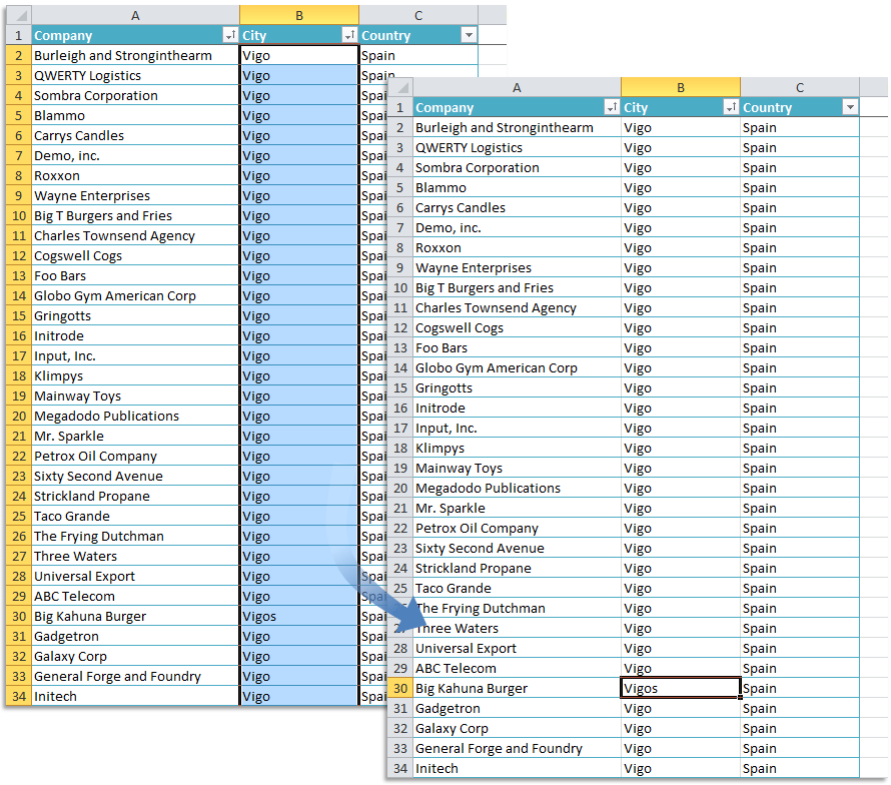


	A	B	C	D	E	F	G
1	Company	TR-01	TR-02	TR-03	TR-04	TR-05	TR-06
2	123 Warehousing	71	27	51	78	30	
3	ABC Telecom		77	83	17	12	
4	Acme Corp						
5	Acme, inc.	50	41	61	37	52	
6	Allied Biscuit	55			12		26
7	Barrytron	23	58	21		42	85
8	Big Kahuna Burger	80			16	30	21
9	Big T Burgers and Fries						
10	Blammo		12				
11	Central Perk	49	84	10	35	41	37
12	Charles Townsend Agency	61	16	66	75		63
13	Chasers						
14	Chez Quis	58	16	22	17	36	65
15	Chotchkies	85	59	19	29	41	17
16	Cogswell Cogs	46	57	80	38	28	56
17	Data Systems	42	27		19	21	
18	Demo Company	55					
19	Demo, inc.						

11 Select cell in selection where value changes

This utility selects the cell in a selected range where the value changes.

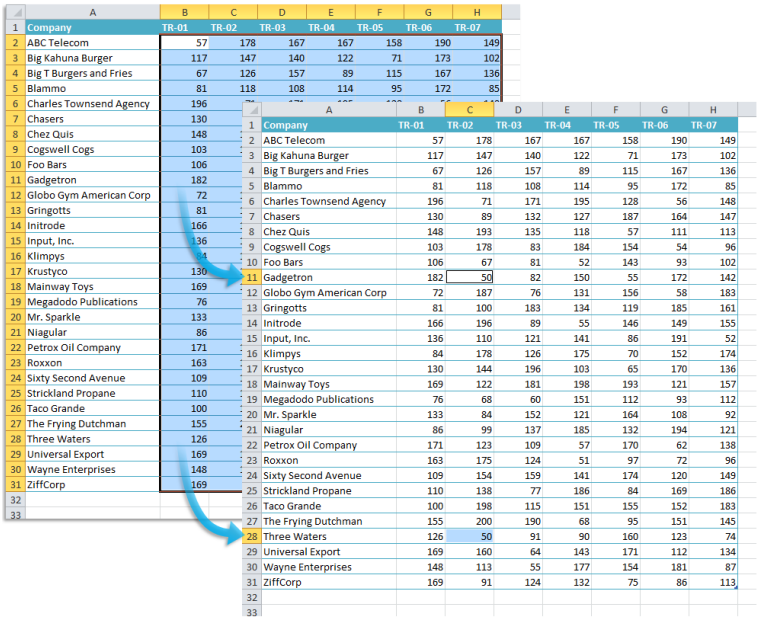
This is helpful when dealing with a large number of adjacent cells with the same value in a column and you want to "jump" down to the cell where the value changes.



	A	B	C
1	Company	City	Country
2	Burleigh and Stronginthearm	Vigo	Spain
3	QWERTY Logistics	Vigo	Spain
4	Sombra Corporation	Vigo	Spain
5	Blammo	Vigo	Spain
6	Carrys Candles	Vigo	Spain
7	Demo, inc.	Vigo	Spain
8	Roxxon	Vigo	Spain
9	Wayne Enterprises	Vigo	Spain
10	Big T Burgers and Fries	Vigo	Spain
11	Charles Townsend Agency	Vigo	Spain
12	Cogswell Cogs	Vigo	Spain
13	Foo Bars	Vigo	Spain
14	Globo Gym American Corp	Vigo	Spain
15	Gringotts	Vigo	Spain
16	Initrode	Vigo	Spain
17	Input, Inc.	Vigo	Spain
18	Klimpys	Vigo	Spain
19	Mainway Toys	Vigo	Spain
20	Megadodo Publications	Vigo	Spain
21	Mr. Sparkle	Vigo	Spain
22	Petrox Oil Company	Vigo	Spain
23	Sixty Second Avenue	Vigo	Spain
24	Strickland Propane	Vigo	Spain
25	Taco Grande	Vigo	Spain
26	The Frying Dutchman	Vigo	Spain
27	Three Waters	Vigo	Spain
28	Universal Export	Vigo	Spain
29	ABC Telecom	Vigo	Spain
30	Big Kahuna Burger	Vigos	Spain
31	Gadgetron	Vigo	Spain
32	Galaxy Corp	Vigo	Spain
33	General Forge and Foundry	Vigo	Spain
34	Initech	Vigo	Spain

12 Select cells with the smallest number

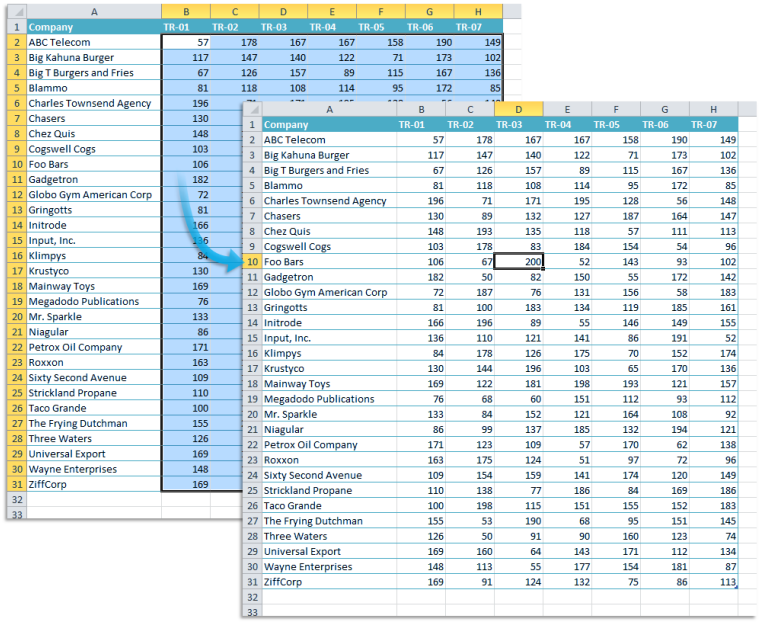
This utility selects the cells with the smallest number in your selected range.
Excel's =MIN() function is used to determine the smallest value and then this utility selects the cells with that value.



	Company	TR-01	TR-02	TR-03	TR-04	TR-05	TR-06	TR-07
2	ABC Telecom	57	178	167	167	158	190	149
3	Big Kahuna Burger	117	147	140	122	71	173	102
4	Big T Burgers and Fries	67	126	157	89	115	167	136
5	Blammo	81	118	108	114	95	172	85
6	Charles Townsend Agency	196	71	171	195	128	56	148
7	Chasers	130	89	132	127	187	164	147
8	Chez Quis	148	193	135	118	57	111	113
9	Cogswell Cogs	103	178	83	184	154	54	96
10	Foo Bars	106	67	81	52	143	93	102
11	Gadgetron	182	50	82	150	55	172	142
12	Globo Gym American Corp	72	187	76	131	156	58	183
13	Gringotts	81	100	183	134	119	185	161
14	Initrode	166	196	89	55	146	149	155
15	Input, Inc.	136	110	121	141	86	191	52
16	Klimpys	84	178	126	175	70	152	174
17	Krustyco	130	144	196	103	65	170	136
18	Mainway Toys	169	122	181	198	193	121	157
19	Megadodo Publications	76	68	60	151	112	93	112
20	Mr. Sparkle	133	84	152	121	164	108	92
21	Niagular	86	99	137	185	132	194	121
22	Petrox Oil Company	171	123	109	57	170	62	138
23	Roxxon	163	175	124	51	97	72	96
24	Sixty Second Avenue	109	154	159	141	174	120	149
25	Strickland Propane	110	138	77	186	84	169	186
26	Taco Grande	100	198	115	151	155	152	183
27	The Frying Dutchman	155	200	190	68	95	151	145
28	Three Waters	126	50	91	90	160	123	74
29	Universal Export	169	160	64	143	171	112	134
30	Wayne Enterprises	148	113	55	177	154	181	87
31	ZiffCorp	169	91	124	132	75	86	113

13 Select cells with the largest number

This utility selects the cells with the largest number in your selected range.
Excel's =MAX() function is used to determine the largest value and then this utility the cells with this value

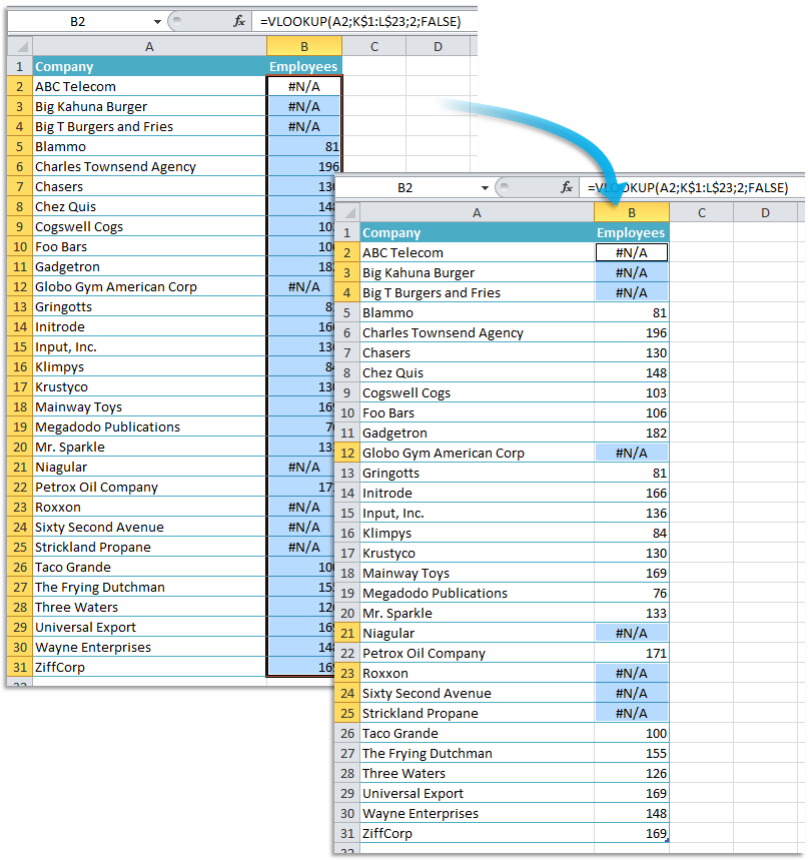


	Company	TR-01	TR-02	TR-03	TR-04	TR-05	TR-06	TR-07
2	ABC Telecom	57	178	167	167	158	190	149
3	Big Kahuna Burger	117	147	140	122	71	173	102
4	Big T Burgers and Fries	67	126	157	89	115	167	136
5	Blammo	81	118	108	114	95	172	85
6	Charles Townsend Agency	196	71	171	195	128	56	148
7	Chasers	130	89	132	127	187	164	147
8	Chez Quis	148	193	135	118	57	111	113
9	Cogswell Cogs	103	178	83	184	154	54	96
10	Foo Bars	106	67	200	52	143	93	102
11	Gadgetron	182	50	82	150	55	172	142
12	Globo Gym American Corp	72	187	76	131	156	58	183
13	Gringotts	81	100	183	134	119	185	161
14	Initrode	166	196	89	55	146	149	155
15	Input, Inc.	136	110	121	141	86	191	52
16	Klimpys	84	178	126	175	70	152	174
17	Krustyco	130	144	196	103	65	170	136
18	Mainway Toys	169	122	181	198	193	121	157
19	Megadodo Publications	76	68	60	151	112	93	112
20	Mr. Sparkle	133	84	152	121	164	108	92
21	Niagular	86	99	137	185	132	194	121
22	Petrox Oil Company	171	123	109	57	170	62	138
23	Roxxon	163	175	124	51	97	72	96
24	Sixty Second Avenue	109	154	159	141	174	120	149
25	Strickland Propane	110	138	77	186	84	169	186
26	Taco Grande	100	198	115	151	155	152	183
27	The Frying Dutchman	155	53	190	68	95	151	145
28	Three Waters	126	50	91	90	160	123	74
29	Universal Export	169	160	64	143	171	112	134
30	Wayne Enterprises	148	113	55	177	154	181	87
31	ZiffCorp	169	91	124	132	75	86	113

14 Select all cells with an error

This utility will select all cells on your worksheet with a formula that results in an error value.

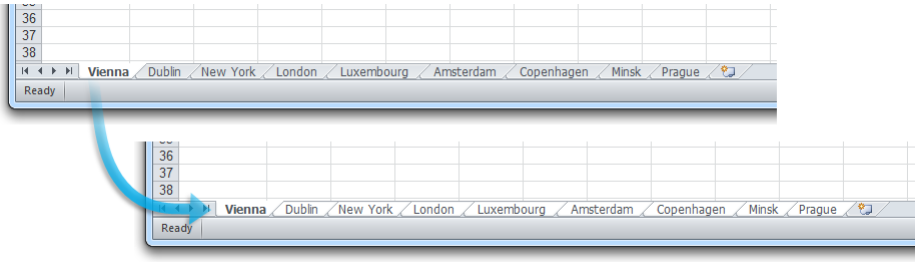
Tip:
If you want to hide these errors, for example if you use a =VLOOKUP() formula, the following tool from ASAP Utilities can be useful: 'Custom formula error message'



15 Select all sheets in your workbook

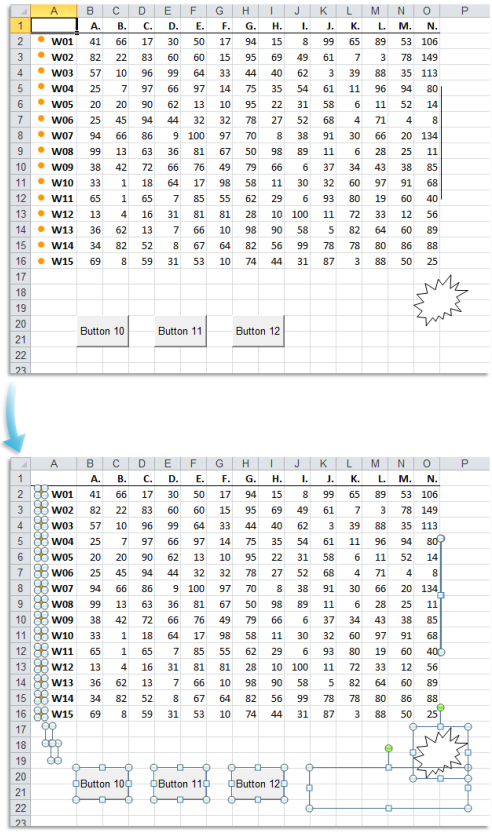
This utility will select all sheet tabs in your workbook.

This can also be done in Excel by right clicking on a sheet tab and then choosing to select all sheets, but a lot of people don't know this.
The advantage of this tool in ASAP Utilities is that you can assign your own shortcut to this action.



16 Select all objects on current worksheet

This utility selects all objects on your current worksheet.
These objects are for example shapes, text boxes, pictures, wordart, clip art, charts, forms toolbar controls, control toolbox controls, etcetera.



17 Print preview selection

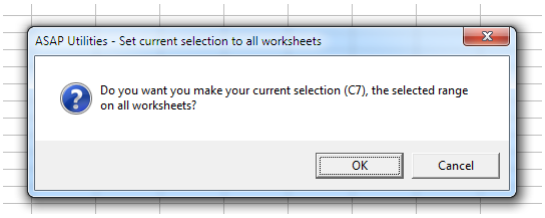
This utility will show you a print preview of only your selection.

18 Print selection

This utility will print your selection immediately to the default printer.

19 Set current selection to all worksheets

This utility selects the currently selected range on all worksheets in your workbook.
This way you can for example quickly set the selected range to A1 on all sheets at once. If you use your workbook as a form for completion such as a weekly report this can be very useful.



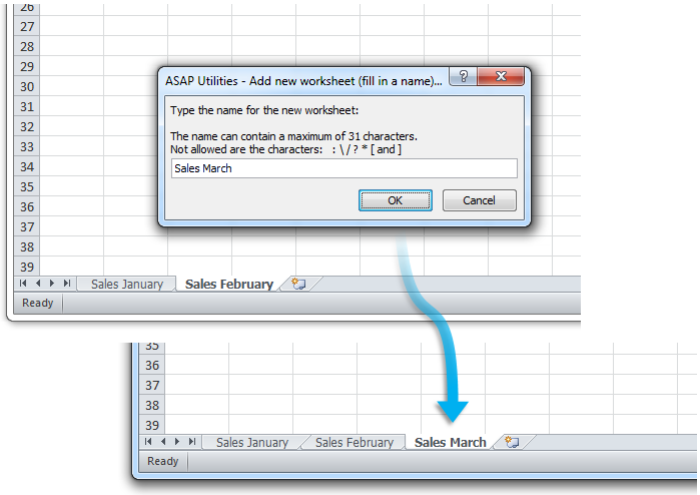
5.5.4 Sheets

A selection of sheet tools.

1 Add new worksheet (fill in a name)...

This utility asks you for a name and then adds a new worksheet with that name.
This way a new worksheet is added at then end of your sheets with the name you provide. It is easier than inserting a sheet; double-click it and then typing the name. If you use the shortcut to start this utility it is faster too.

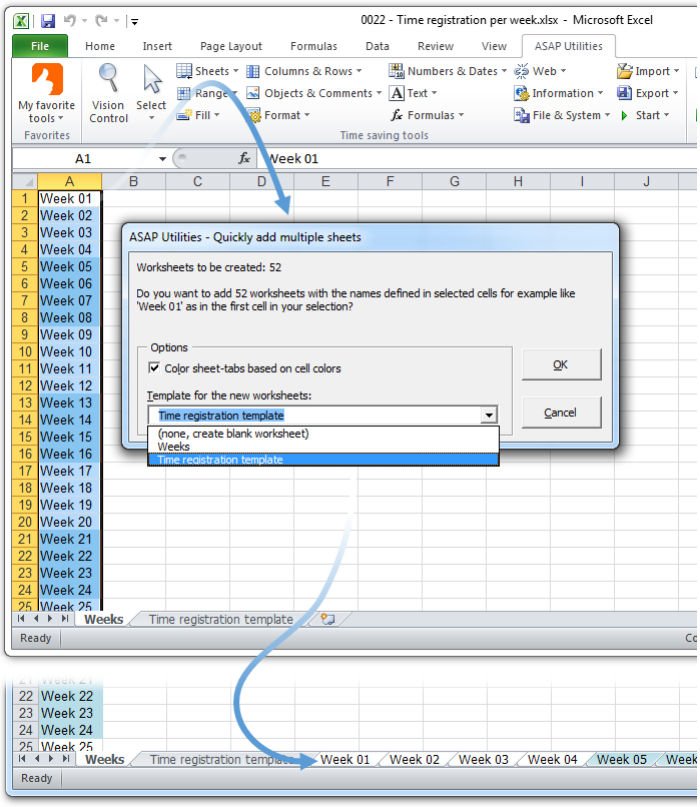
By default this utility can be started with the shortcut Ctrl+Alt+N.
If you just want to insert a worksheet without specifying a name you can use Excel's shortcut Shift+F11.



2 Insert multiple sheets (uses the cell values as sheet names)...

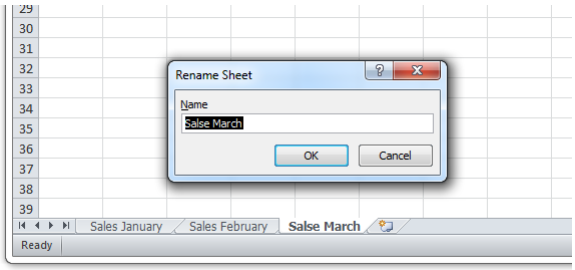
This utility quickly adds new worksheets based on the information in your selected data range.
For each cell in your selection a new worksheet will be created and the cell content will be used for the name of the new worksheet.
You can specify to use a certain worksheet as a source/template sheet. This way you can for example easily create 52 copies of that worksheet.

Usage:
1. Select a range of cells that contain the names for the new sheets. (You can use the "Quick numbering of selected cells" utility from ASAP Utilities, or Excel's built in fill tools to help you quickly create a list of names).
2. Start this utility, set the options and a sheet will be created for each and based on each cell in your selection.



3 Rename current sheet...

This utility asks you for a new name and then renames the current sheet.
You can also double-click on the sheet-tab to rename it or do it via Excels Format menu.
The advantage of this tool in ASAP Utilities is that you can assign a shortcut to it via the favorites menu.

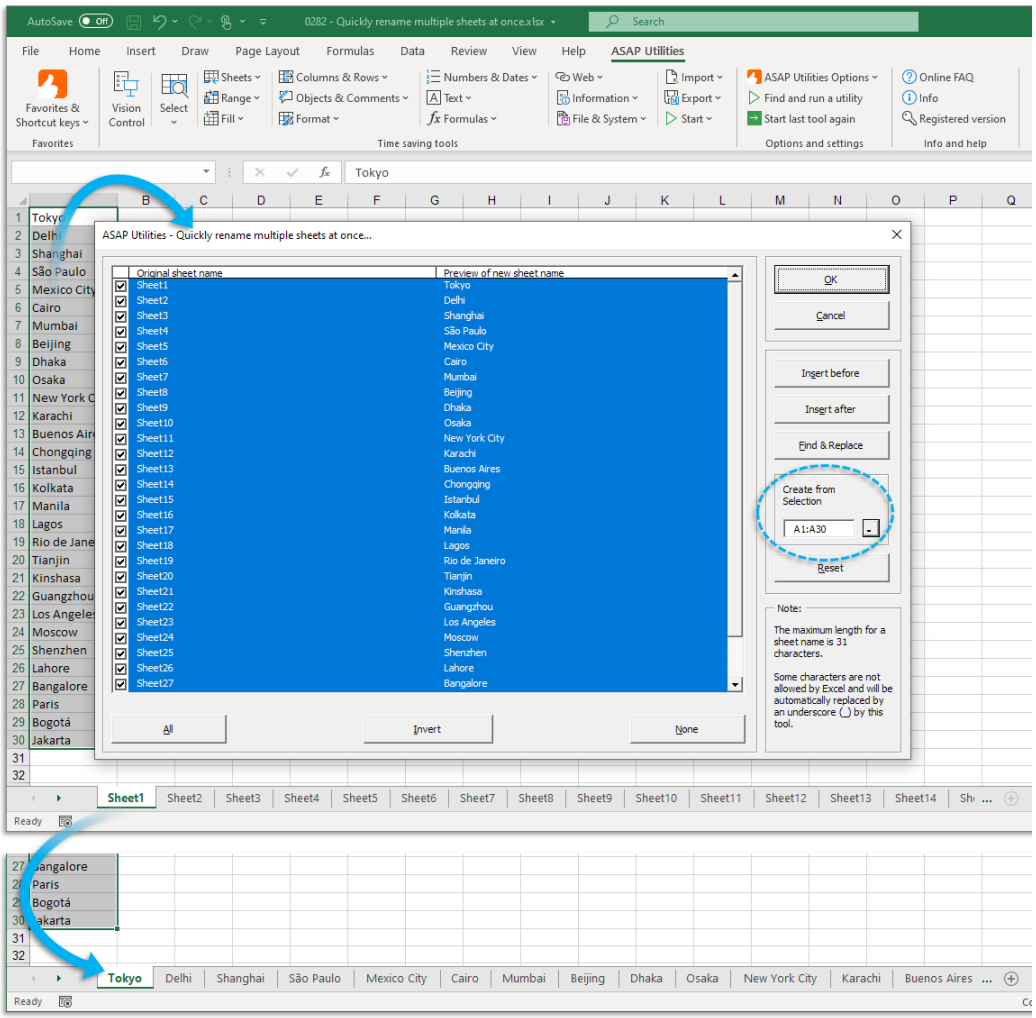


4 Quickly rename multiple sheets at once...

This tool allows you to quickly rename multiple or all sheets in your workbook at once.

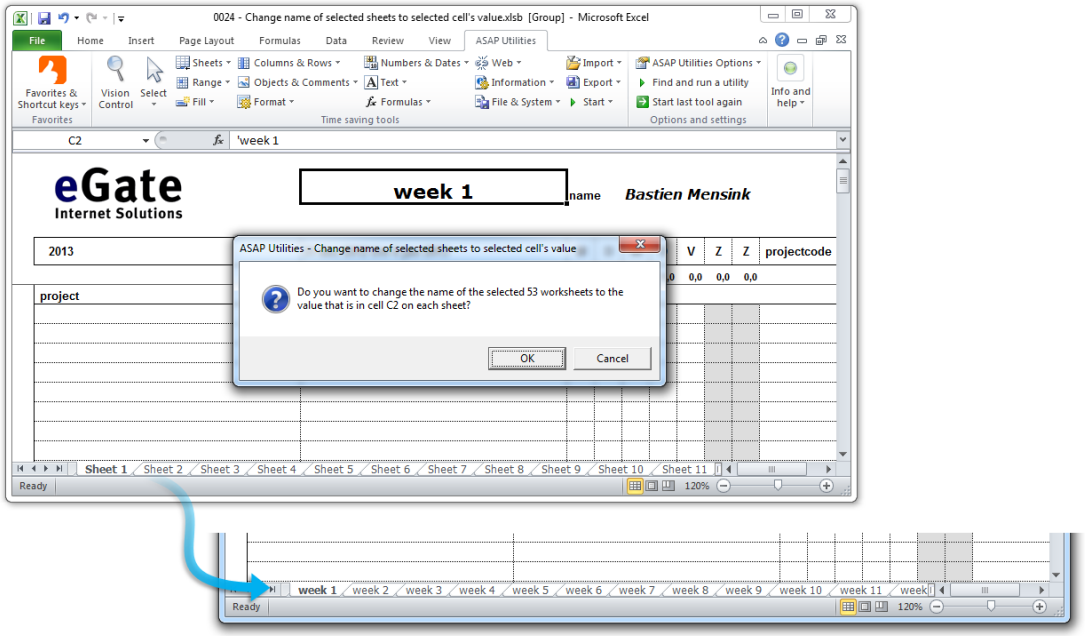
You can:

- Use "Find & Replace" in sheet names
- Insert text before sheet names
- Insert text after sheet names
- Automatically generate sheet names from the values in selected cells.



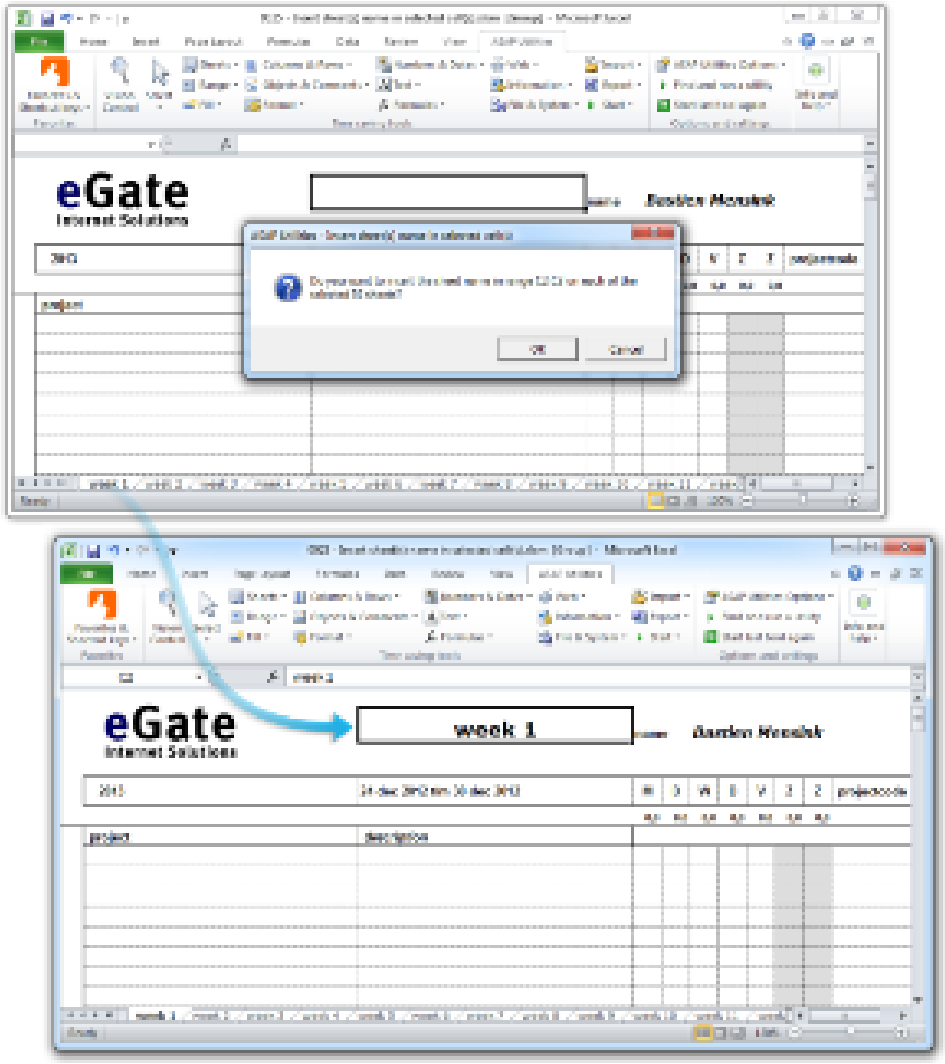
5 Change name of selected sheets to selected cell's value

With this utility you can rename the selected worksheets based on the value in a certain cell.
You can rename all selected worksheets by giving them as a name the value of for example cell A1 on each worksheet.



6 Insert sheet(s) name in selected cell(s)

This utility inserts the name of the worksheet into your selected range in each of your selected worksheets.
You can for example use this to insert the sheet name into cell A1 on every selected worksheet.

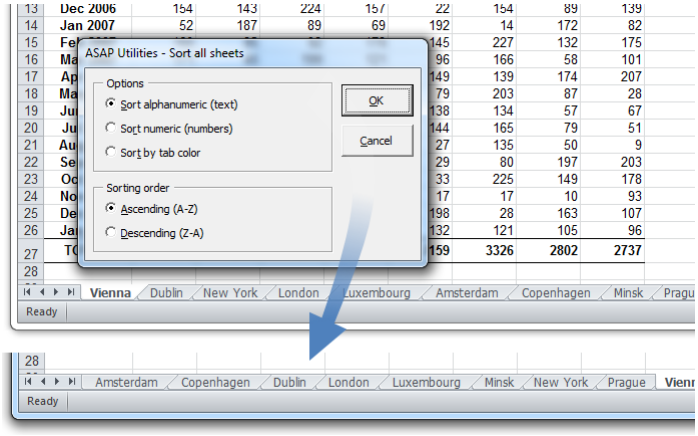


7 Sort all sheets...

With this utility you can sort the sheets in your workbook.
You can sort the sheets alphanumeric (text), numerically (numbers) or by their tab-color.
You can also specify to sort the sheets ascending or descending.

To be able to sort by the tab-colors you need at least Excel 2002/XP.

Example screenshot: Sort sheets by their value or color

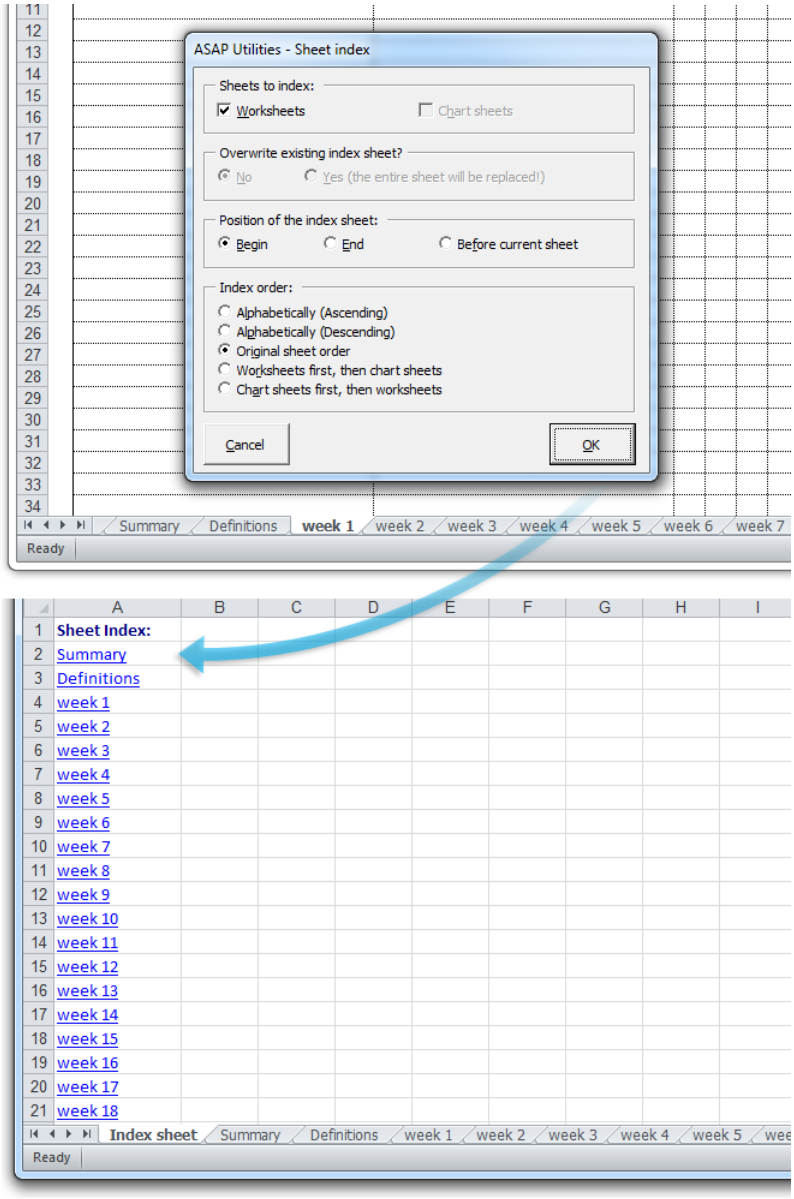


8 Create an index page with links to all sheets (clickable)...

This utility will create a clickable index page; a new worksheet with a hyperlink to all worksheets and chart sheets in your workbook.
You can see this as a menu for your workbook with the names of- and a link to all sheets and a quick navigation back to the main menu (index worksheet).
This can be useful when you are dealing with large files with a large quantity of worksheets and/or chart sheets.

To quickly return to the index sheet ASAP Utilities has added a new name to your workbook that refers to cell A1 on the index sheet. This name is "___INDEX_SHEET___ASAP_Utilities".
To quickly return to the index sheet select this name in the name box in the formula bar.

Note:
In Excel it is not possible to create a hyperlink to a chart sheet. To be able to link to a chart sheet ASAP Utilities uses a macro for this. This has a side effect if you workbook contains chart sheets and you use this tool and then the file is used by someone that does not have ASAP Utilities. When they then click on a link to a chart sheet they will receive an error that the macro cannot be found.



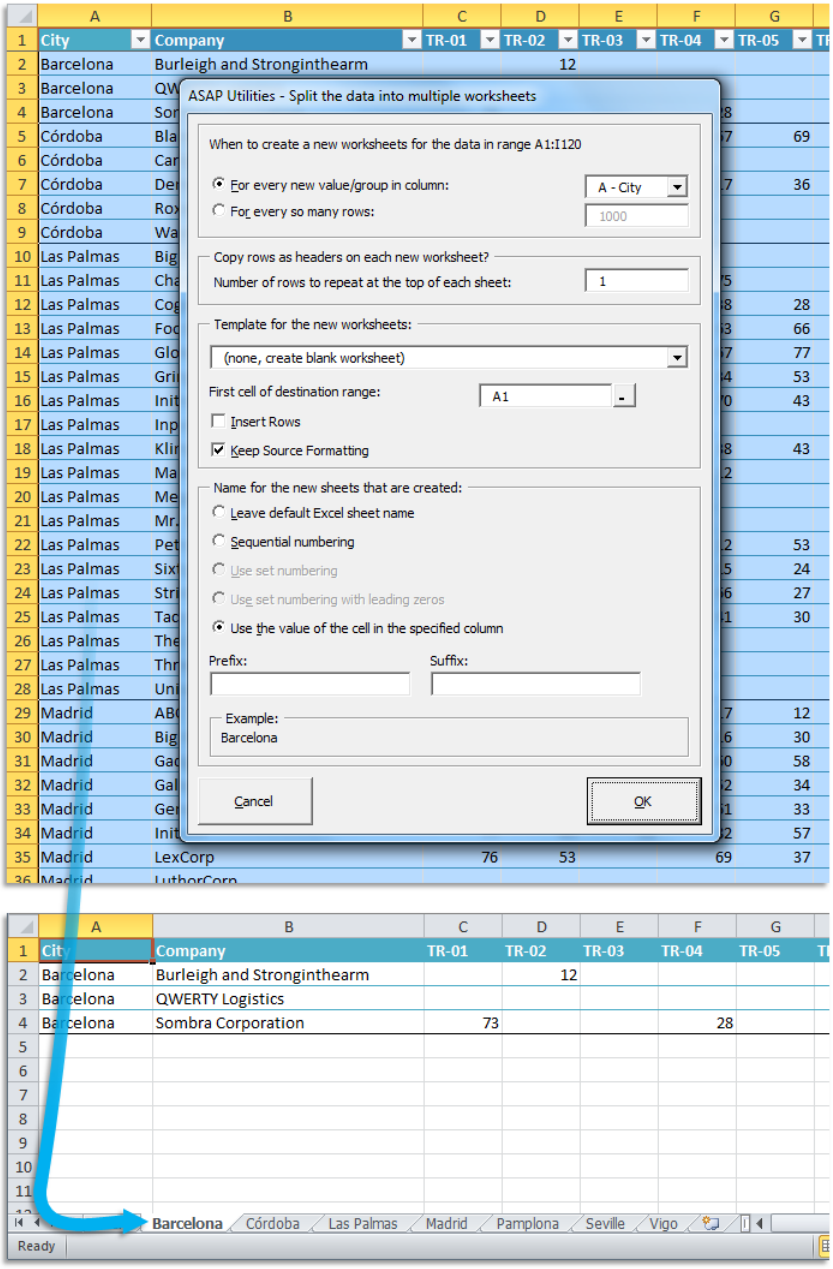
9 Split the selected range into multiple worksheets...

With this tool you can quickly split your selected data into multiple sheets.
You can do this either by value/group in a column or you can specify the number of rows to create per sheet.

Examples:
Create a new sheet for each company in your table.

Note:
Your initial data remains unaltered.
If you want to save the new created worksheets as separate files, then you can do this with

the utility "Export » Export worksheets as separate files...".
We have also received the request for this tool from people that used workbooks with over 500 000 rows (Excel 2007+) and then needed to create a file that could be opened in Excel 2003. In order to do that they had to split the information into pieces of a max of 65536 rows per worksheet because that is the maximum amount of rows that a sheet in Excel 2003 can contain. With this tool you can quickly have ASAP Utilities do that for you.



10 Export worksheets as separate files...

With this utility you can save all or the selected worksheets in your workbook as separate files.

You can choose a folder in which you want the worksheets to be saved.

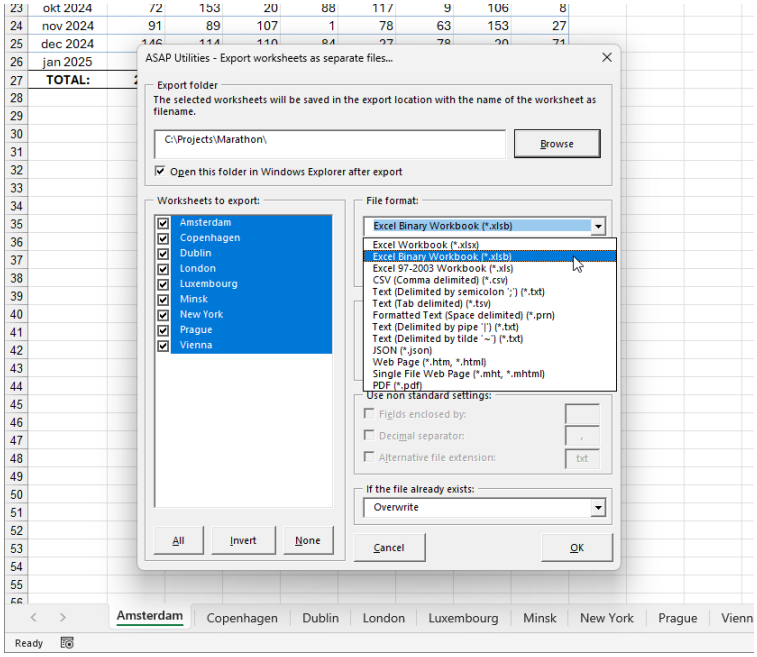
The worksheets can be saved in the following file formats:

- Excel Workbook (*.xlsx)
- Excel Binary Workbook (*.xlsb)
- Excel 97-2003 Workbook (*.xls)
- CSV (Comma delimited) (*.csv)
- Text (Delimited by semicolon ';') (*.txt)
- Text (Tab delimited) (*.tsv)
- Formatted Text (Space delimited) (*.prn)
- Text (Pipe (|) delimited) (*.txt)
- Text (Delimited by tilde '~') (*.txt)
- JSON (*.json)
- Web Page (*.htm, *.html)
- Single File Web Page (*.mht, *.mhtml)
- PDF (*.pdf)

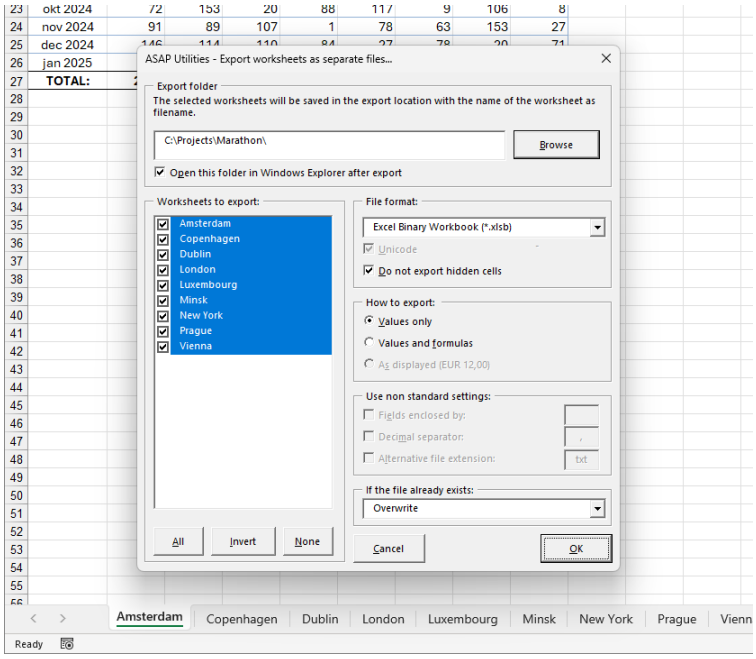
When exporting text files in Unicode format, you can choose between the standard UTF-16 character coding from Excel, or the commonly used UTF-8 character coding.

Your last used settings will be remembered.

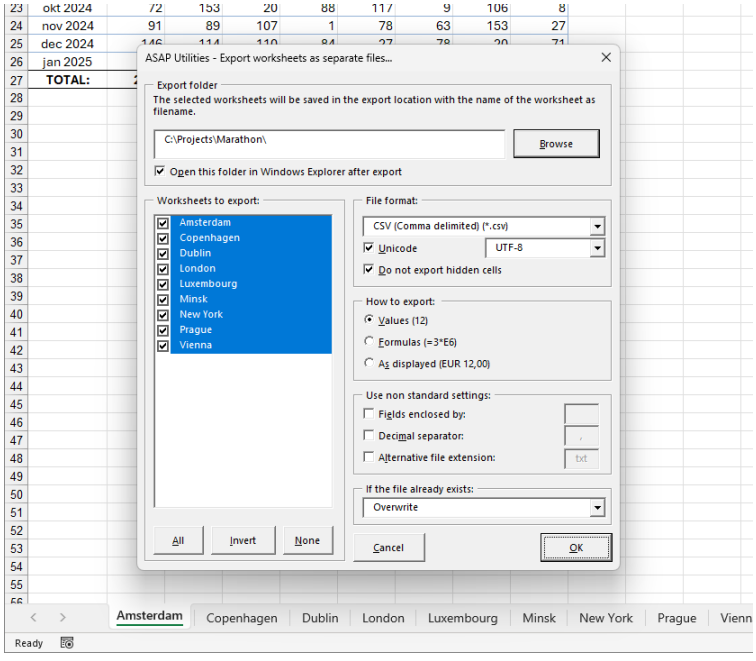
Example screenshot: 1



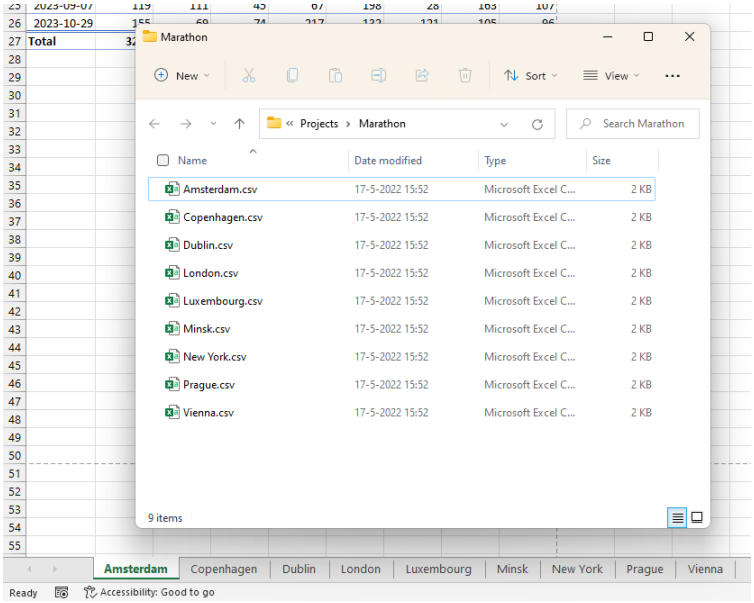
Example screenshot: 2



Example screenshot: 3



Example screenshot: 4



11 Remove all empty worksheets

This utility removes all empty worksheets in your workbook that do not contain any data and formatting or objects.
You can use this to clean up your workbook, for example before a colleague or client has to work with it. This way the focus is only on the worksheets that are in use.

12 Unhide all sheets

This utility will unhide all sheets.
Normally in Excel you can only unhide one hidden sheet at a time. Now you can quickly make them all visible in one step.

13 Hide selected sheets

This utility will hide the selected sheets.

You can already do this in Excel but the advantage of this tool ASAP Utilities is that you can now assign your own shortcut to it.

14 Hide selected sheets extra (xlVeryHidden)

This utility will hide the selected sheets with the so called "xlVeryHidden" feature.
This way the sheet cannot be made visible the normal way in Excel (Format > Sheets > Unhide). You can only unhide the sheet by using a macro (VBA-code), or by using a tool such as "Unhide all sheets" in ASAP Utilities.

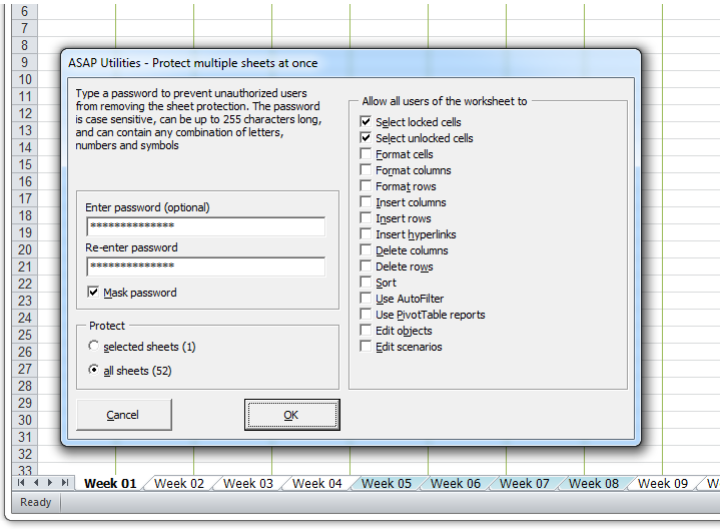
15 Protect multiple sheets at once...

This utility allows you to protect the selected or all sheets in your workbook with the same password at once.

The built in method of Excel allows you to only protect one sheet at a time. If you want to protect multiple sheets in Excel you have to protect them one by one. This can take a long time if you have many sheets and might result in accidentally forgetting one.
With this tool protecting your sheets is much easier and furthermore a lot faster.

Depending on your Excel version you can set additional settings, just like in the normal Excel protection dialog.

Example screenshot: Protect multiple sheets at once

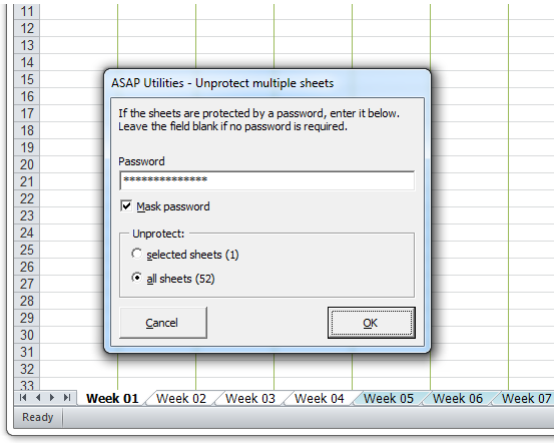


16 Unprotect multiple sheets at once...

This utility allows you to unprotect the selected or all sheets in your workbook with the same password at once.

The built in method of Excel allows you to only unprotect one sheet at a time. If you want to remove the protection from multiple sheets you have to unprotect them one by one. This can take a long time if you have many sheets.
With this tool unprotecting your sheets is much easier and furthermore a lot faster.

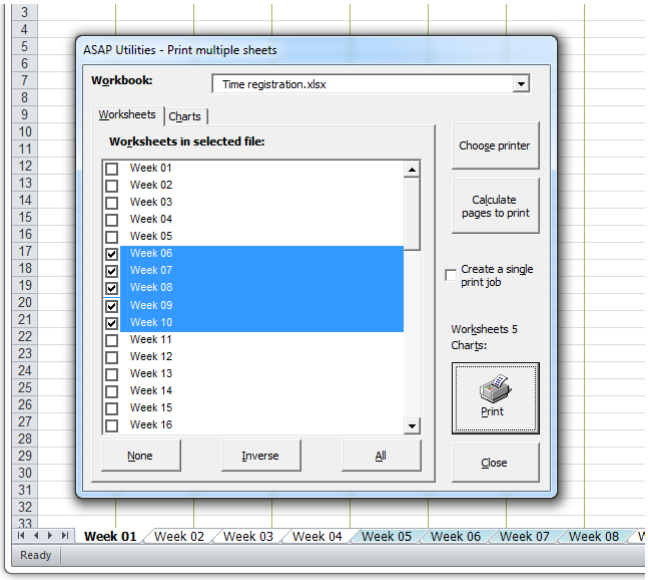
Example screenshot: Unprotect multiple sheets at once



17 Print multiple sheets at once...

Quickly print multiple worksheets or chart sheets at once.
You can choose which sheets to print or quickly select all. If you specify to create a single print job, the page numbering will be continuous; if not the page numbering will start with 1 on each of the selected sheets.

Example screenshot: Print multiple sheets at once



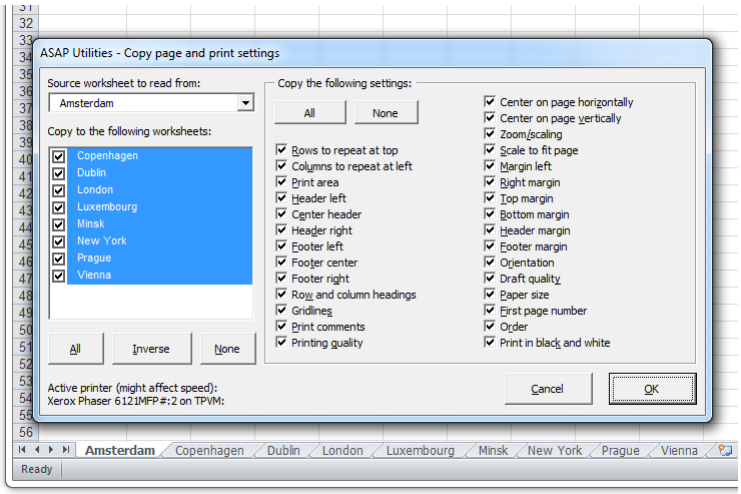
18 Copy a sheet's page and print settings...

With this tool you can easily copy the page and print settings from a worksheet to other worksheets.

You can copy the following properties:

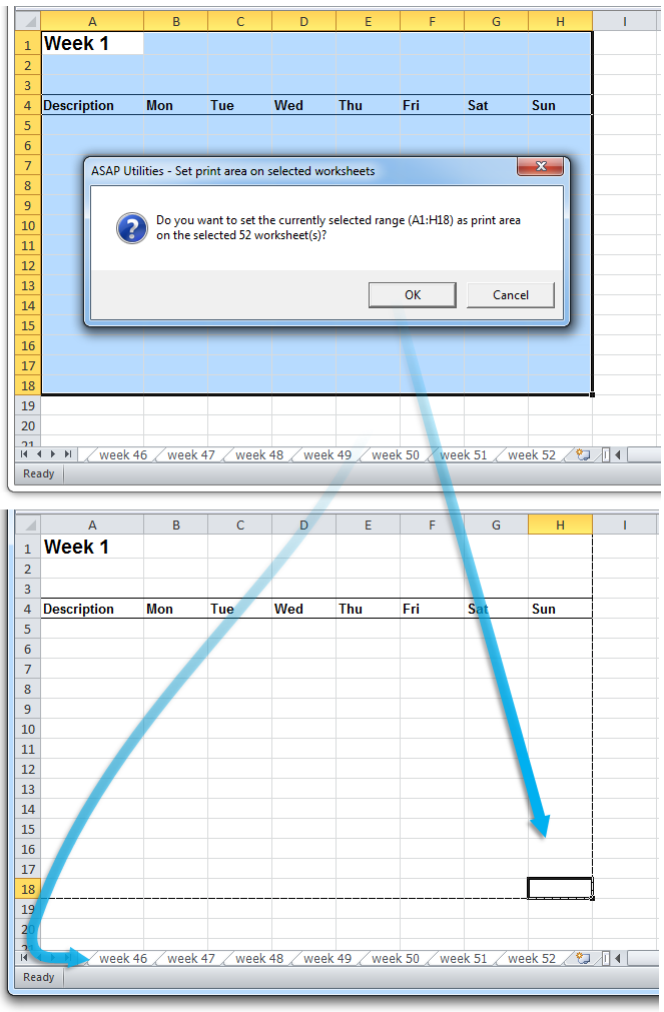
- Rows to repeat at top
- Columns to repeat at left
- Print area
- Header left
- Header right
- Footer left
- Footer center
- Footer right
- Margin left
- Right margin
- Center header
- Top margin
- Bottom margin
- Header margin
- Footer margin
- Row and column headings
- Gridlines
- Printing quality
- Center on page horizontally
- Orientation
- Draft quality
- Paper size
- Print comments
- First page number
- Print in black and white
- Order
- Zoom/scaling
- Center on page vertically
- Scale to fit page

Note:
The speed of this utility might vary, depending on the type of printer(driver) that is set as default when the tool is executed.
Starting from Excel XP/2002 you can also insert a picture in the header or footer. Unfortunately this is something that cannot be copied to other worksheets by using a macro. So if you have a picture in the header or footer it will not be copied with this tool in ASAP Utilities. From the Microsoft website: "*The only way to work with pictures in headers or footers for multiple worksheets is to select all the worksheets, and then insert a graphic by using the Insert Picture dialog box (click the Insert Picture button), or format the graphic by using the Format Picture dialog box (click the Format Picture button). The original graphic file is needed for this procedure.*"



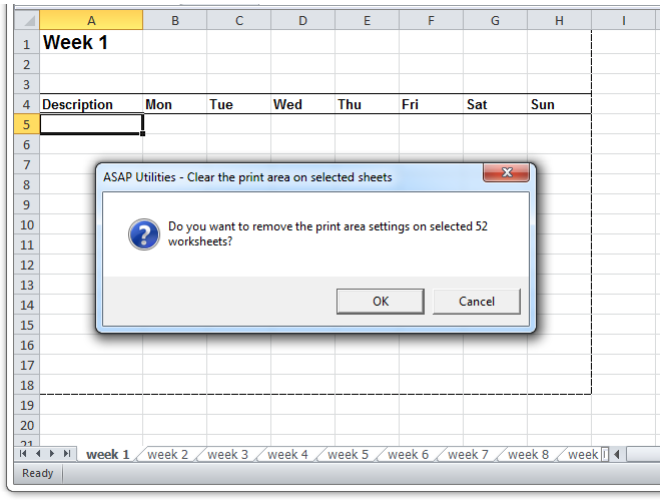
19 Set print area on selected worksheets

This utility sets the currently selected range as the print area on all selected worksheets. In Excel you can only set the print area on one sheet at a time. With this utility you can now easily set the same print area in multiple sheets at once.



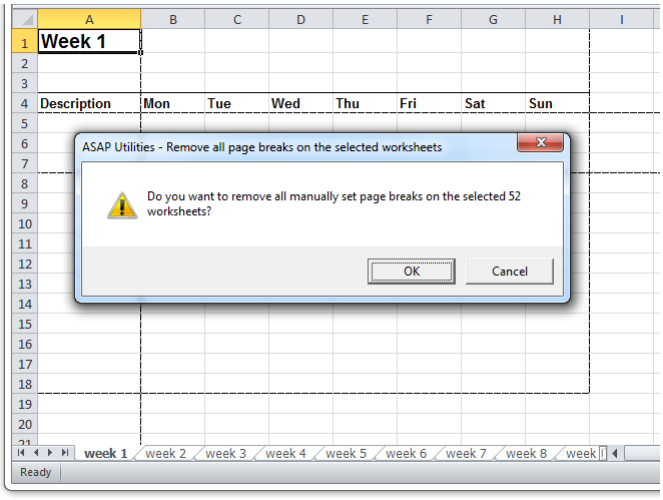
20 Clear the print area on selected sheets

This utility removes the print area on the selected sheets.
In Excel you can only clear the print area on one sheet at a time. With this utility you can now easily clear the print area on multiple sheets at once.



21 Remove all page breaks on the selected worksheets

This utility removes all manually set pages breaks from your selected worksheets.
In Excel you can only remove all page breaks one sheet at a time by first selecting all cells and then choosing "Reset All Page Breaks" in the "Insert" menu.
With this utility you can now easily remove the page breaks on multiple sheets at once and you don't need to select all cells upfront.



22 Freeze panes on multiple sheets at once

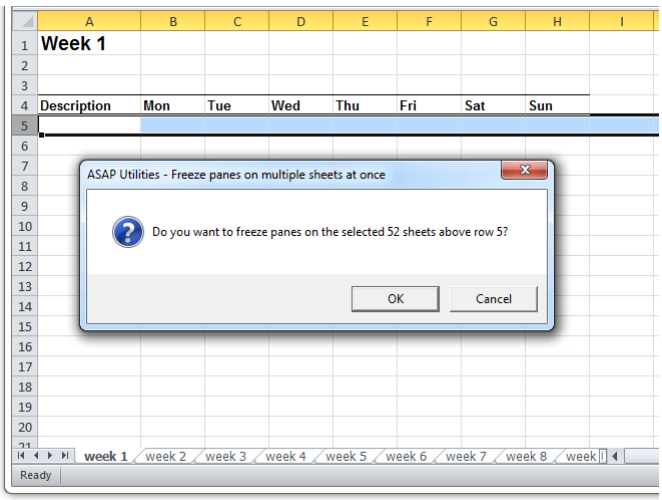
This utility freezes the panes in all or all selected worksheets, based on your selected range.
If you have selected only one sheet the utility works on all worksheets in your workbook. If you have selected multiple sheets, it will work on those selected sheets.

Freezing panes allows you to select data that remains visible when scrolling in a sheet. For example, keeping row and column labels visible as you scroll.

To freeze the panes, first do one of the following and then start this tool:

- top horizontal pane: select the row below where you want the split to appear.
- left vertical pane: select the column to the right where you want the split to appear.
- both the upper and left panes: click the cell below and to the right of where you want the split to appear.

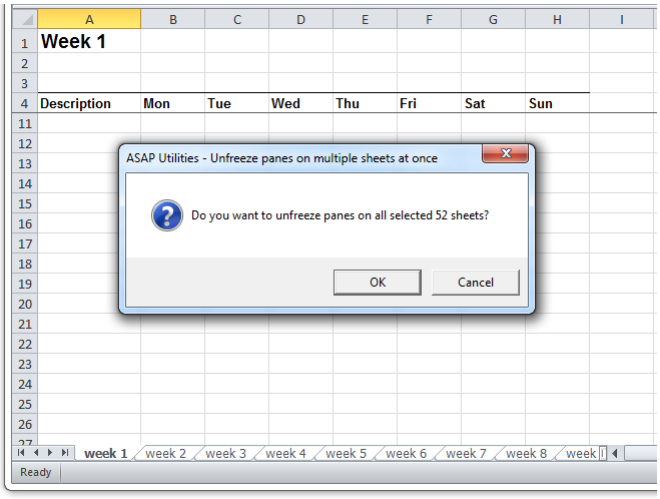
In Excel you can only freeze the panes on one sheet at a time. With this utility you can now quickly do this on multiple sheets at once.



23 Unfreeze panes on multiple sheets at once

This utility unfreezes the panes on all or all selected worksheets at once.
If you have selected only one sheet the utility works on all worksheets in your workbook. If you have selected multiple sheets, it will work on those selected sheets.

In Excel you can only unfreeze the panes on one sheet at a time. With this utility you can now quickly remove this on multiple sheets at once.



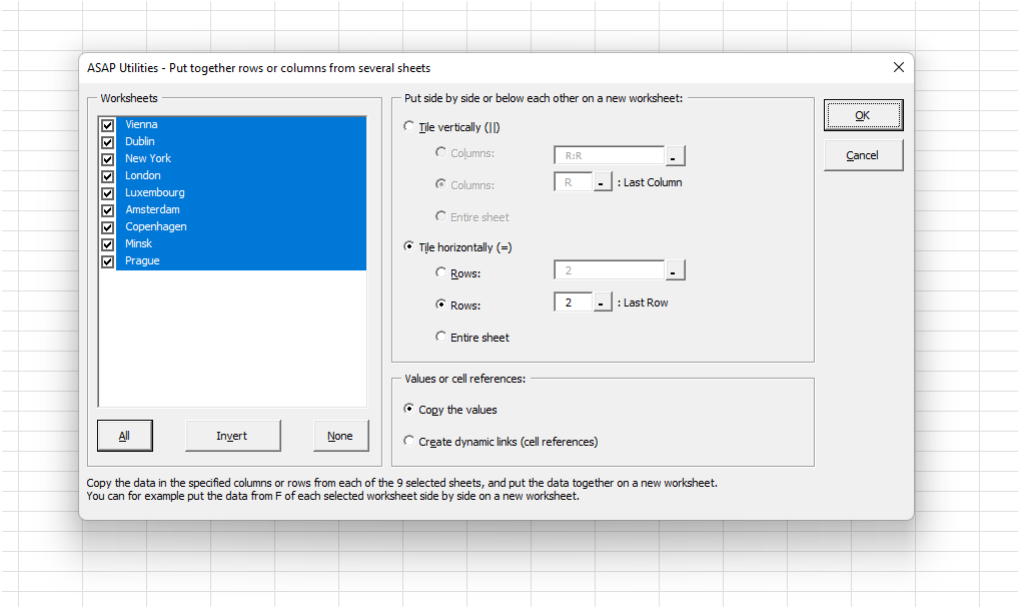
24 Put together rows or columns from several sheets...

This utility will copy the specified columns or rows from each selected sheet, and combines them into a new sheet.
You can for example put the data from F of each selected worksheet side by side on a new worksheet.

Usage:
1. Select the desired worksheets from which you want to combine the data.
2. Start this utility and then select the column(s) or row(s) you wish to put together.

If you choose the option "Create dynamic links (cell references)", the new worksheet will contain formulas with a cell reference to the original data. If you choose this option the display of zero values on the new worksheet will be turned off. The display of zero values is an Excel worksheet setting which you can also control with the "Vision Control" utility in ASAP Utilities.

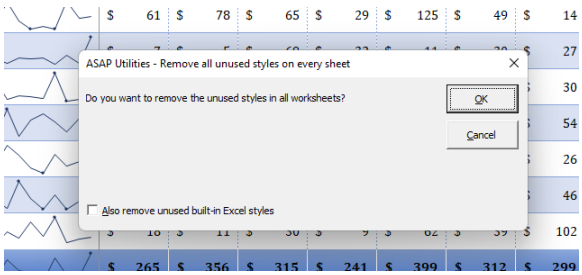
Example screenshot: Put together rows or columns from several sheets

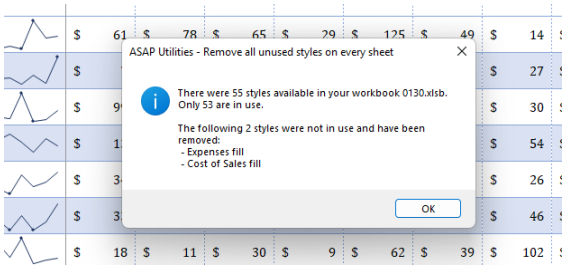


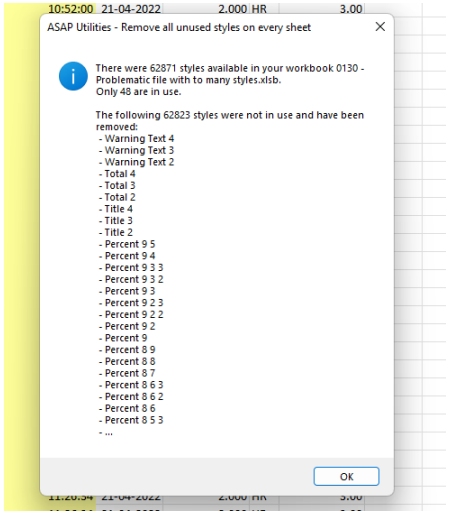
25 Remove all unused styles on every sheet

This utility removes all unused styles from every worksheet in your workbook.
In most of the times this fixes the problems when you get the message "Too Many Different Cell Formats" in Excel.

What this message means is explained by Microsoft:
You receive a "Too many different cell formats" error message in Excel.
This problem occurs when the workbook contains more than approximately 4000 different combinations of cell formats. A combination is defined as a unique set of formatting elements that are applied to a cell. A combination includes all font formatting (for example: typeface, font size, italic, bold, and underline), borders (for example: location, weight, and color), cell patterns, number formatting, alignment, and cell protection.
Source: https://support.microsoft.com/kb/q213904/







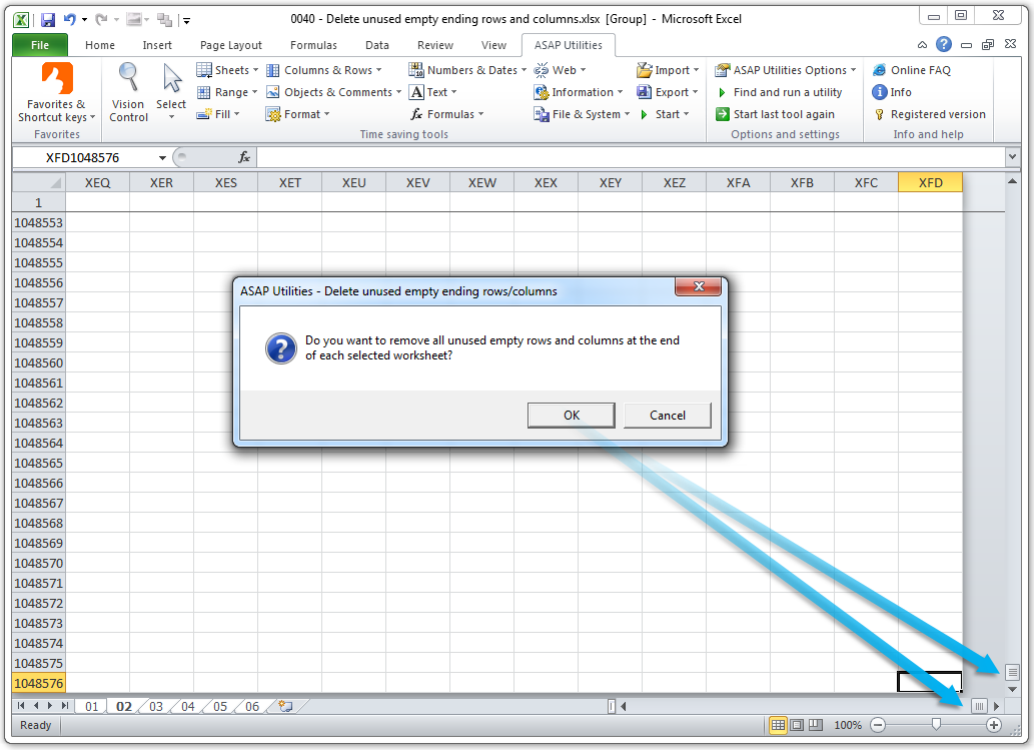
26 Delete unused empty ending rows/columns

This utility will remove all empty unused rows and columns at the right and bottom of your data range.
It is useful when the "Reset Excel's last cell" tool from ASAP Utilities can't reset the last cell.

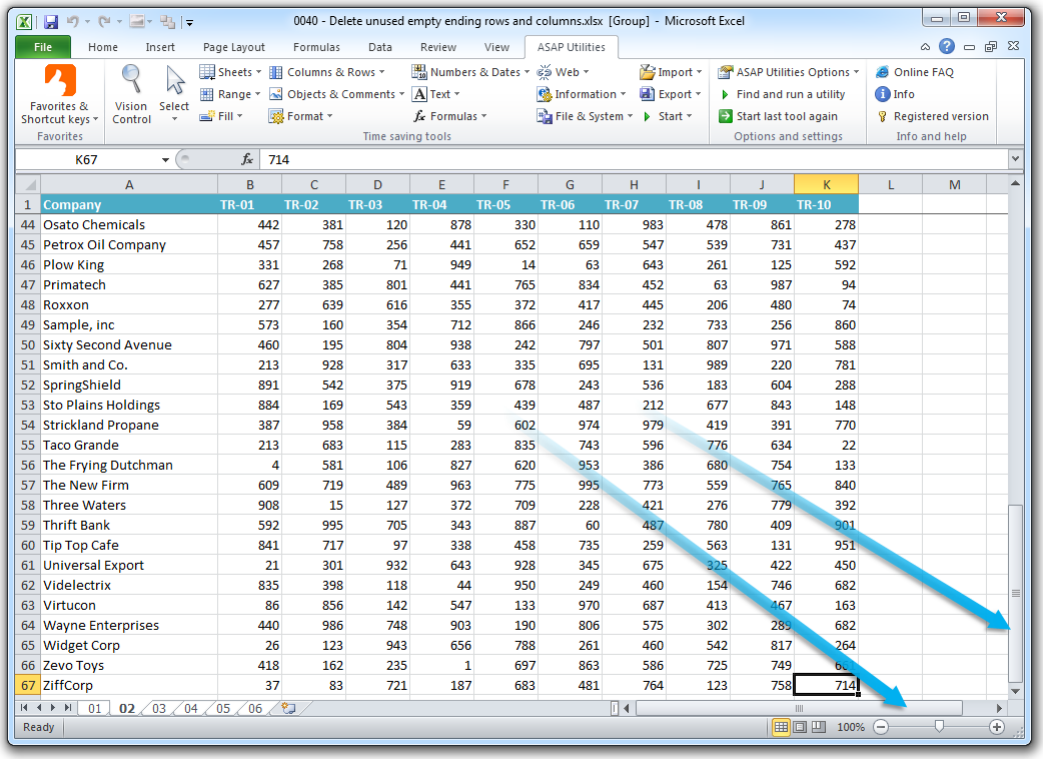
You can use this utility when the end of your worksheet is (far) below or to the right of the actual range that is in use. You can test if this is true by pressing Ctrl+End and Excel takes you to a blank cell below or to the right of the actual data.

Microsoft describes this problem in article 244435 as: "*Microsoft Excel saves only the part of each worksheet that is in use, meaning the section that contains data or formatting. Sometimes the last cell of a worksheet may be beyond the range of your actual used data. This issue may cause you to have a larger file size than necessary, you may print extra pages, you may receive "Out of Memory" error messages, or you may experience other unusual behavior. Clearing the excess rows and columns to reset the last cell can help to resolve these issues.*
You can locate the last cell of the active worksheet by pressing CTRL+END.".

Example screenshot: 1 Before



Example screenshot: 2 After



	Company	TR-01	TR-02	TR-03	TR-04	TR-05	TR-06	TR-07	TR-08	TR-09	TR-10
44	Osato Chemicals	442	381	120	878	330	110	983	478	861	278
45	Petrox Oil Company	457	758	256	441	652	659	547	539	731	437
46	Plow King	331	268	71	949	14	63	643	261	125	592
47	Primatech	627	385	801	441	765	834	452	63	987	94
48	Roxxon	277	639	616	355	372	417	445	206	480	74
49	Sample, inc	573	160	354	712	866	246	232	733	256	860
50	Sixty Second Avenue	460	195	804	938	242	797	501	807	971	588
51	Smith and Co.	213	928	317	633	335	695	131	989	220	781
52	SpringShield	891	542	375	919	678	243	536	183	604	288
53	Sto Plains Holdings	884	169	543	359	439	487	212	677	843	148
54	Strickland Propane	387	958	384	59	602	974	979	419	391	770
55	Taco Grande	213	683	115	283	835	743	596	776	634	22
56	The Frying Dutchman	4	581	106	827	620	953	386	680	754	133
57	The New Firm	609	719	489	963	775	995	773	559	765	840
58	Three Waters	908	15	127	372	709	228	421	276	779	392
59	Thrift Bank	592	995	705	343	887	60	487	780	409	901
60	Tip Top Cafe	841	717	97	338	458	735	259	563	131	951
61	Universal Export	21	301	932	643	928	345	675	325	422	450
62	Videlectrix	835	398	118	44	950	249	460	154	746	682
63	Virtucon	86	856	142	547	133	970	687	413	467	163
64	Wayne Enterprises	440	986	748	903	190	806	575	302	289	682
65	Widget Corp	26	123	943	656	788	261	460	542	817	264
66	Zevo Toys	418	162	235	1	697	863	586	725	749	6
67	ZiffCorp	37	83	721	187	683	481	764	123	758	714

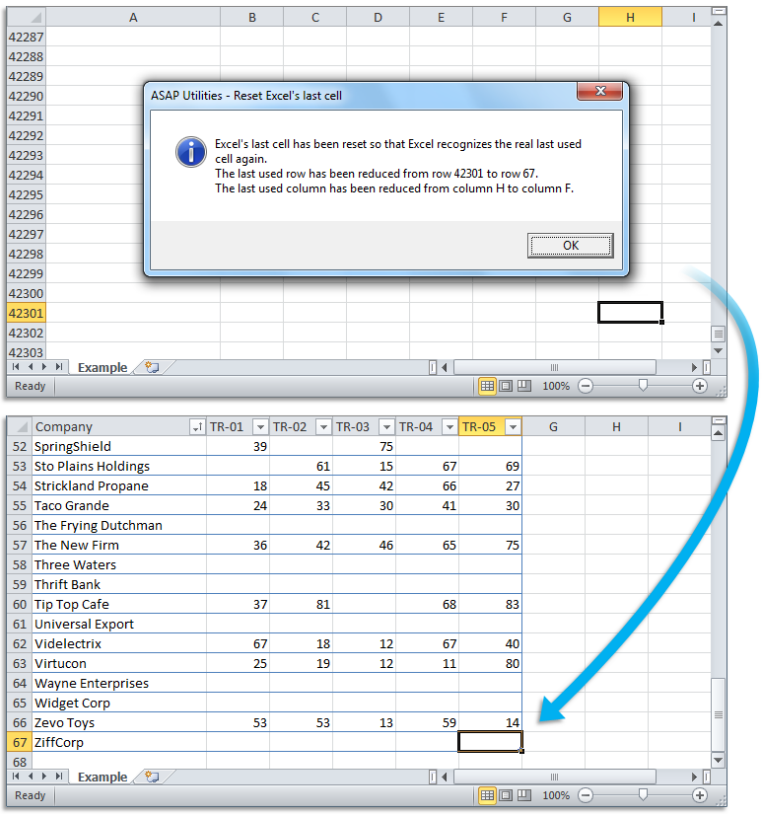
27 Reset Excel's last cell

This utility causes Excel to recognize the last used cell in your worksheet correct again. You can use this utility when the end of your worksheet is (far) below or to the right of the actual range that is in use. You can test if this is true by pressing Ctrl+End and Excel takes you to a blank cell below or to the right of the actual data.

Two indications that Excel doesn't recognize the last cell correctly are:
1. The end of your worksheet is (far) below or to the right of the actual range that is in use.
2. The scrollbars are very small but you don't have that much data.

Microsoft describes this problem in article 244435 as: "*Microsoft Excel saves only the part of each worksheet that is in use, meaning the section that contains data or formatting. Sometimes the last cell of a worksheet may be beyond the range of your actual used data. This issue may cause you to have a larger file size than necessary, you may print extra pages, you may receive "Out of Memory" error messages, or you may experience other unusual behavior. Clearing the excess rows and columns to reset the last cell can help to resolve these issues.*
You can locate the last cell of the active worksheet by pressing CTRL+END".

By default this utility can be used with the shortcut Ctrl+Alt+R.



5.5.5 Range

A collection of tools for working with ranges and cells.

1 Find and/or replace in all sheets...

With this utility you can find and/or replace in all worksheets at once.
This makes it easier to find information across you entire workbook.
The results will be displayed in a list and you can quickly activate a cell from this list. You can replace the results one by one or replace them all at once.

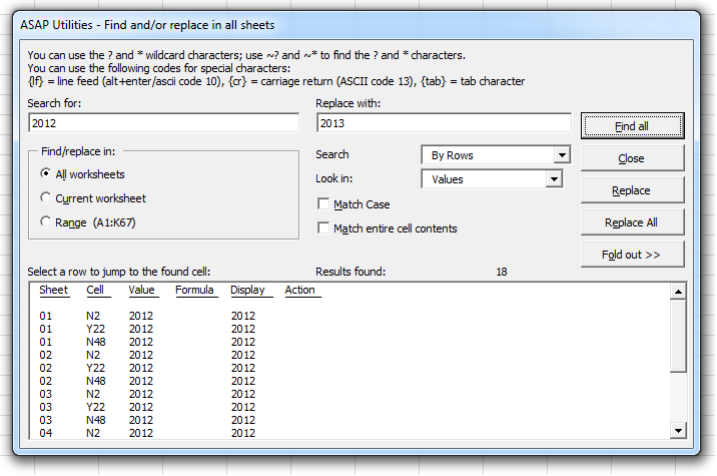
One of the advantages in comparison to Excel's default search and replace capabilities is that this utility makes is easier to deal with the special characters line feed (Alt+Enter), carriage return and tab.
You can use the following codes to search for these special characters or use them as replacement: {lf} = line feed (Alt+Enter/ascii code 10), {cr} = carriage return (ASCII code 13), {tab} = tab character.
Another advantage is it doesn't have Excel's length limit. In Excel you can receive the error "Formula is too long". Excel finds what you are looking for but you cannot replace it. This error has nothing to do with formulas; you can also get it if your cells contain only text. In such a case you can use ASAP Utilities to replace the text, because this utility does not have that limitation.

You can configure the following settings:

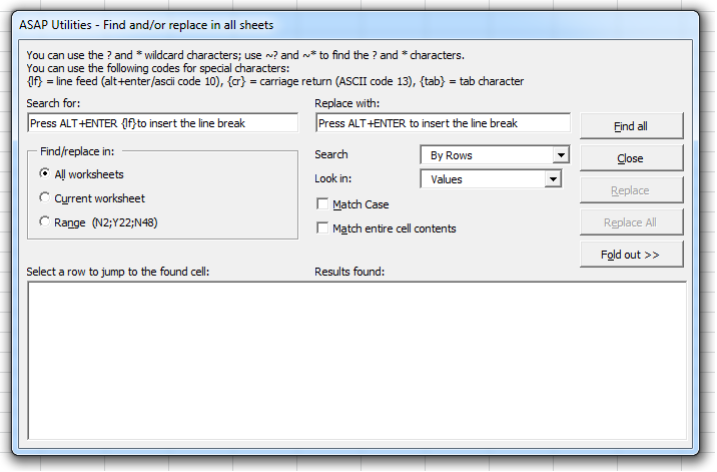
- Find what: the information to search for. You can use the ? and * wildcard characters; use ~? and ~* to find the ? and * characters.
- Replace with: the value to replace the search value with.
- Find/replace in:
  - All worksheets
  - Current worksheet
  - Selected range
- Search: by rows or by columns
- Look in: formulas or values.
- Match Case
- Match entire cell contents

By default you can start this utility with the shortcut Ctrl+Alt+H.
Your last used settings will be remembered.

Example screenshot: 1



Example screenshot: 2



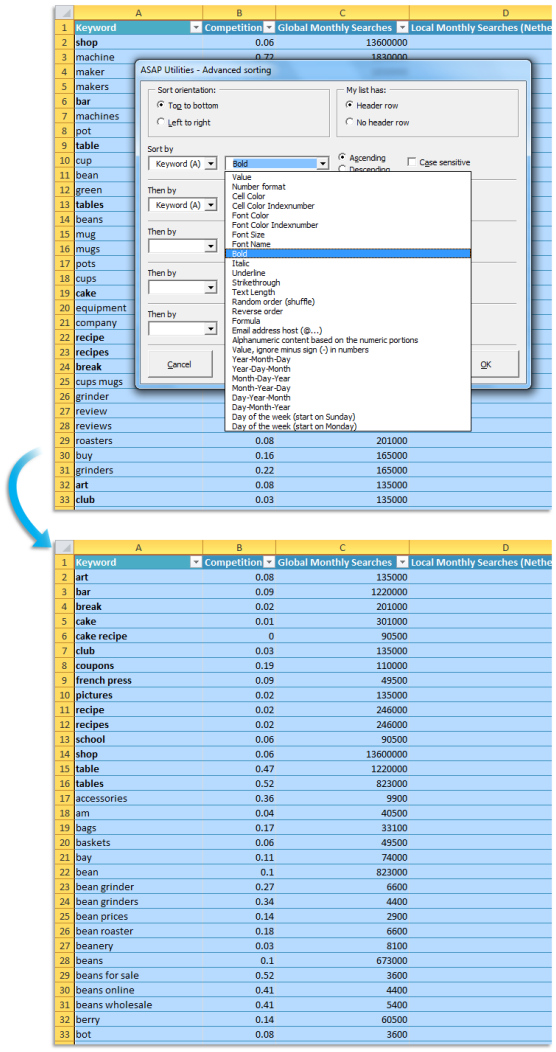
2 Advanced sorting...

This tool extends the options to sort your data.
You can sort on up to 5 columns at once. Furthermore you can sort on many more properties than just the cell values.

With this tool you can sort by:

- Value
- Number format
- Cell Color
- Cell Color Indexnumber
- Font Color
- Font Color Indexnumber
- Font Size
- Font Name
- Bold
- Italic
- Underline
- Strikethrough
- Text Length
- Random order (shuffle)
- Reverse order
- Formula
- Email address host (@...)
- Alphanumeric content based on the numeric portions
- Value, ignore minus sign (-) in numbers
- Year-Month-Day
- Year-Day-Month

- Month-Day-Year
- Month-Year-Day
- Day-Year-Month
- Day-Month-Year
- Day of the week (start on Sunday)
- Day of the week (start on Monday)

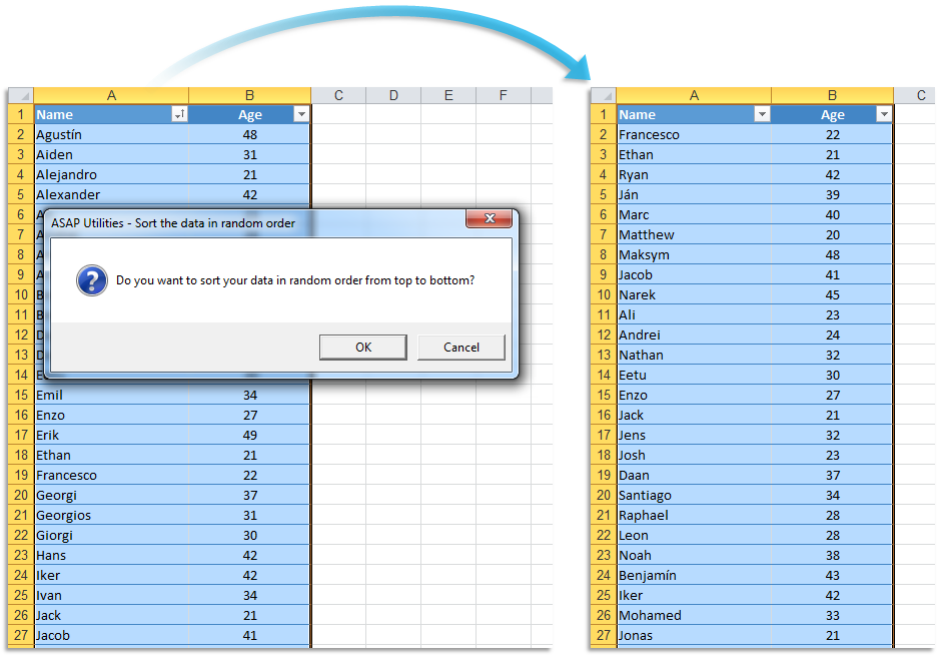


3 Sort the data in random order

This utility sorts your selected range in a random order from top to bottom.

You can for example use this to randomly sort your list to pick 5 lottery winners.
Another example is to make sure that the start of the competitors in a contest is in random order.

Example screenshot: Sort in random order



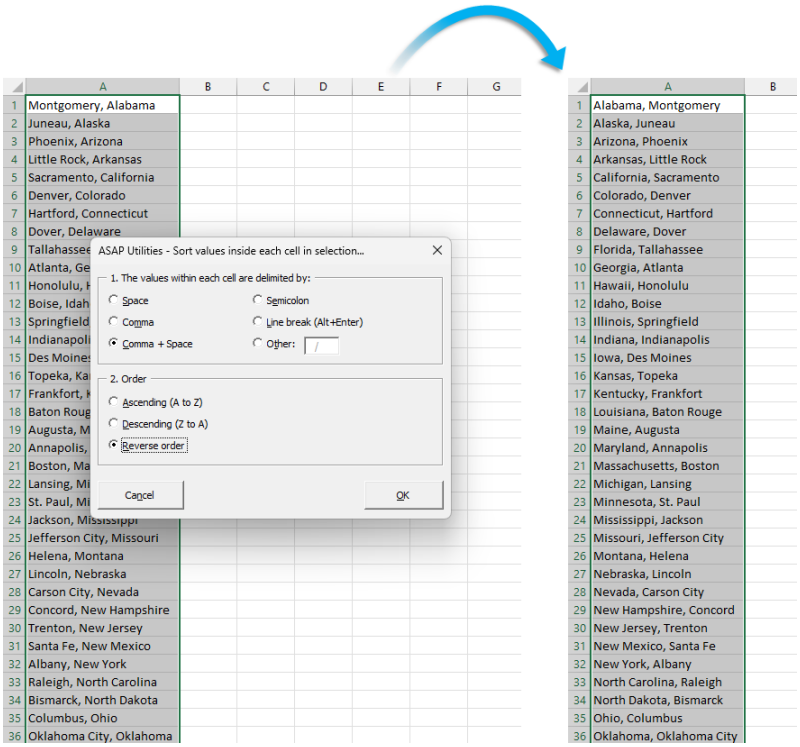
4 Sort values inside each cell in selection...

This tool sorts the contents of each cell in your selection.
You can choose if the cell contents are:

- Separated by a space
- Separated by a comma
- Separated by a comma + space
- Separated by a line break (Alt+Enter)
- Or enter your own separator

You can sort either ascending (A-Z), descending (Z-A) or in reverse order.

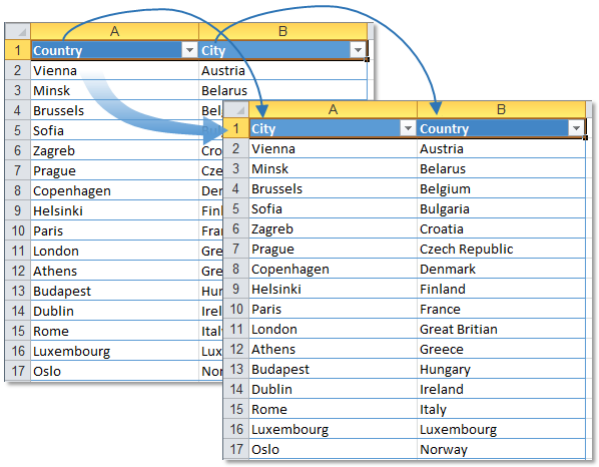
Tip: You can also use this on a (temporary) extra column in preparation to identify duplicate cell values.



5 Flip selected cells

This utility will flip the cells in your selection.
The utility works on cells in one column or one row at a time.

If you have for example selected four cells in one row (A1:D1) with the values 1, 2, C and D then this utility will reverse the values so that the values in the range A1:D1 become D, C, 2 and 1.



6 Move screen (place selection in top-left of screen)

This utility will scroll the displayed range in your worksheet so that your selected range is displayed at the top-left.

7 Show selection in center of screen

This utility will scroll the displayed range in your worksheet so that your selected range is displayed in the center.
This can be useful to set the focus to certain cells and because you don't have to use the scrollbars to do it manually.

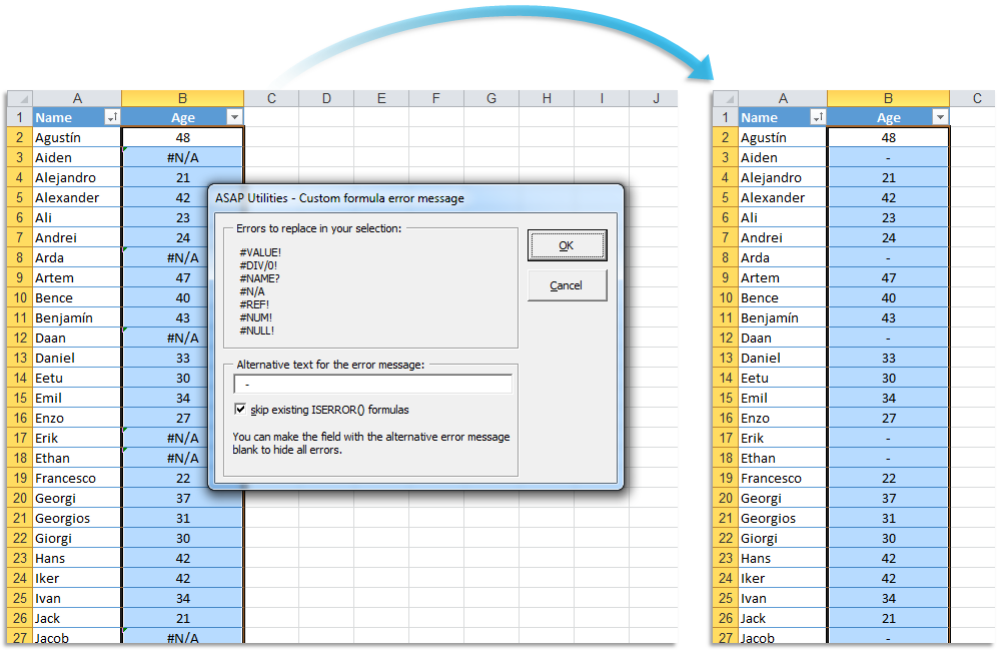
8 Custom formula error message...

This utility makes it easy to display a custom error message for formulas that produce an error.
Instead of an error such as #N/A or #VALUE!, you can have your own (more logical) error message displayed when a formula results in an error.
For example, if you have a VLOOKUP formula but no result is found then the formula will then display the value #N/A. You use can this utility to tell Excel what it should display when the formula results in an error, for example to display nothing (an empty result) when no result is found or a user friendly message such as "country not found".

This utility wraps an =IF(ISERROR(old_formula),[value in case of error],old_formula) formula around the existing formulas. You can do this manually, but it is easier and faster with help of ASAP Utilities.

This utility has two advantages compared to writing the =IF(ISERROR()) formula manually:
1. It is easier and quicker because you don't have to type in the formula.
2. You can also use this utility on a range of cells with different formulas.

Example screenshot: Hide or replace error values

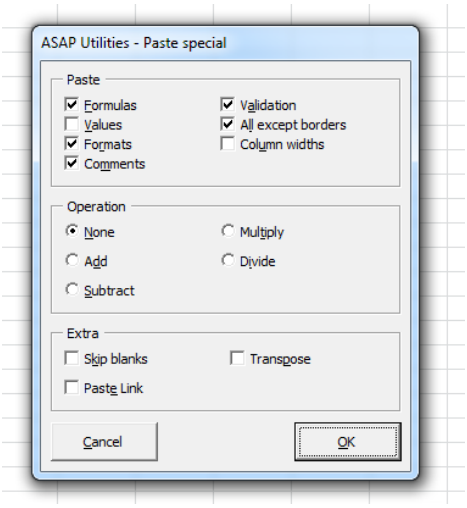


9 Paste special (with combinations)...

This utility does a "Paste Special", where you can use a combination from the options. With the built in Excel "Paste Special" dialog you can only paste one item at a time. With this utility you can now for example past both values, comments and formatting in one step.

Follow the following steps to use this:
1. Copy your data range (for example with Ctrl+C).
2. Select the cell or range where you want to paste
3. Start this utility to paste the information/properties.

By default you can start this utility with the shortcut Ctrl+Alt+Y.



10 Paste values and formatting

This utility pastes both the values and formatting in one single step.

Follow the following steps to use this:
1. Copy your data range (for example with Ctrl+C).
2. Select the cell or range where you want to paste
3. Start this utility to paste both the values and formatting.

11 Paste values only

This will paste the copied data as values only.

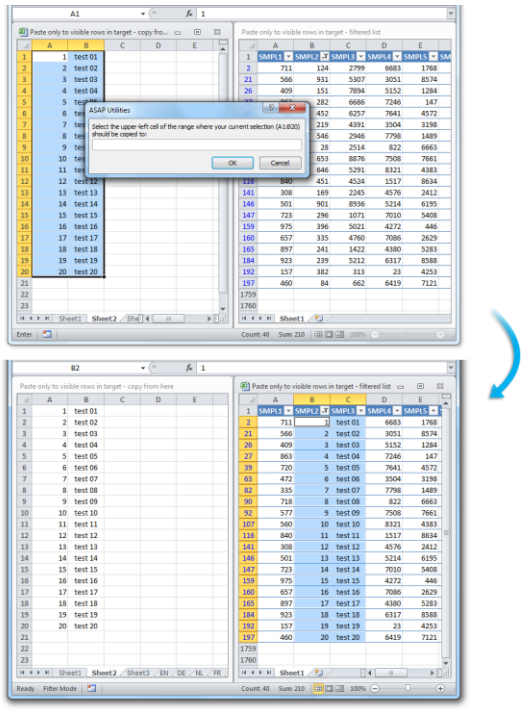
You can assign your own shortcut to this via the "Favorites & Shortcut keys" menu. This tool can speed things up when you use this often and save you a few strokes/mouse actions compared to the "Paste > Paste Values" via the menu in Excel when you assign a shortcut to it.

12 Copy selection and paste into only the visible cells...

This tool copies the visible cells in your current selection and then pastes these into only the visible cells in a given destination range.

If there are hidden rows or columns in either the source or target range, then those will be skipped. The data will then be pasted into the first next visible row or column.

This tool can be useful when pasting data into a filtered list.

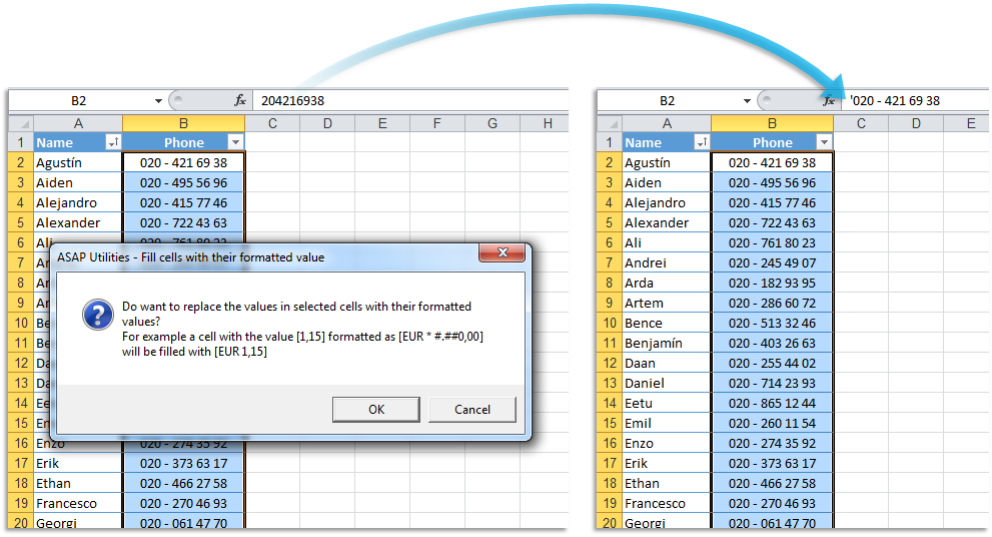


13 Fill cells with their formatted value

This utility replaces the contents in the selected cells with their formatted value.

For example if you have a cell with the value "384216938" with the cell formatting "000 - 000 00 00" then it will be displayed as "038 - 421 69 38".
This utility will then fill the cell with the value "038 - 421 69 38".
This can for example be useful when you use mailmerge in MS Word because that reads the value of the cell and ignores the cell formatting.

Example screenshot: Fill cells with their displayed value



	A	B
1	Name	Phone
2	Agustín	020 - 421 69 38
3	Aiden	020 - 495 56 96
4	Alejandro	020 - 415 77 46
5	Alexander	020 - 722 43 63
6	Ali	020 - 761 80 23
7	Andrei	020 - 245 49 07
8	Arda	020 - 182 93 95
9	Artem	020 - 286 60 72
10	Bence	020 - 513 32 46
11	Benjamín	020 - 403 26 63
12	Daan	020 - 255 44 02
13	Daniel	020 - 714 23 93
14	Eetu	020 - 865 12 44
15	Emil	020 - 260 11 54
16	Enzo	020 - 274 35 92
17	Erik	020 - 373 63 17
18	Ethan	020 - 466 27 58
19	Francesco	020 - 270 46 93
20	Georgi	020 - 061 47 70

14 Replace conditional formatting with static formatting in selection

This tool replaces the conditional formatting in the selected cells with regular (static) formatting.

The formatting, that has been applied via conditional formatting rules (number, font, border and fill) is verified and then applied as regular (static) formatting.

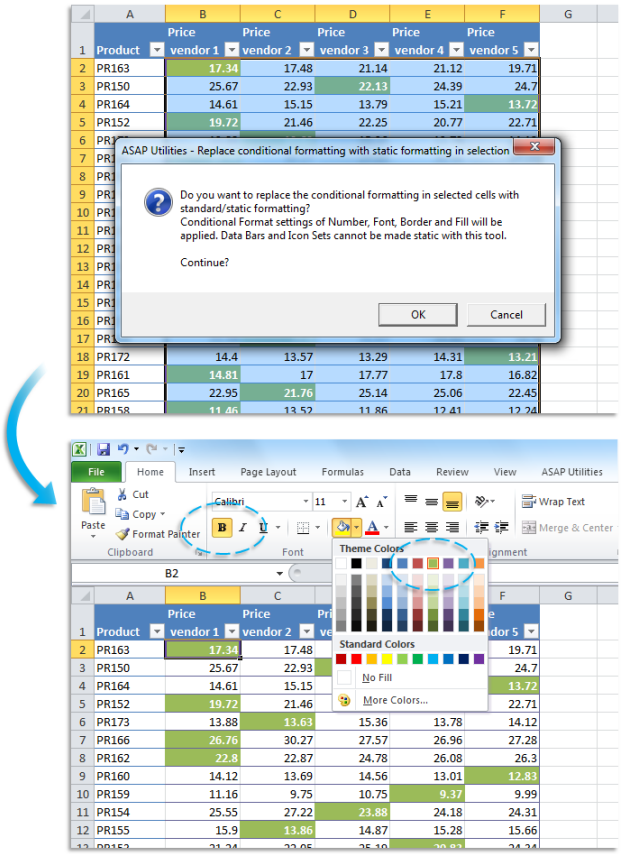
The conditional formatting rules are then removed, but not the effects.

A practical example:

'We work a lot with conditional formatting, but our client wants us to "freeze" the format (which means no more use of conditional formatting...) in order to have a classical Excel format (mainly cell and font colors). The idea is to do the same thing as we can do with formulas or calculations "copy > paste as values" but for conditional formatting.'

Note:

Data Bars and Icon Sets cannot be made static with this tool.



15 Copy formulas without changing their cell references...

This utility copies all formulas without changing the cell references.

Normally Excel adjusts the cell references if you copy your formulas to another location. You would then have to "fix" all cell references with a dollar sign (for example change A1 to $A$1) to keep the cell references the same.
With this utility you can now easily copy your formulas to another location without Excel having the cell references changed and without the need of adjusting the cell referenced first.
Besides the formulas this utility will also copy the formats, comments and validation.

16 Move selected data (only values)...

This utility moves the content of your selected range to another location.

It is a bit similar to "cut" and "paste" but instead of the built in Excel method, it will only paste the values.
Moreover it will not update any cell references. If you move your data Excel automatically adjusts the formula references to point to the new location. This utility prevents that. For example if you have a formula with a reference to range A1:B10 and you use this utility to

move the contents of cell A1:B10 to another location, the formula will still use to A1:B10.
If you your range contains cells with formulas then these will be replaced with their calculated value.

17 Copy multiple selected ranges...

With this utility you can copy multiple selected ranges at once.

If you have selected multiple (non-contiguous) ranges you cannot easily copy this in Excel.
If you try to do this you get an error similar to "The command you chose cannot be performed with multiple selections. Select a single range and click the command again.".
If you can copy it, because the ranges are all on the same columns or rows then Excel ignores the empty rows or columns in between.
With this utility you can now easily copy these cells.

18 Transpose data with formulas...

This utility will transpose your data and preserves the cell references.
Unlike the standard Excel methods which changes the cell references when the data shifts, this utility will not change the cell references in your formulas.

Example screenshot: 1 Before

B1 =Sheet1!A10

	A	B	C	D	E	F	G
1	**value**	Amsterdam	Ankara	Athens	Belgrade	Berlin	Bern
2	**formula used:**	=Sheet1!A10	=Sheet1!B10	=Sheet1!C10	=Sheet1!D10	=Sheet1!E10	=Sheet1!F10
3							
4							

Example screenshot: 2 The result, all cell references have been preserved

A7 =Sheet1!A10

	A	B	C
6	**value**	**formula used:**	
7	Amsterdam	=Sheet1!A10	
8	Ankara	=Sheet1!B10	
9	Athens	=Sheet1!C10	
10	Belgrade	=Sheet1!D10	
11	Berlin	=Sheet1!E10	
12	Bern	=Sheet1!F10	
13	Bratislava	=Sheet1!G10	
14			

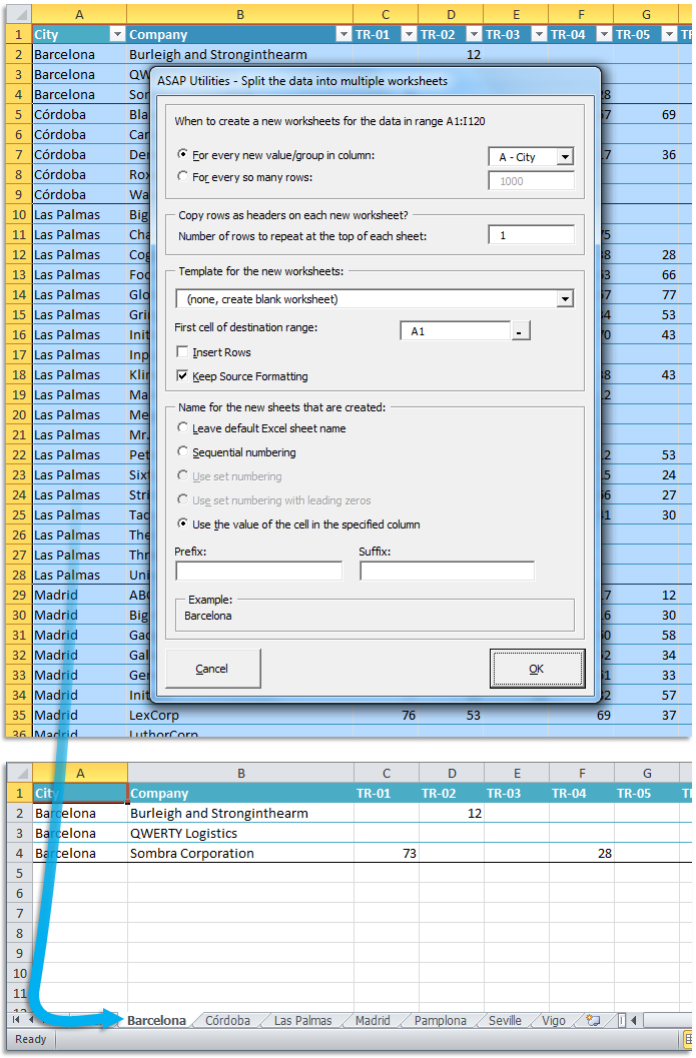
19 Split the selected range into multiple worksheets...

With this tool you can quickly split your selected data into multiple sheets.
You can do this either by value/group in a column or you can specify the number of rows to create per sheet.

Examples:
Create a new sheet for each company in your table.

Note:
Your initial data remains unaltered.
If you want to save the new created worksheets as separate files, then you can do this with the utility "Export » Export worksheets as separate files...".

We have also received the request for this tool from people that used workbooks with over 500 000 rows (Excel 2007+) and then needed to create a file that could be opened in Excel 2003. In order to do that they had to split the information into pieces of a max of 65536 rows per worksheet because that is the maximum amount of rows that a sheet in Excel 2003 can contain. With this tool you can quickly have ASAP Utilities do that for you.



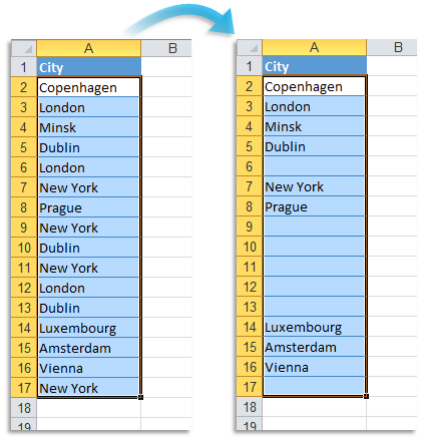
20 Clear duplicated values in selection (leave one original)

This utility will remove all duplicated values within the selected cells and keep one original. The first cell containing a duplicated value will keep its value, all other cells with this same value will have their contents cleared.
This way only one of each value will remain.

You can specify if you want this utility to be case sensitive.

If your selection contains formulas then this utility compares the calculated values. This means that this utility considers a cell with the value 12 and a cell with the formula =3*4 as a duplicate.

Example screenshot: 1



	A	B
1	City	
2	Copenhagen	
3	London	
4	Minsk	
5	Dublin	
6	London	
7	New York	
8	Prague	
9	New York	
10	Dublin	
11	New York	
12	London	
13	Dublin	
14	Luxembourg	
15	Amsterdam	
16	Vienna	
17	New York	
18		

	A	B
1	City	
2	Copenhagen	
3	London	
4	Minsk	
5	Dublin	
6		
7	New York	
8	Prague	
9		
10		
11		
12		
13		
14	Luxembourg	
15	Amsterdam	
16	Vienna	
17		
18		

Example screenshot: 2

	A
1	email address
2	amsterdam@asap-utilities.com
3	amsterdam@asap-utilities.com
4	ankara@asap-utilities.com
5	athens@asap-utilities.com
6	belgrade@asap-utilities.com
7	berlin@asap-utilities.com
8	bern@asap-utilities.com
9	bratislava@asap-utilities.com
10	brussels@asap-utilities.com
11	brussels@asap-utilities.com
12	bucharest@asap-utilities.com
13	budapest@asap-utilities.com
14	copenhagen@asap-utilities.com
15	dublin@asap-utilities.com
16	dublin@asap-utilities.com
17	helsinki@asap-utilities.com
18	kiev@asap-utilities.com
19	lisbon@asap-utilities.com
20	ljubljana@asap-utilities.com
21	london@asap-utilities.com
22	luxembourg@asap-utilities.com
23	madrid@asap-utilities.com
24	minsk@asap-utilities.com
25	moscow@asap-utilities.com
26	moscow@asap-utilities.com
27	nicosia@asap-utilities.com
28	oslo@asap-utilities.com
29	paris@asap-utilities.com
30	prague@asap-utilities.com
31	prague@asap-utilities.com
32	reykjavik@asap-utilities.com
33	

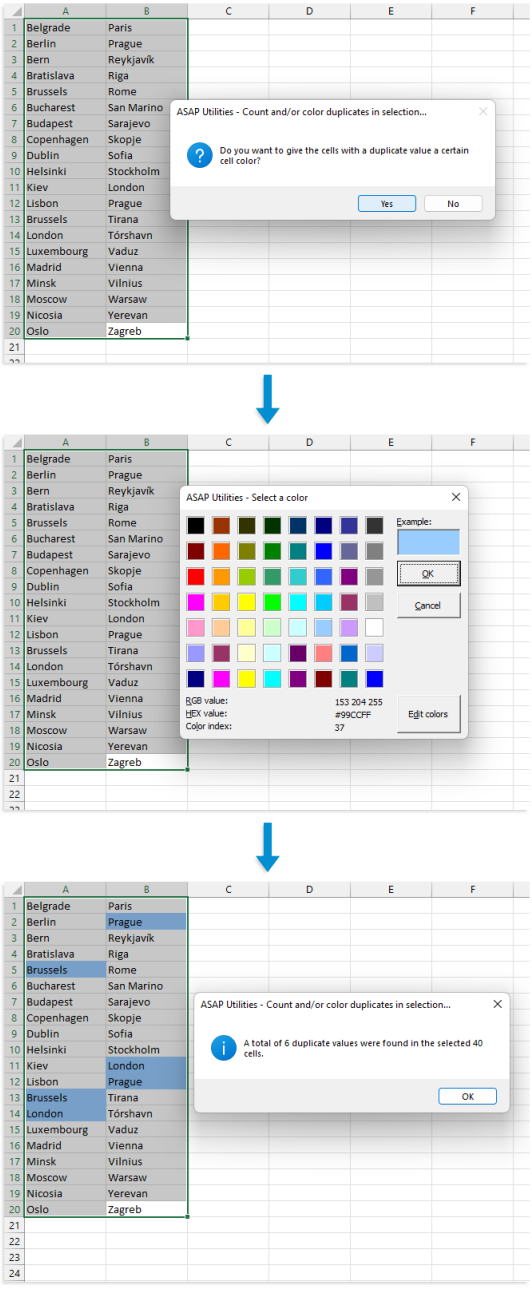
	A
1	email address
2	amsterdam@asap-utilities.com
3	
4	ankara@asap-utilities.com
5	athens@asap-utilities.com
6	belgrade@asap-utilities.com
7	berlin@asap-utilities.com
8	bern@asap-utilities.com
9	bratislava@asap-utilities.com
10	brussels@asap-utilities.com
11	
12	bucharest@asap-utilities.com
13	budapest@asap-utilities.com
14	copenhagen@asap-utilities.com
15	dublin@asap-utilities.com
16	
17	helsinki@asap-utilities.com
18	kiev@asap-utilities.com
19	lisbon@asap-utilities.com
20	ljubljana@asap-utilities.com
21	london@asap-utilities.com
22	luxembourg@asap-utilities.com
23	madrid@asap-utilities.com
24	minsk@asap-utilities.com
25	moscow@asap-utilities.com
26	
27	nicosia@asap-utilities.com
28	oslo@asap-utilities.com
29	paris@asap-utilities.com
30	prague@asap-utilities.com
31	
32	reykjavik@asap-utilities.com
33	

21 Count and/or color duplicates in selection...

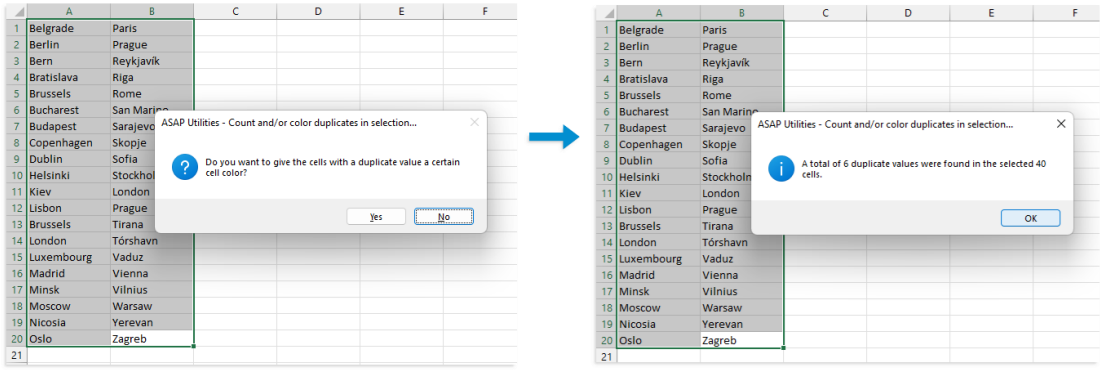
This utility tells you how many duplicate values there are in your selected range.
You can choose to paint all duplicate cells with a certain color.

Note:
The utility is case sensitive which means for example that "Excel" and "EXCEL" are not the same.
If your selection contains formulas then this utility compares the calculated values. This means that this utility considers a cell with the value 12 and a cell with the formula =3*4 as a duplicate.

Example screenshot: 1 Count and color duplicated values



Example screenshot: 2 Just count the duplicates without coloring them



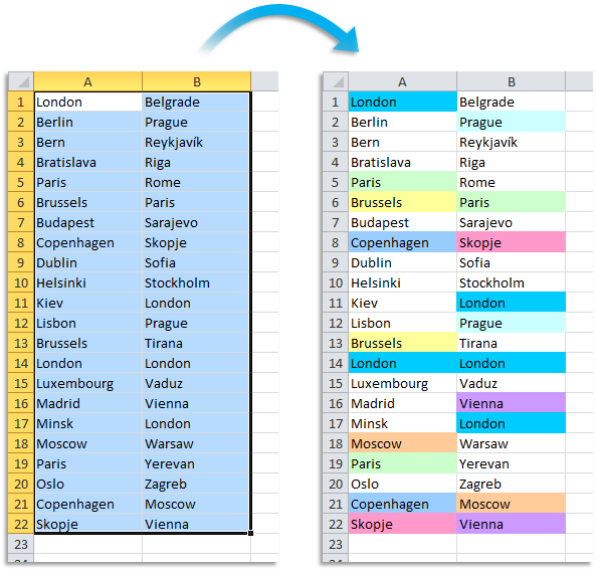
22 Count duplicates and give each set of duplicates its own color

This tool counts and colors the duplicate values in your selection.
Each set of duplicated values is given its own unique color.

This helps to quickly find the duplicated values, by having a set of colors each of which can readily be distinguished from one another.

Example:
If your selection contains 5 cells with the value "London" then those 5 cells will all get the same color, for example blue. And if the value "Paris" exists in 3 cells then those 3 cells will also get the same, but a different color, such as green.

Note:
The utility is case sensitive which means for example that "Excel" and "EXCEL" are not the same.
If your selection contains formulas then this utility compares the calculated values. This means that this utility considers a cell with the value 12 and a cell with the formula =3*4 as a duplicate.



23 Create a list of all range names in the workbook

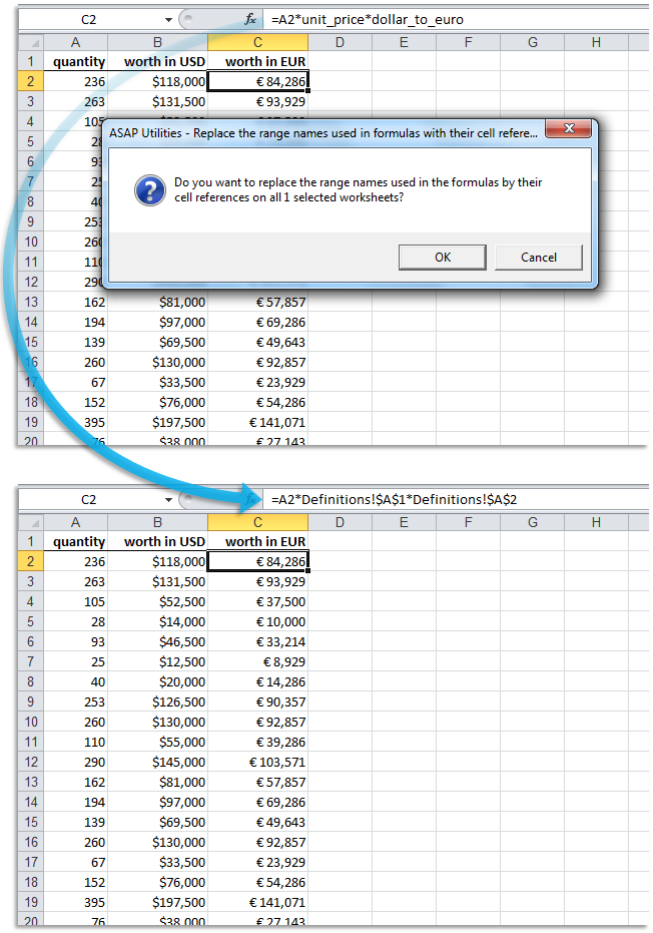
This utility creates a report with all named ranges in your workbook.

A new workbook will be created which lists all the named ranges within your workbook and their cell references and comments.

24 Replace the range names used in formulas with their cell references (on selected sheets)

This utility replaces the range names, used in formulas in the selected sheets, with their cell references.
For example if you have a value in cell C10 with the range name 'quantity' and you used a formula such as '=A1*quantity', then this utility will replace that formula with '=A1*C10'.

Example screenshot: 1 Select the sheets and start the utility and the range names will be replaced with their cell references



Example screenshot: 2 A report with the changes that were made

	A	B	C	D	E	F
1	Sheet	Cell	Value	Original formula	New formula	
2	After	B2	118000	=A2*unit_price	=A2*Definitions!$A$1	
3	After	C2	$84,285.71	=A2*unit_price*dollar_to_eu	=A2*Definitions!$A$1*Definitions!$A$2	
4	After	B3	131500	=A3*unit_price	=A3*Definitions!$A$1	
5	After	C3	$93,928.57	=A3*unit_price*dollar_to_eu	=A3*Definitions!$A$1*Definitions!$A$2	
6	After	B4	52500	=A4*unit_price	=A4*Definitions!$A$1	
7	After	C4	$37,500.00	=A4*unit_price*dollar_to_eu	=A4*Definitions!$A$1*Definitions!$A$2	
8	After	B5	14000	=A5*unit_price	=A5*Definitions!$A$1	
9	After	C5	$10,000.00	=A5*unit_price*dollar_to_eu	=A5*Definitions!$A$1*Definitions!$A$2	
10	After	B6	46500	=A6*unit_price	=A6*Definitions!$A$1	
11	After	C6	$33,214.29	=A6*unit_price*dollar_to_eu	=A6*Definitions!$A$1*Definitions!$A$2	
12	After	B7	12500	=A7*unit_price	=A7*Definitions!$A$1	
13	After	C7	$8,928.57	=A7*unit_price*dollar_to_eu	=A7*Definitions!$A$1*Definitions!$A$2	
14	After	B8	20000	=A8*unit_price	=A8*Definitions!$A$1	
15	After	C8	$14,285.71	=A8*unit_price*dollar_to_eu	=A8*Definitions!$A$1*Definitions!$A$2	
16	After	B9	126500	=A9*unit_price	=A9*Definitions!$A$1	
17	After	C9	$90,357.14	=A9*unit_price*dollar_to_eu	=A9*Definitions!$A$1*Definitions!$A$2	
18	After	B10	130000	=A10*unit_price	=A10*Definitions!$A$1	
19	After	C10	$92,857.14	=A10*unit_price*dollar_to_e	=A10*Definitions!$A$1*Definitions!$A$2	
20	After	B11	55000	=A11*unit_price	=A11*Definitions!$A$1	
21	After	C11	$39,285.71	=A11*unit_price*dollar_to_e	=A11*Definitions!$A$1*Definitions!$A$2	

25 Delete all range names in selection

This utility removes all range names within your selected range.

Note:
If the range name is used in a formula then the formula will result in an error when the range name is removed.

26 Delete all range names in the entire workbook

This utility removes all range names in your entire workbook.

Note:
If the range name is used in a formula then the formula will result in an error when the range name is removed.

27 Delete all range names with an invalid cell reference (#REF!)

This tool removes all range names that have an invalid reference (#REF!).
A report with the results will be presented to you.

5.5.6 Fill

Collection of tools for filling cells and adding data.

1 Fill empty cells in selection...

This utility fills all empty cells in your selection with a specified value.

If only one cell is selected then all empty cells within the used range of your worksheet will be filled.

2 Overwrite filled cells in selection...

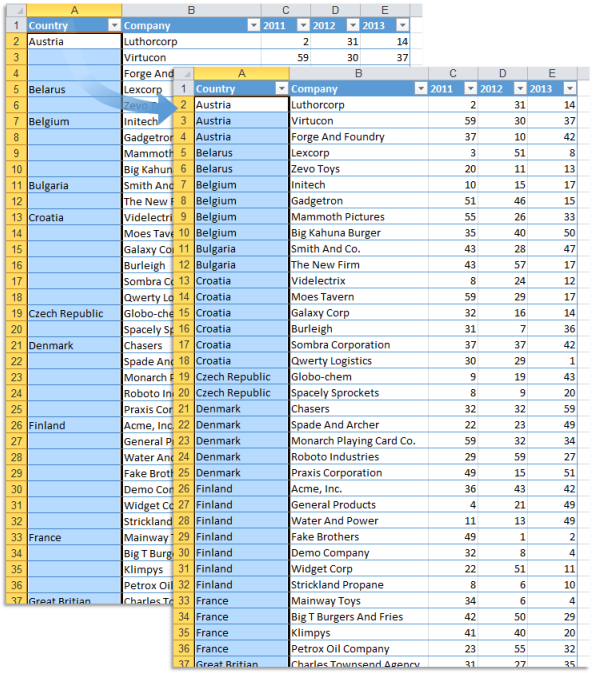
This utility fills all non-empty cells in your selection with a specified value.

If only one cell is selected then all filled cells within the used range of your worksheet will be filled with the new value.

3 Copy values to empty cells below filled cells in selection

This utility fills all empty cells in your selection with the value from the first filled cell found above.

This can be very useful if you want for example to prepare your data for a pivot table.



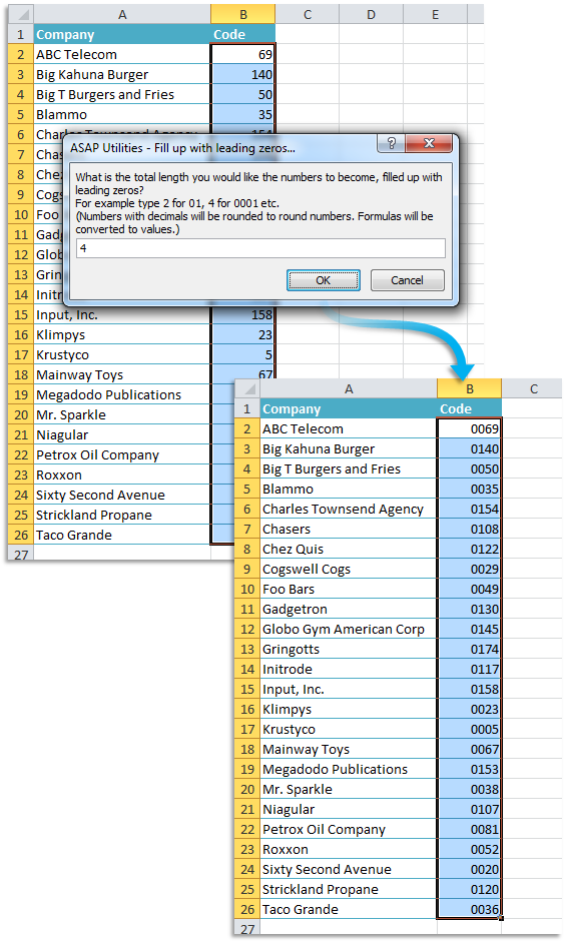
	Country	Company	2011	2012	2013
2	Austria	Luthorcorp	2	31	14
3		Virtucon	59	30	37
4		Forge And			
5	Belarus	Lexcorp			
6					
7	Belgium	Initech			
8		Gadgetror			
9		Mammoth			
10		Big Kahun			
11	Bulgaria	Smith And			
12		The New F			
13	Croatia	Videlectri			
14		Moes Tave			
15		Galaxy Co			
16		Burleigh			
17		Sombra C			
18		Qwerty Lo			
19	Czech Republic	Globo-che			
20		Spacely Sp			
21	Denmark	Chasers			
22		Spade And			
23		Monarch F			
24		Roboto In			
25		Praxis Cor			
26	Finland	Acme, Inc			
27		General P			
28		Water And			
29		Fake Broth			
30		Demo Cor			
31		Widget Co			
32		Strickland			
33	France	Mainway T			
34		Big T Burg			
35		Klimpys			
36		Petrox Oil			
37		Great Britian			

	Country	Company	2011	2012	2013
2	Austria	Luthorcorp	2	31	14
3	Austria	Virtucon	59	30	37
4	Austria	Forge And Foundry	37	10	42
5	Belarus	Lexcorp	3	51	8
6	Belarus	Zevo Toys	20	11	13
7	Belgium	Initech	10	15	17
8	Belgium	Gadgetron	51	46	15
9	Belgium	Mammoth Pictures	55	26	33
10	Belgium	Big Kahuna Burger	35	40	50
11	Bulgaria	Smith And Co.	43	28	47
12	Bulgaria	The New Firm	43	57	17
13	Croatia	Videlectrix	8	24	12
14	Croatia	Moes Tavern	59	29	17
15	Croatia	Galaxy Corp	32	16	14
16	Croatia	Burleigh	31	7	36
17	Croatia	Sombra Corporation	37	37	42
18	Croatia	Qwerty Logistics	30	29	1
19	Czech Republic	Globo-chem	9	19	43
20	Czech Republic	Spacely Sprockets	8	9	20
21	Denmark	Chasers	32	32	59
22	Denmark	Spade And Archer	22	23	49
23	Denmark	Monarch Playing Card Co.	59	32	34
24	Denmark	Roboto Industries	29	59	27
25	Denmark	Praxis Corporation	49	15	51
26	Finland	Acme, Inc.	36	43	42
27	Finland	General Products	4	21	49
28	Finland	Water And Power	11	13	49
29	Finland	Fake Brothers	49	1	2
30	Finland	Demo Company	32	8	4
31	Finland	Widget Corp	22	51	11
32	Finland	Strickland Propane	8	6	10
33	France	Mainway Toys	34	6	4
34	France	Big T Burgers And Fries	42	50	29
35	France	Klimpys	41	40	20
36	France	Petrox Oil Company	23	55	32
37	Great Britian	Charles Townsend Agency	31	27	35

4 Fill up with leading zeros...

This utility fills the numbers in the selected cells up with leading zeros to a given length. The utility will actually add the zeros and therefore change the data. If you only need the number to be displayed as if they have leading zeros then it is better to use cell formatting with a number format such as for example '000000'.
Numbers with decimals will be rounded to the nearest integer.

For example if you specify a length of 3 then a cell with the value 1 becomes 001, 34 becomes 034 and numbers greater than 100 will not be changed because they already have a length of 3 characters or more
If a formula in your selection has a number as a result then the calculated value will be filled it up with the zeros and the original formula is replaced.



	Company	Code
1	Company	Code
2	ABC Telecom	0069
3	Big Kahuna Burger	0140
4	Big T Burgers and Fries	0050
5	Blammo	0035
6	Charles Townsend Agency	0154
7	Chasers	0108
8	Chez Quis	0122
9	Cogswell Cogs	0029
10	Foo Bars	0049
11	Gadgetron	0130
12	Globo Gym American Corp	0145
13	Gringotts	0174
14	Initrode	0117
15	Input, Inc.	0158
16	Klimpys	0023
17	Krustyco	0005
18	Mainway Toys	0067
19	Megadodo Publications	0153
20	Mr. Sparkle	0038
21	Niagular	0107
22	Petrox Oil Company	0081
23	Roxxon	0052
24	Sixty Second Avenue	0020
25	Strickland Propane	0120
26	Taco Grande	0036

5 Insert before and/or after each cell in your selection...

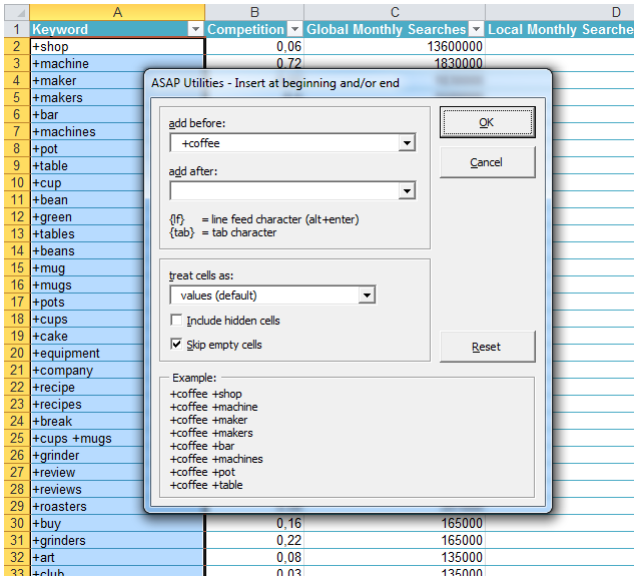
This utility adds a value in front of and/or at the end of the content of each cell in your selection.
The utility will show you an example of the resulting values.

You can specify the following:

- The value to insert before at the front of each cell
- The value to add at the end of each cell
- Use the value, formula or displayed (formatted) value from the cells.
- Include hidden cells
- Skip empty cells

The 'reset' button clears the insert before and after values and resets the options to their default values. This can be useful because this tool always remembers your previous settings.
You can also use this utility to build a formula around the current values.

Example screenshot: 1



Example screenshot: 2

	A	B	C	D
1	Keyword	Competition	Global Monthly Searches	Local Monthly Searche
2	+coffee +shop	0,06	13600000	
3	+coffee +machine	0,72	1830000	
4	+coffee +maker	0,52	1830000	
5	+coffee +makers	0,5	1500000	
6	+coffee +bar	0,09	1220000	
7	+coffee +machines	0,76	1220000	
8	+coffee +pot	0,44	1220000	
9	+coffee +table	0,47	1220000	
10	+coffee +cup	0,13	1000000	
11	+coffee +bean	0,1	823000	
12	+coffee +green	0,26	823000	
13	+coffee +tables	0,52	823000	
14	+coffee +beans	0,1	673000	
15	+coffee +mug	0,17	550000	
16	+coffee +mugs	0,19	550000	
17	+coffee +pots	0,37	450000	
18	+coffee +cups	0,17	368000	
19	+coffee +cake	0,01	301000	
20	+coffee +equipment	0,77	301000	
21	+coffee +company	0,07	246000	
22	+coffee +recipe	0,02	246000	
23	+coffee +recipes	0,02	246000	
24	+coffee +break	0,02	201000	
25	+coffee +cups +mugs	0,19	201000	
26	+coffee +grinder	0,19	201000	
27	+coffee +review	0,2	201000	
28	+coffee +reviews	0,25	201000	
29	+coffee +roasters	0,08	201000	
30	+coffee +buy	0,16	165000	
31	+coffee +grinders	0,22	165000	
32	+coffee +art	0,08	135000	

6 Fill 'between values' linear in selection (vertical)

This utility fills your selection with a series based on the values of the cells in your selection.
The utility fills in a series in each column within your selected range.
It uses Excel's Fill method with the following settings:
Series in: Columns
Trend: Yes
Type: Linear

7 Fill 'between values' linear in selection (horizontal)

This utility fills your selection with a series based on the values of the cells in your selection.
The utility fills in a series in each row within your selected range.
It uses Excel's Fill method with the following settings:
Series in: Rows
Trend: Yes
Type: Linear

8 Quick numbering of selected cells...

This utility helps you to quickly fill the selected cells with a series or numbered list.
The utility is flexible and offers several options to choose from.

You can configure the following settings:

Series setting:

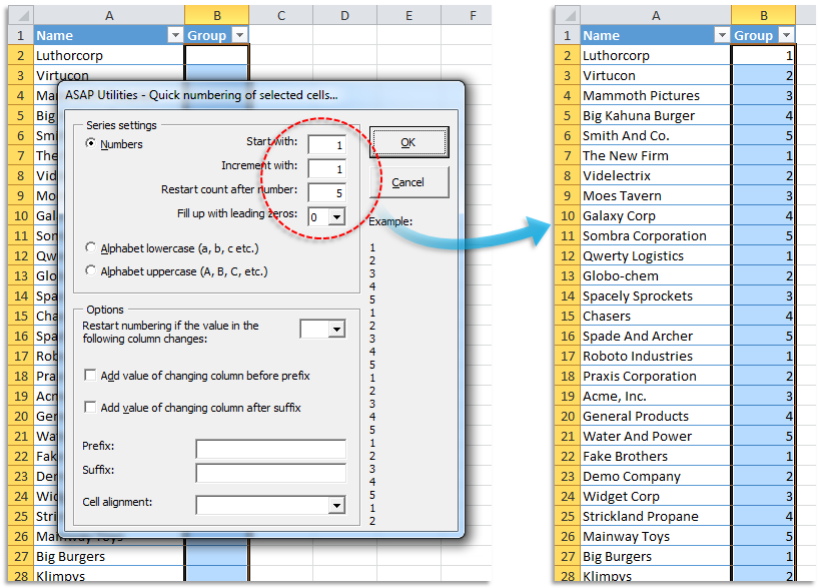
- Create a series with numbers:
  - The number to start with.
  - The number to increment with.
  - Restart counting after a certain value.
  - Fill up the numbers with leading zeros to a specified length.
- Create a series based on the letters from alphabet in lowercase (a, b, c, etc.).
- Create a series based on the letters from alphabet in uppercase (A, B, C, etc.).

Options:

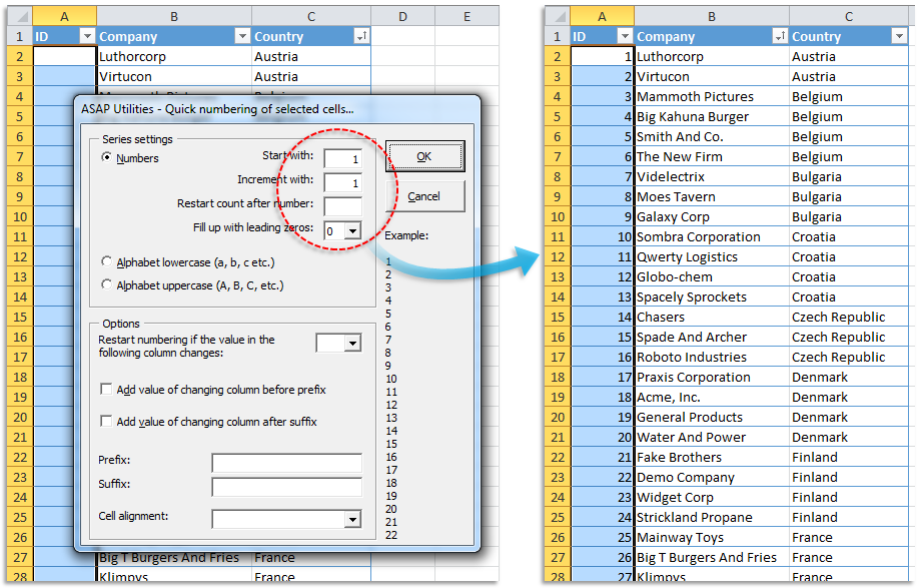
- You can specify to restart the counting if the value in a certain column changes. You can use this for example if you have a list with city names and you want to restart the counting when the name of the city changes. You can also specify to put the value of the changing column in front of and/or after the value in the series.
- You can add a value in front of and/or after each value in the series. This way you can for example create series with week numbers and add the text 'Week ' in front of each value in the series.
- You can specify the cell alignment.

By default you can start this utility with the shortcut Ctrl+Alt+Q.

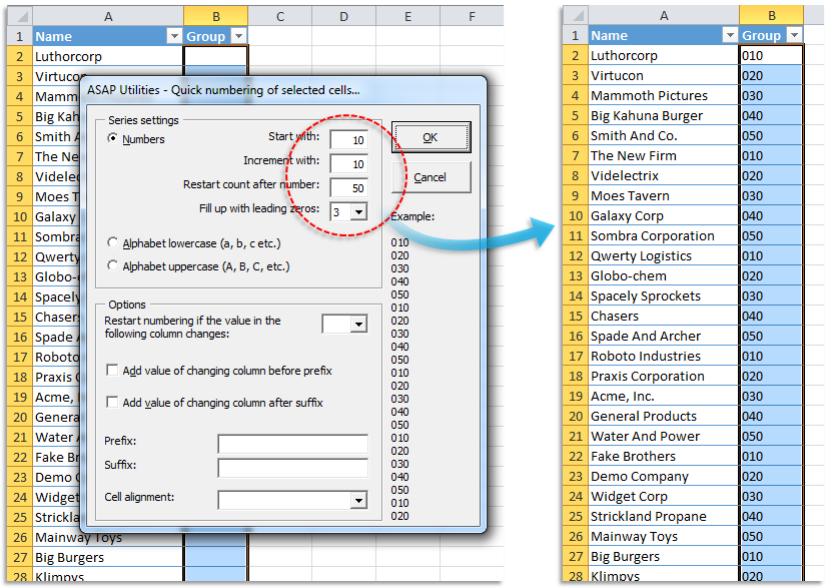
Example screenshot: 1 Example 1



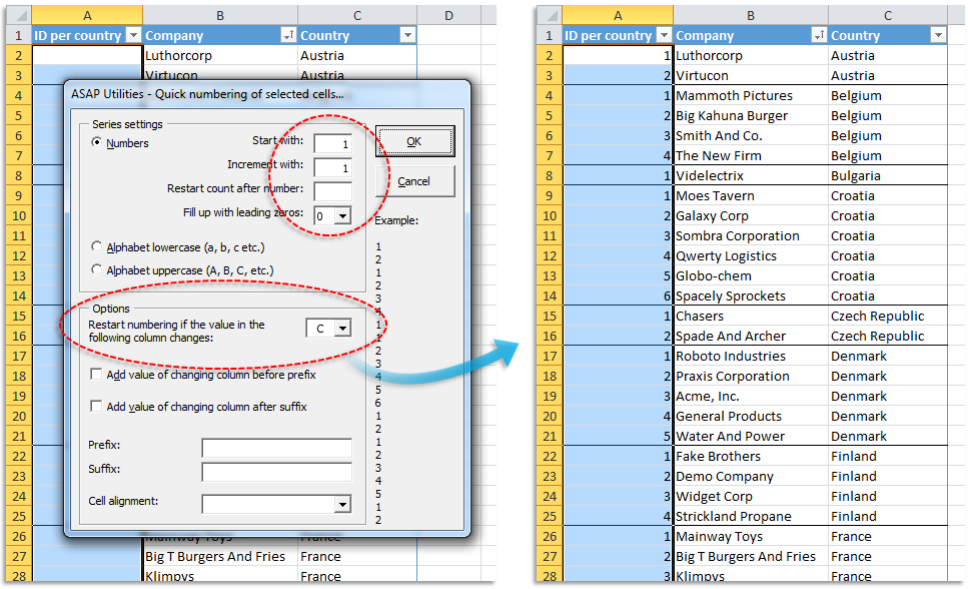
Example screenshot: 2 Example 2



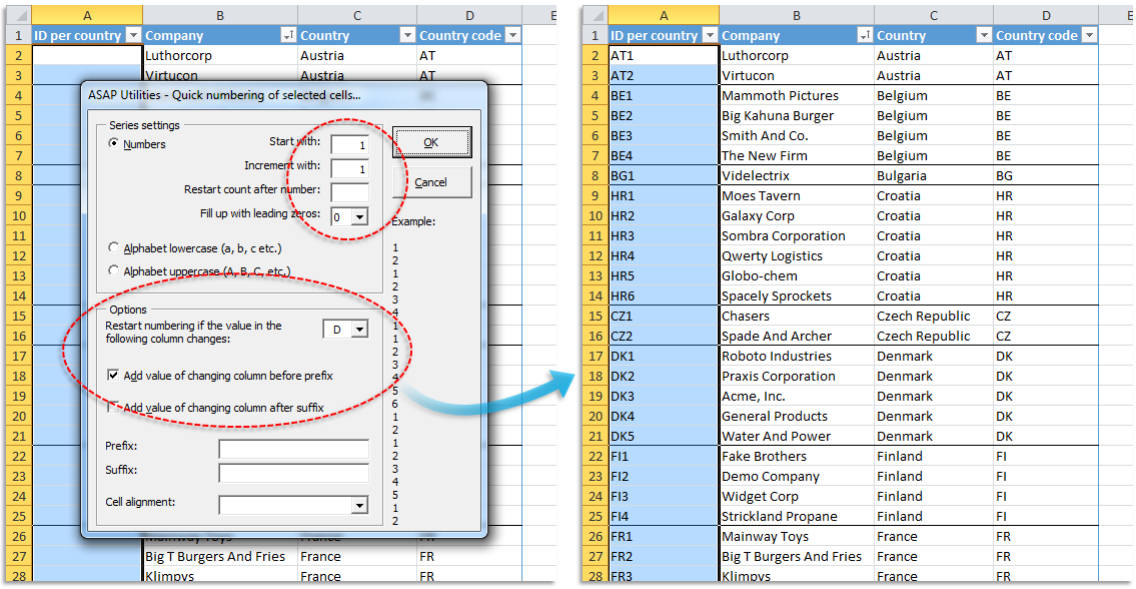
Example screenshot: 3 Example 3



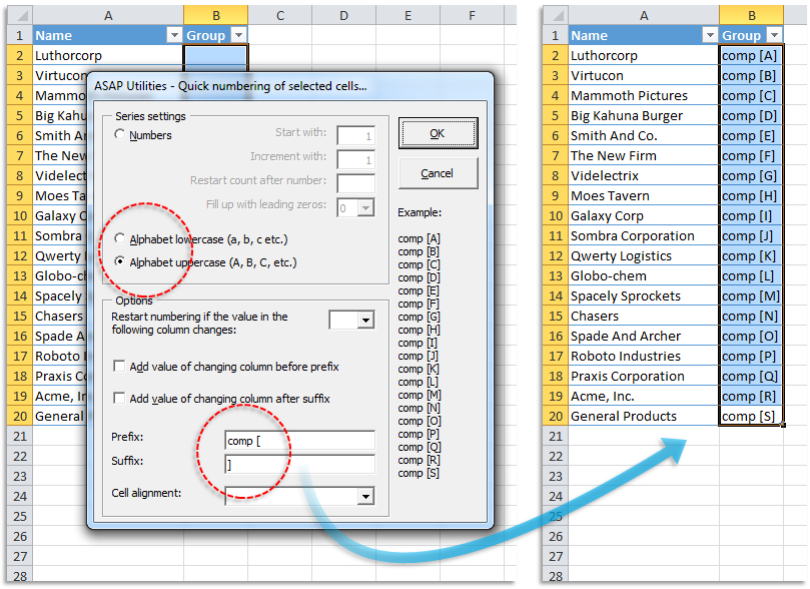
Example screenshot: 4 Example 4



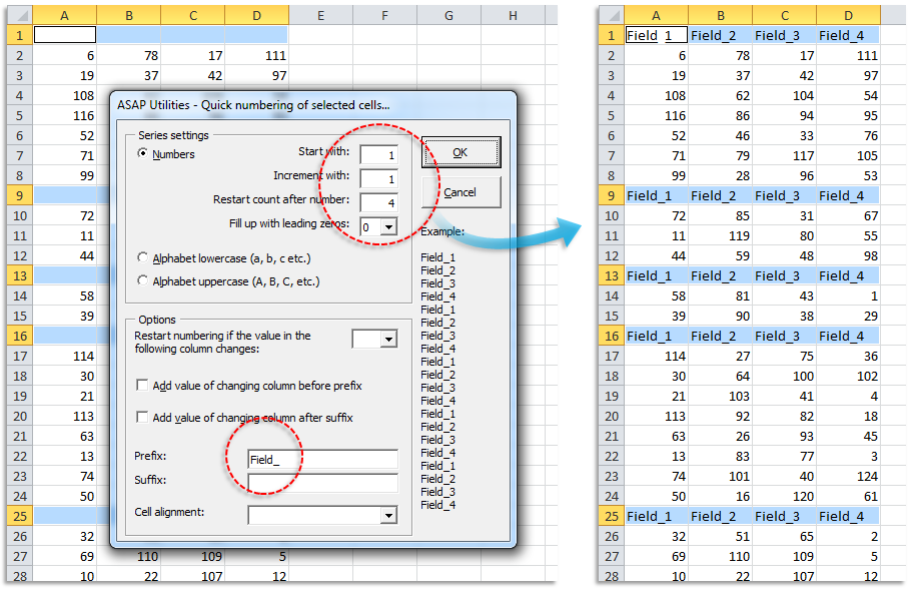
Example screenshot: 5 Example 5



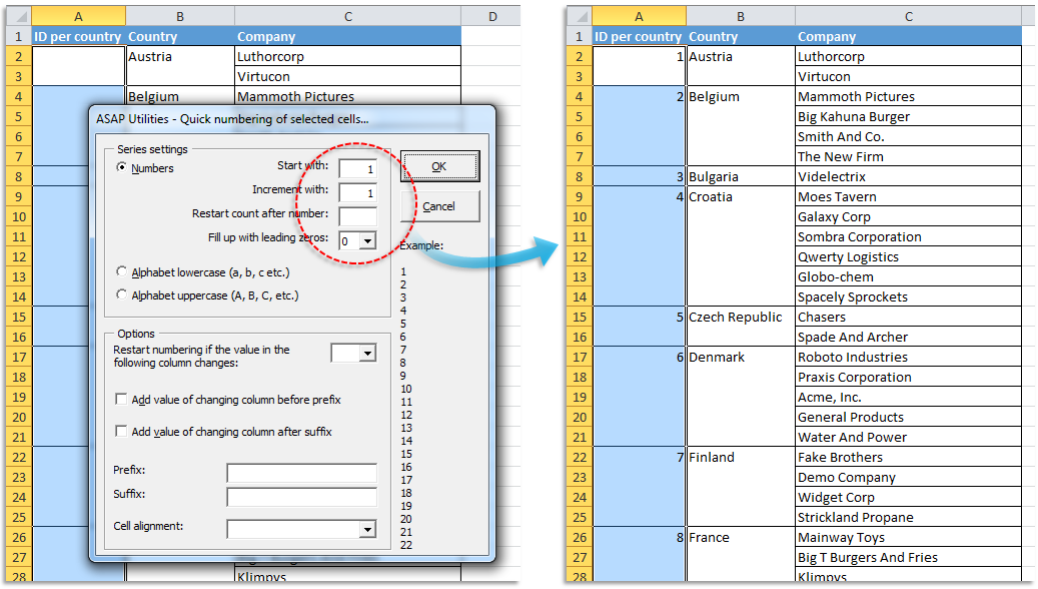
Example screenshot: 6 Example 6



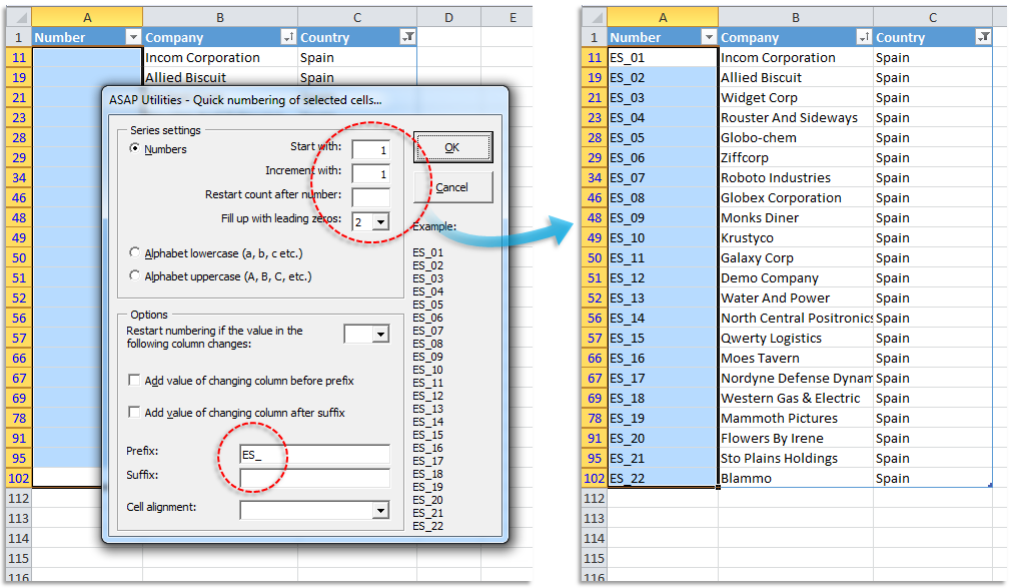
Example screenshot: 7 Example 7



Example screenshot: 8 Example 8



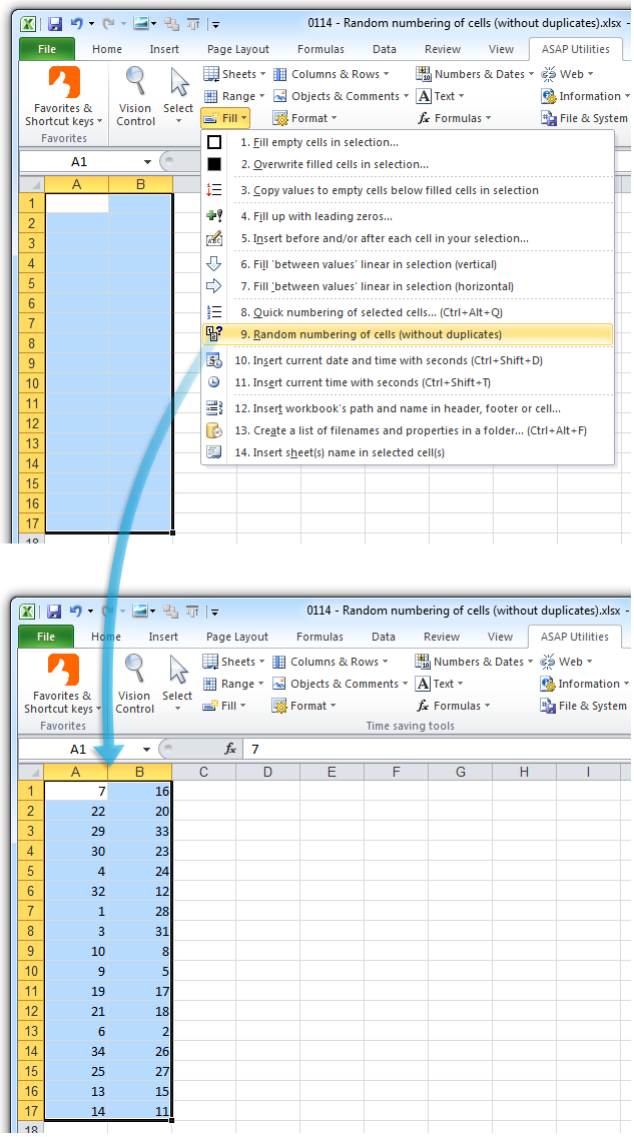
Example screenshot: 9 Example 9



9 Random numbering of cells (without duplicates)

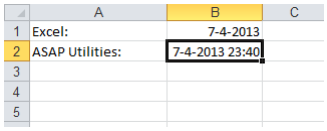
This utility fills the selected cells with unique random integers.

This can be useful if you want to quickly create a list of random numbers without duplicates.
The lowest created number in the list is 1 and the largest number is the number of cells in your selection.



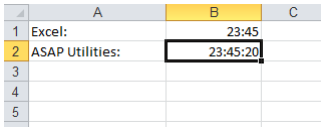
10 Insert current date and time with seconds

This utility inserts the current date and time into the active cell.
Unlike Excel's built in shortcut Ctrl+; this utility also inserts the seconds.



11 Insert current time with seconds

This utility inserts the time into the active cell.
Unlike Excel's built in shortcut Ctrl+: this utility also inserts the seconds.



12 Insert workbook's path and name in header, footer or cell...

This utility allows you to put the folder and filename of your workbook into your header, footer or selected cells.

You can insert the following information in the selected cells:

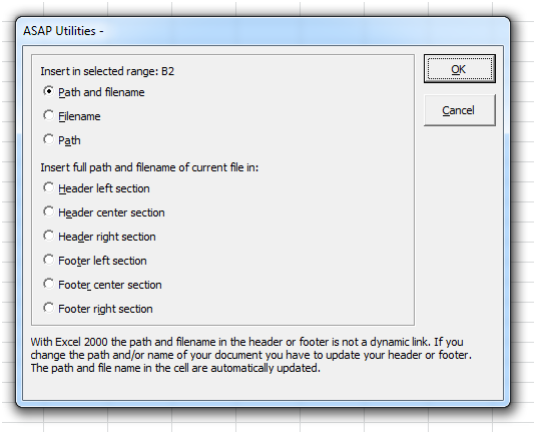
- Path and filename
- Filename
- Path

The path and filename in the cell are automatically updated when you change the name or location of your file.

Or you can insert the path and filename into:

- Header left section
- Header center section
- Header right section
- Footer left section
- Footer center section
- Footer right section

The path and filename in the header or footer are automatically updated when the name or location of your file changes.



13 Create a list of filenames and properties in a folder...

This utility will create a list of all filenames in a specified folder.
This way you can for example import on a worksheet the names from all files on a cd-rom.

You can configure the following settings:

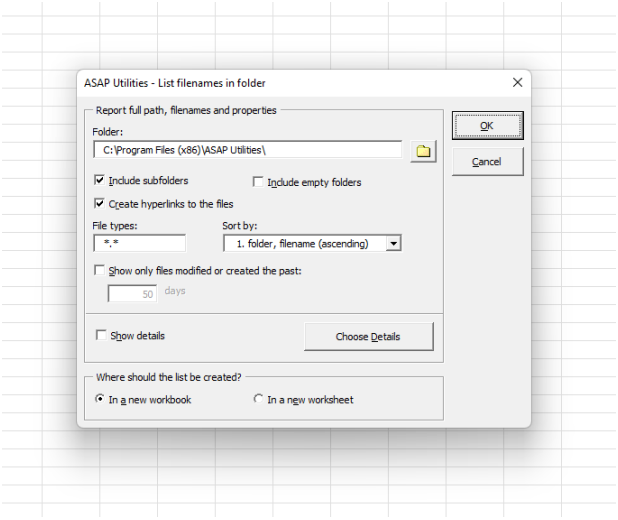
- The folder to be searched.
- Search subfolders.
- Create hyperlinks to the files.
- Show only certain file types. For example to report only Excel files you can enter '*.xl*'.
- Sort the results, for example by filename, foldername, date, etc.
- Show only files modified or created within the past specified number of days.
- Create the list of files in a new workbook or on a new worksheet in your current workbook..

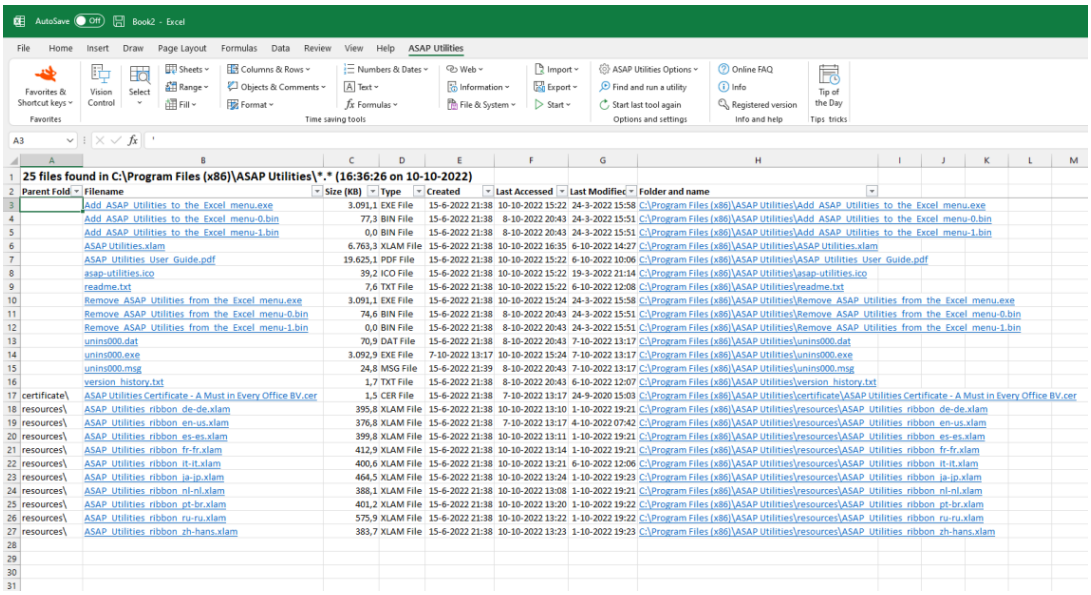
This utility reports the following information about the files:

- Parent Folder
- Filename
- Size (KB)
- Type
- Created (date)
- Last Accessed (date)
- Last Modified (date)
- Full name (foldername and filename together)

By default you can start this utility with the shortcut Ctrl+Alt+F.

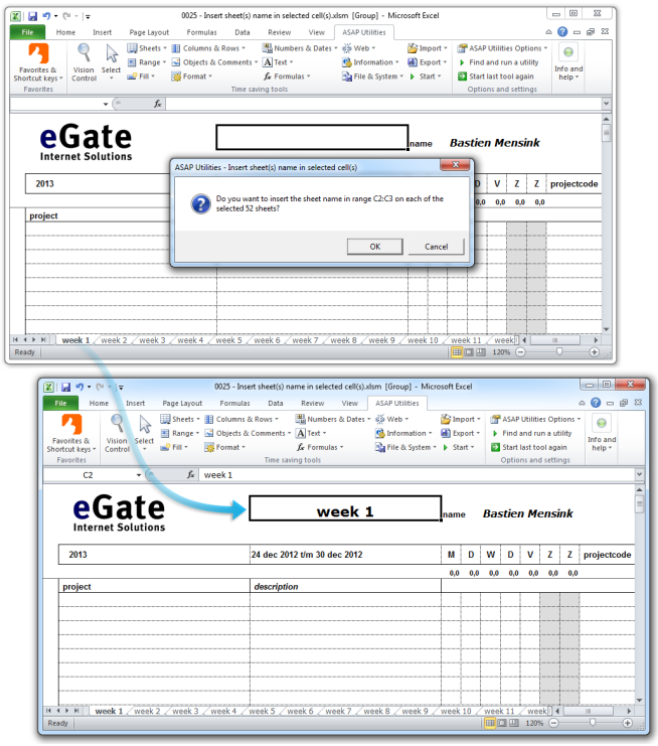
Your last used settings will be remembered.





14 Insert sheet(s) name in selected cell(s)

This utility inserts the name of the worksheet into your selected range in each of your selected worksheets.
You can for example use this to insert the sheet name into cell A1 on every selected worksheet.


eGate
Internet Solutions
Bastien Mensink
ASAP Utilities - Insert sheet(s) name in selected cell(s)
Do you want to insert the sheet name in range C2:C3 on each of the selected 52 sheets?
OK
Cancel
week 1
Bastien Mensink
2013
24 dec 2012 t/m 30 dec 2012
project
description
projectcode

5.5.7 Columns & Rows

A collection of tools for columns and rows.

1 Conditional row and column select, hide or delete...

This utility allows you to select, hide or remove rows or columns based on a certain condition.

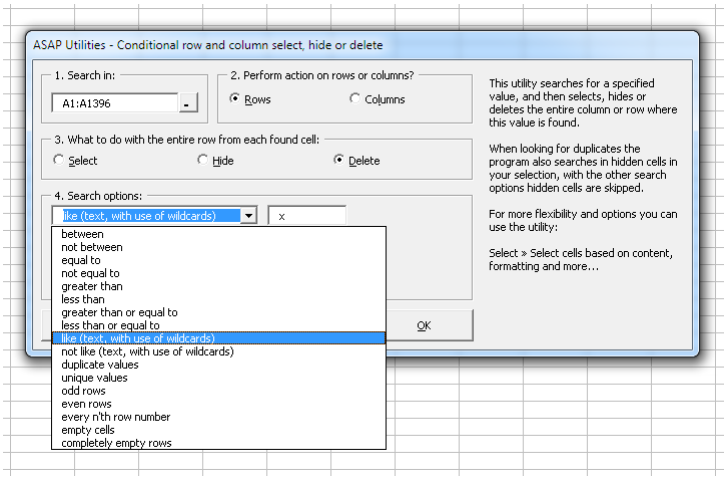
You can use the following criteria to select, hide of remove the entire rows or columns:

- between
- not between
- equal to
- not equal to
- greater than
- less than
- greater than or equal to
- less than or equal to
- like (text, with use of wildcard characters)
- not like (text, with use of wildcard characters)
- duplicate values (you can choose to keep the first value)
- unique values
- odd rows
- even rows
- every n'th row number
- odd columns
- even columns
- every n'th column number
- empty cells
- completely empty rows
- completely empty columns

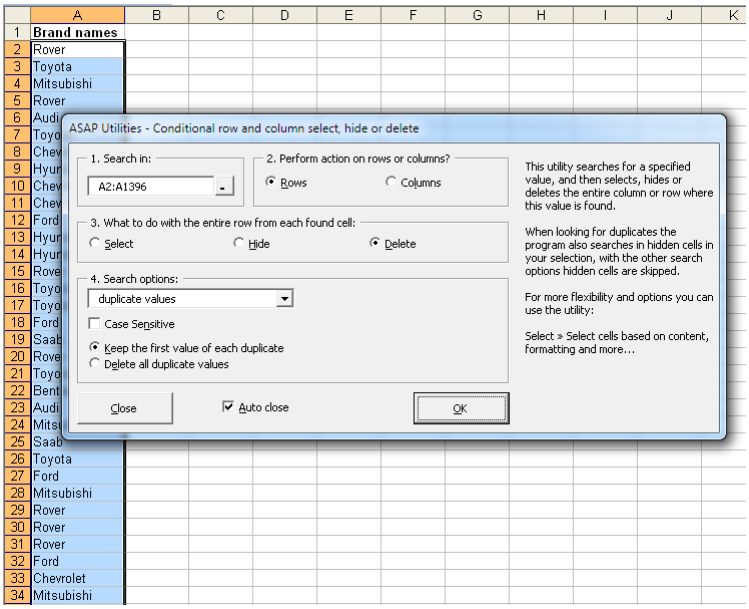
With the criteria for text and duplicate or unique values you can choose if you want the utility to be case sensitive.
When looking for duplicates the program also searches in hidden cells in your selection, with the other search options hidden cells are skipped.

Some people use this utility as an alternative for or addition to Excel's AutoFilter.

Example screenshot: 1 Conditional row and column select hide or delete



Example screenshot: 2 Create a list of unique brand names



Example screenshot: 3 Each brand listed once

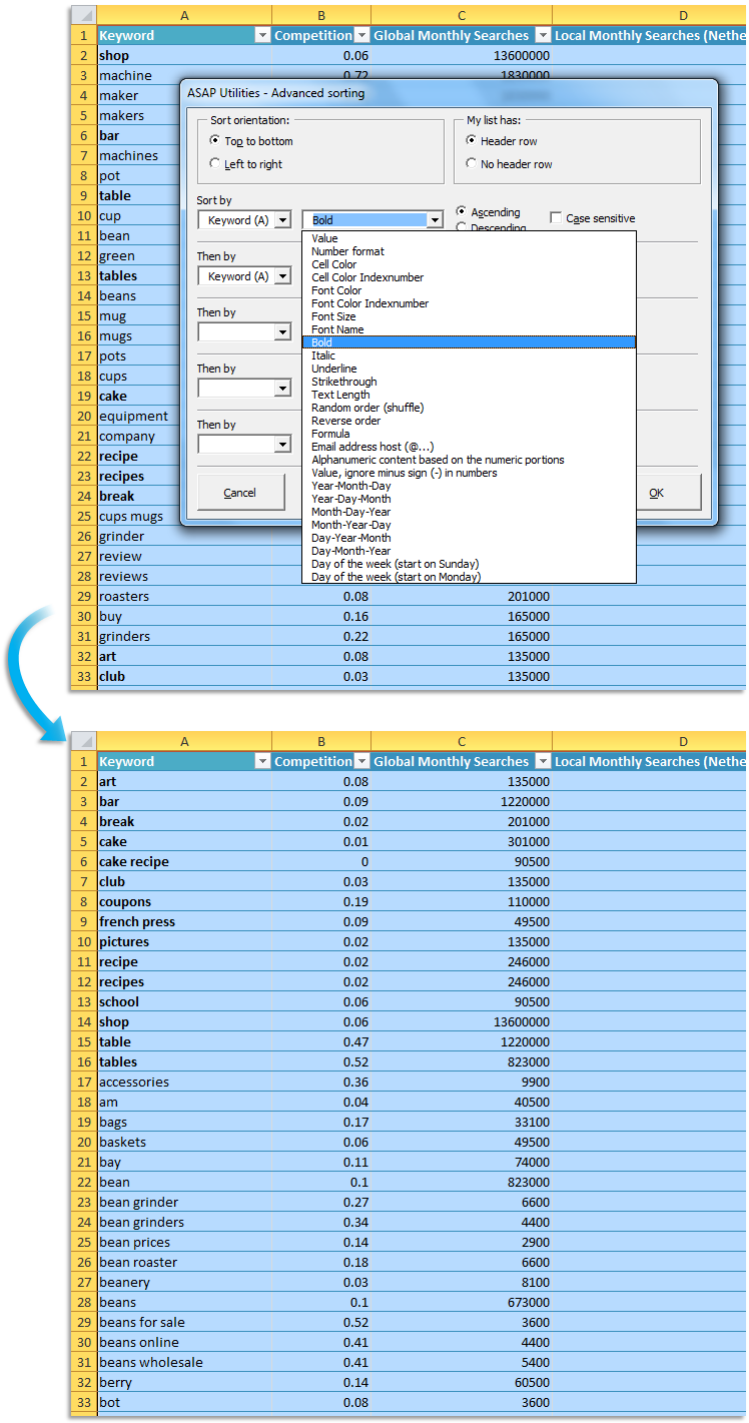
2 Advanced sorting...

This tool extends the options to sort your data.
You can sort on up to 5 columns at once. Furthermore you can sort on many more properties than just the cell values.

With this tool you can sort by:

- Value
- Number format
- Cell Color
- Cell Color Indexnumber
- Font Color
- Font Color Indexnumber
- Font Size
- Font Name
- Bold
- Italic
- Underline
- Strikethrough
- Text Length
- Random order (shuffle)
- Reverse order
- Formula
- Email address host (@...)
- Alphanumeric content based on the numeric portions
- Value, ignore minus sign (-) in numbers
- Year-Month-Day
- Year-Day-Month

- Month-Day-Year
- Month-Year-Day
- Day-Year-Month
- Day-Month-Year
- Day of the week (start on Sunday)
- Day of the week (start on Monday)



	A	B	C	D
1	Keyword	Competition	Global Monthly Searches	Local Monthly Searches (Nethe
2	shop	0.06	13600000	
3	machine	0.72	1830000	
4	maker			
5	makers			
6	bar			
7	machines			
8	pot			
9	table			
10	cup			
11	bean			
12	green			
13	tables			
14	beans			
15	mug			
16	mugs			
17	pots			
18	cups			
19	cake			
20	equipment			
21	company			
22	recipe			
23	recipes			
24	break			
25	cups mugs			
26	grinder			
27	review			
28	reviews			
29	roasters	0.08	201000	
30	buy	0.16	165000	
31	grinders	0.22	165000	
32	art	0.08	135000	
33	club	0.03	135000	

	A	B	C	D
1	Keyword	Competition	Global Monthly Searches	Local Monthly Searches (Nethe
2	art	0.08	135000	
3	bar	0.09	1220000	
4	break	0.02	201000	
5	cake	0.01	301000	
6	cake recipe	0	90500	
7	club	0.03	135000	
8	coupons	0.19	110000	
9	french press	0.09	49500	
10	pictures	0.02	135000	
11	recipe	0.02	246000	
12	recipes	0.02	246000	
13	school	0.06	90500	
14	shop	0.06	13600000	
15	table	0.47	1220000	
16	tables	0.52	823000	
17	accessories	0.36	9900	
18	am	0.04	40500	
19	bags	0.17	33100	
20	baskets	0.06	49500	
21	bay	0.11	74000	
22	bean	0.1	823000	
23	bean grinder	0.27	6600	
24	bean grinders	0.34	4400	
25	bean prices	0.14	2900	
26	bean roaster	0.18	6600	
27	beanery	0.03	8100	
28	beans	0.1	673000	
29	beans for sale	0.52	3600	
30	beans online	0.41	4400	
31	beans wholesale	0.41	5400	
32	berry	0.14	60500	
33	bot	0.08	3600	

3 Color each n'th row or column in selection...

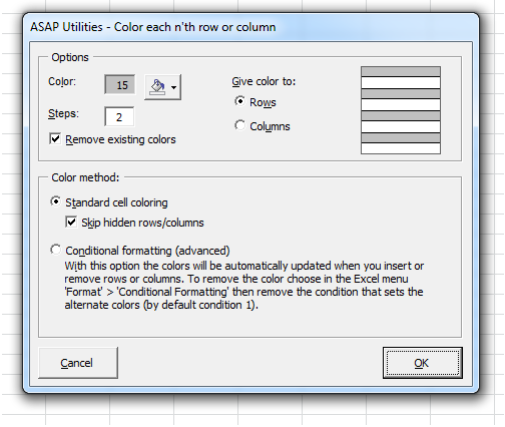
Fill every n'th row or column in your selected range with a specified color. This method is also known as 'color-banding' and 'alternate shading'.
This will improve the readability of tables with a lot of data.
You can specify a color, rows or columns and the steps, for example to make every second row in your selection grey.

There are two methods to color the rows or columns:

- Standard coloring.
  This has the option to skip hidden rows/columns.
- Conditional formatting (advanced).
  With this option the colors will be automatically updated when you insert or remove rows or columns. To remove the color, choose in the Excel menu 'Format' > 'Conditional Formatting' then remove the condition that sets the alternate colors (by default condition 1). If you use this option then the possibly existing conditional formatting will be removed.

  By default you can start this utility with the shortcut Ctrl+Alt+C.

Example screenshot: Example alternate row coloring



4 Detect and visualize adjacent data/group changes...

With this utility you can easily make the differences visible between groups of cells with the same content.

You can do the following when the value in a row changes:

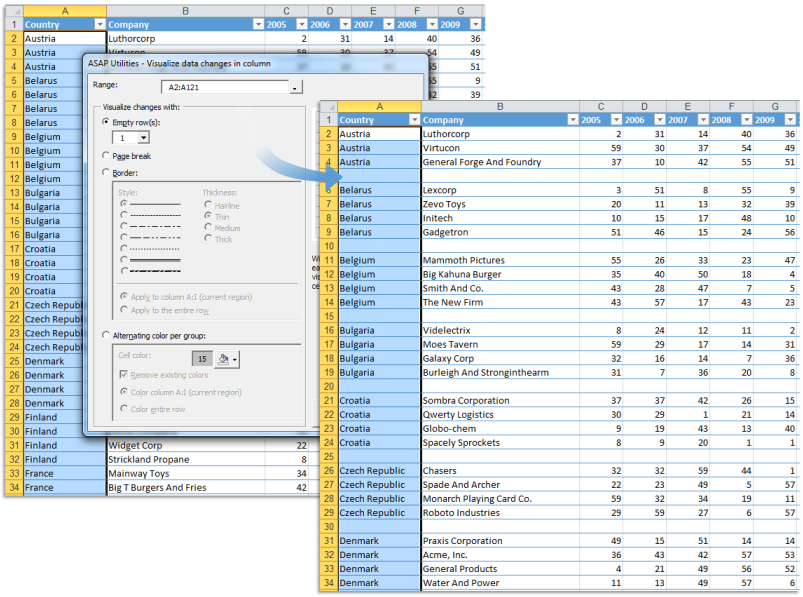
- insert an empty row
- insert a page break
- insert a border line below group.
- alternating colors per group.

You can use this for example to identify different groups of data in your worksheet by inserting a blank row when the value changes or inserting a line in between.

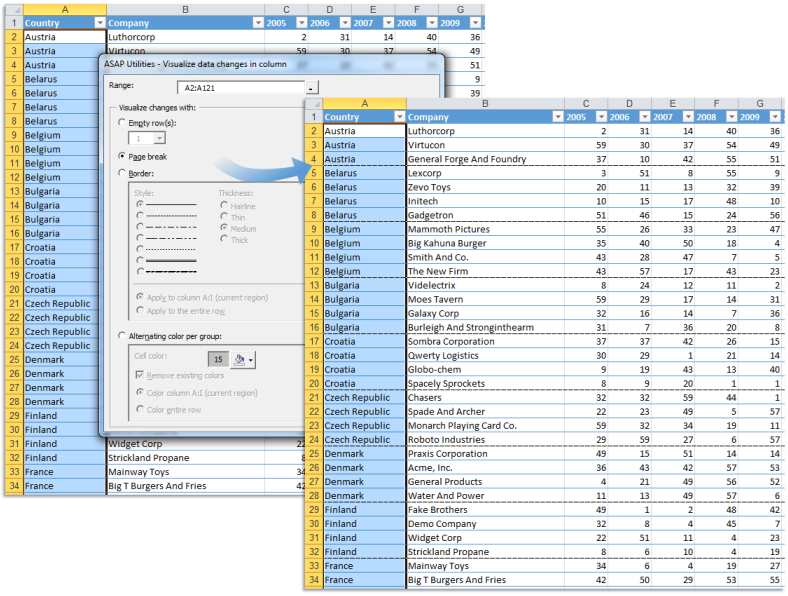
Your last used settings will be remembered.

Note:
This utility only works on the rows (data) in a single column.

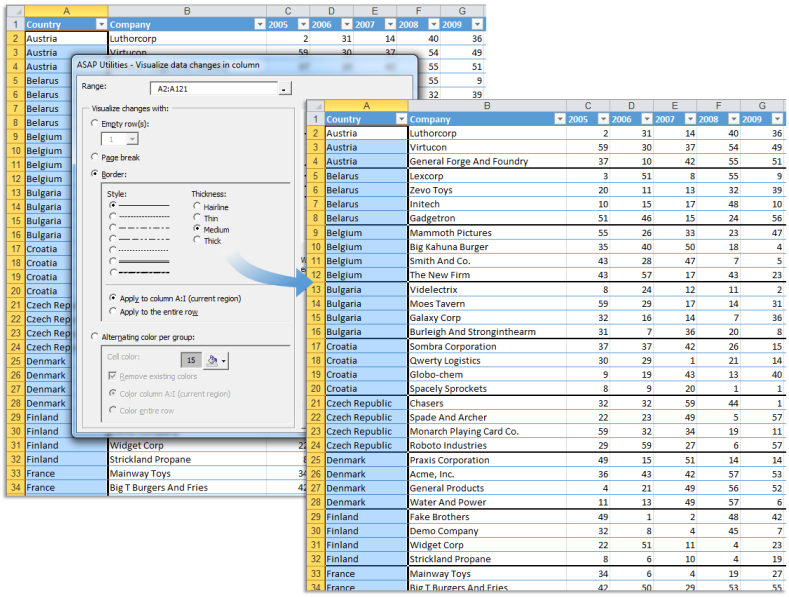
Example screenshot: 1 Insert an empty row between groups



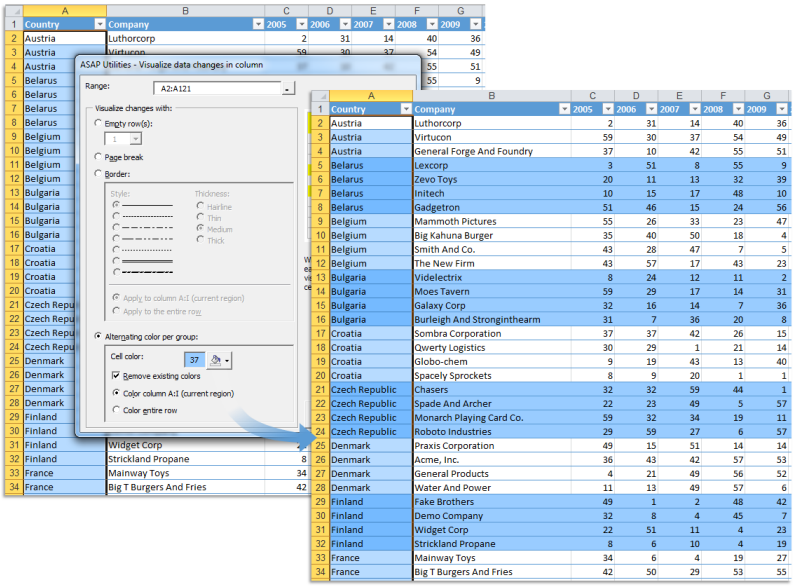
Example screenshot: 2 Insert a pagebreak between groups



Example screenshot: 3 Insert a border line between groups



Example screenshot: 4 Color banding per group



5 Merge column data (join cells)...

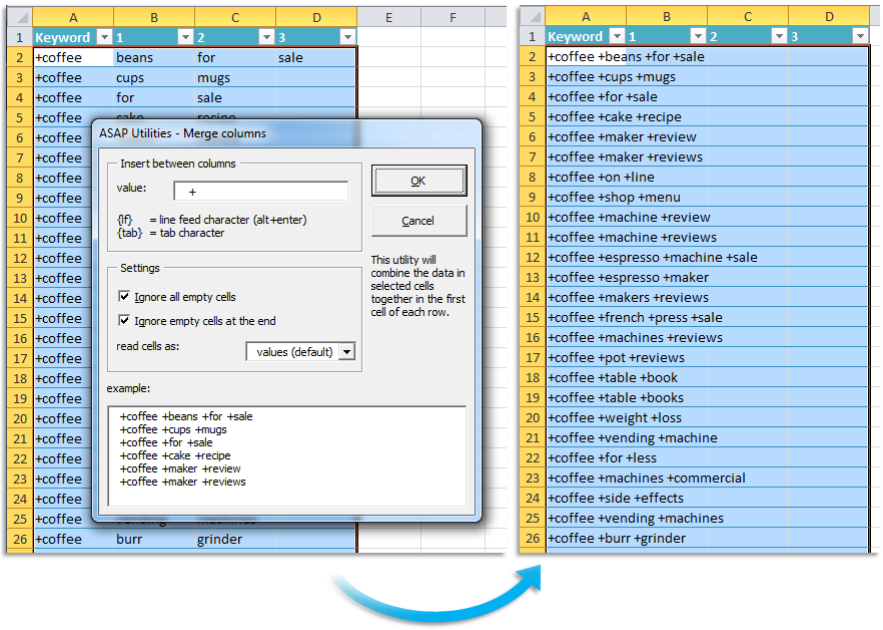
This utility merges the data from the columns in your selection.
For each row in your selection the data from the adjacent columns will be concatenated into the first cell in the row.

You can specify the following:

- Delimiter to put between the cell values
- Skip empty cells
- Use the value, formula or formatted value from the cells.

You can use this utility as a quick alternative to Excel's =CONCATENATE() function.

Example screenshot: Merge cell contents of selected columns into one cell

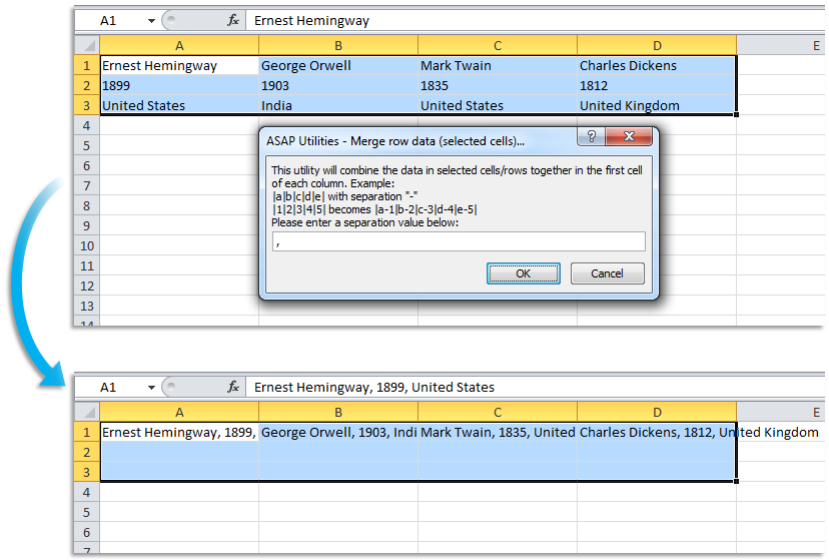


6 Merge row data (selected cells)...

This utility merges the data from the rows in your selection.
For each column in your selection the data from the adjacent rows will be concatenated into the first cell in the column.
You can specify a delimiter to put between the cell values.

You can use this utility as a quick alternative to Excel's =CONCATENATE() function.

Example screenshot: Combine the data from the rows in your selection

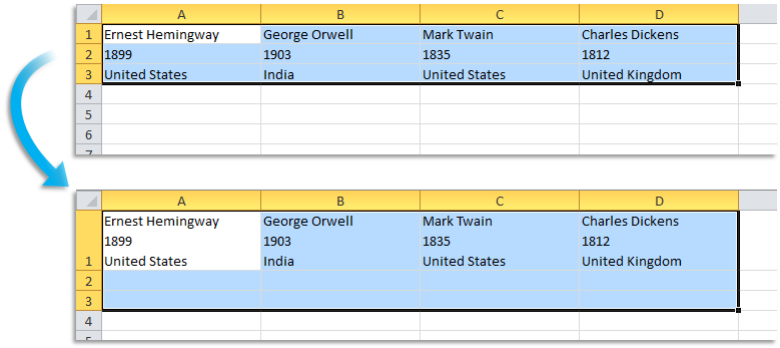


7 Merge row data, separate cells by a line break

This utility merges the data from the rows in your selection and puts each cell value on a new line.
For each column in your selection the data from the adjacent rows will be concatenated into the first cell in the column.

You can use this utility as a quick alternative to Excel's =CONCATENATE() function.

Example screenshot: Merge row data, separate cells by a line break



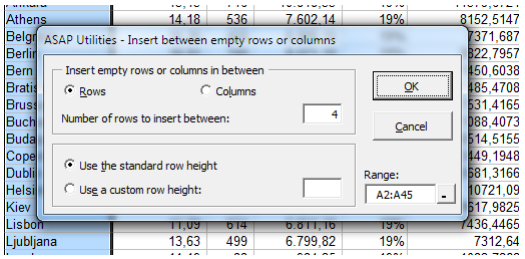
8 Insert empty rows or columns in between...

This utility inserts a given number of empty rows or columns between every row or column in your selection.

You can specify the following:

- Insert between the rows or columns in your selection.
- The number of rows or columns to insert.
- To use the standard row height or columns width or specify an adjusted height or width.

Example screenshot: Insert empty rows or columns in between

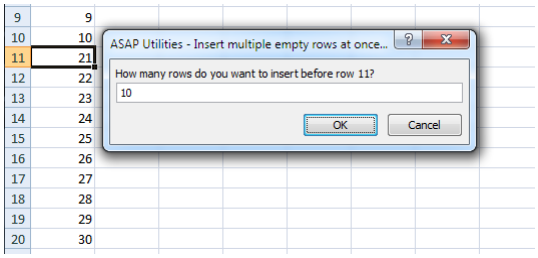


9 Insert multiple empty rows at once...

This utility inserts multiple rows at once.
The utility inserts the specified number of rows above the active cell.

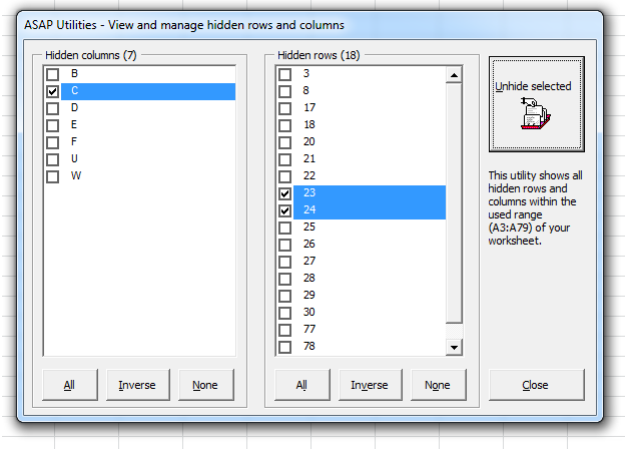
Normally if you want to insert multiple rows at once the standard procedure is to first select multiple rows and then use the "Insert" command.
For example if you want to insert 10 rows between A1 and A2, you first have to select rows 2:11 and then insert the rows.
With this utility you can now quickly insert multiple rows at once.

Example screenshot: Insert multiple empty rows at once



10 View and manage hidden rows and columns...

Displays an overview of, and counts all hidden rows and columns within the used range on your worksheet.
You can then easily pick the column and/or rows you want to unhide and make visible again.

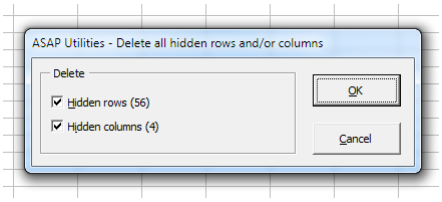


11 Delete all hidden rows and/or columns...

This utility removes all hidden rows and/or columns from in your current worksheet.

This can be useful if you want to clean up the file before distributing it.

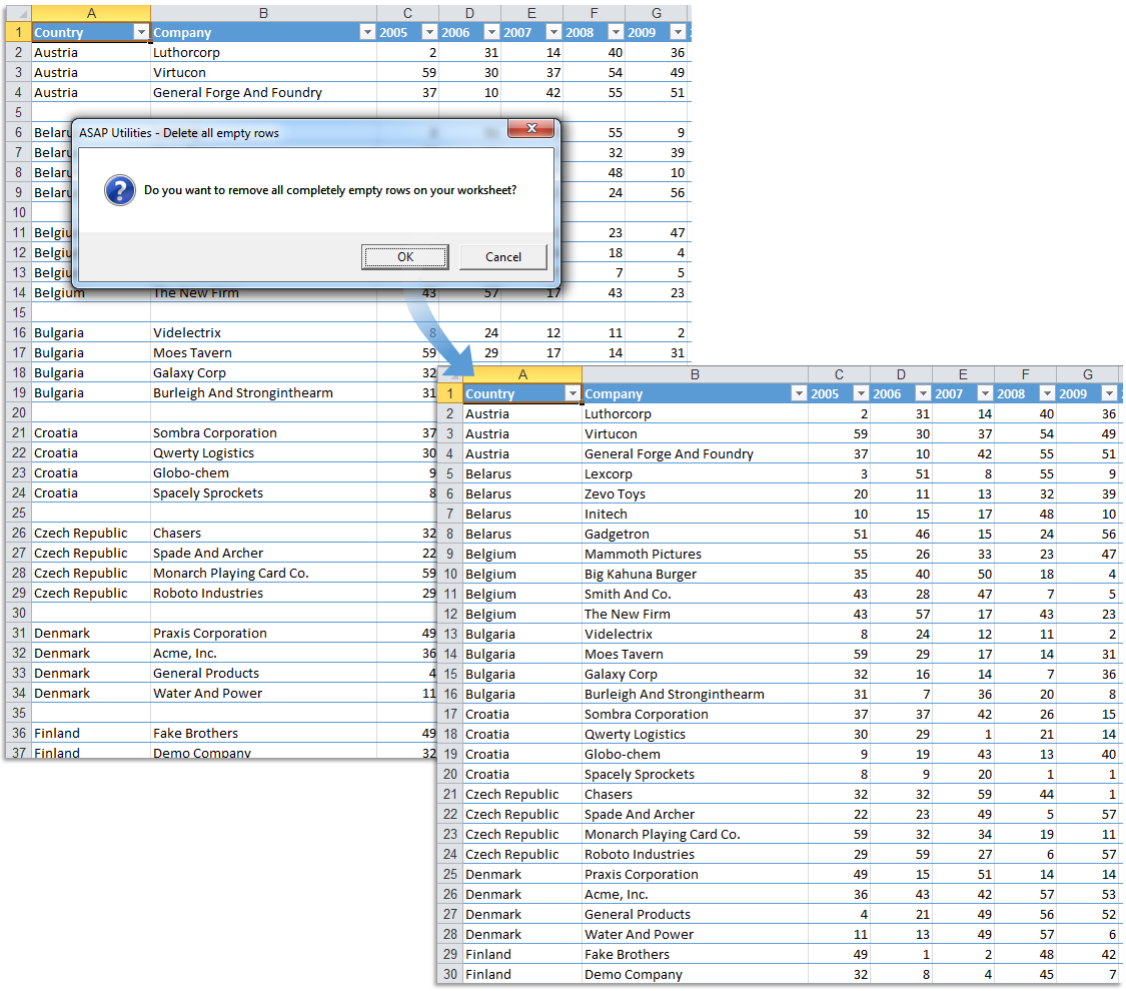
Note:
If you have formulas with cell references to cells in the hidden rows or columns you first have to update your formulas or replace them with the calculated results. If you don't do this then the formulas give error values (#REF!) when the rows and columns are removed.



12 Delete all empty rows

This utility removes all completely empty rows on your current worksheet.

Note:
The utility removes all rows without data within the used range in your worksheet.
It does not reduce the number of available rows in your worksheet. For every row that is removed Excel automatically adds a new empty row at the end.



13 Delete all empty columns

This utility removes all completely empty columns on your current worksheet.

Note:
The utility removes all columns without data within the used range in your worksheet.
It does not reduce the number of available columns in your worksheet. For every column that is removed Excel automatically adds a new empty column at the end.

14 Autofit row height (also on merged cells)

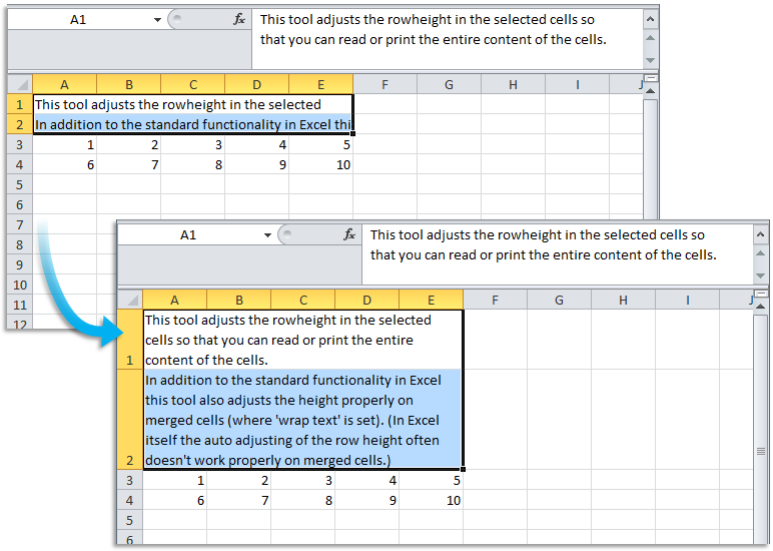
This tool adjusts the row height in the selected cells so that you can read or print the entire content of the cells.

Compared to Excel's built-in "AutoFit Row Height", this tool:

- works on merged cells too.
- ignores data in hidden columns for determining the row height.

In addition to the standard functionality in Excel this tool also adjusts the height properly on merged cells (where 'wrap text' is set). In Excel itself the auto adjusting of the row height often doesn't work properly on merged cells.
And unlike Excel itself, this tool adjusts the row height based on the visible cells in the row only.
Any data in hidden columns in your selection is skipped. Excel's built-in "AutoFit Row Height" does not exclude hidden columns so the row height is then also based on the values in hidden columns.

Note:
If you change the contents afterwards, then you need to run this tool again to have the row height adjusted.
(This it is not a tool that keeps working in the background and keeps adjusting the row height when the content is changed.)



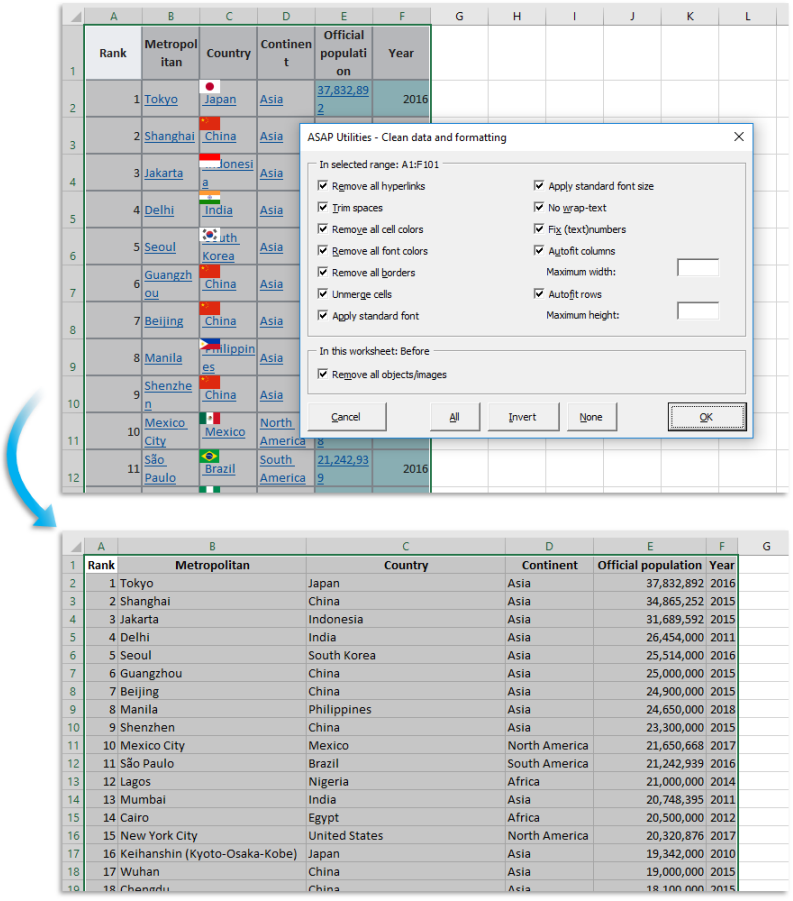
15 Clean data and formatting...

This utility helps you to optimize and clean information that you have copied into Excel.

You can choose the following edits:

- remove all hyperlinks
- trim spaces (removes leading and trailing spaces)
- remove all cell colors
- remove all font colors
- remove all borders
- unmerge cells
- apply standard font
- apply standard font size
- no wrap-text
- fix (text)numbers
- autofit columns
- autofit rows
- remove all objects/images from your worksheet

Your last used settings will be remembered.



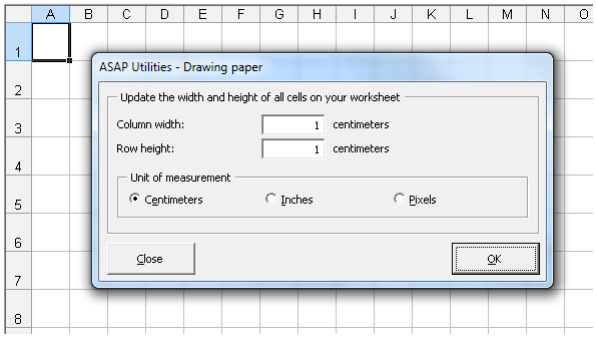
Rank	Metropolitan	Country	Continent	Official population	Year
1	Tokyo	Japan	Asia	37,832,892	2016
2	Shanghai	China	Asia	34,865,252	2015
3	Jakarta	Indonesia	Asia	31,689,592	2015
4	Delhi	India	Asia	26,454,000	2011
5	Seoul	South Korea	Asia	25,514,000	2016
6	Guangzhou	China	Asia	25,000,000	2015
7	Beijing	China	Asia	24,900,000	2015
8	Manila	Philippines	Asia	24,650,000	2018
9	Shenzhen	China	Asia	23,300,000	2015
10	Mexico City	Mexico	North America	21,650,668	2017
11	São Paulo	Brazil	South America	21,242,939	2016
12	Lagos	Nigeria	Africa	21,000,000	2014
13	Mumbai	India	Asia	20,748,395	2011
14	Cairo	Egypt	Africa	20,500,000	2012
15	New York City	United States	North America	20,320,876	2017
16	Keihanshin (Kyoto-Osaka-Kobe)	Japan	Asia	19,342,000	2010
17	Wuhan	China	Asia	19,000,000	2015

16 Drawing paper...

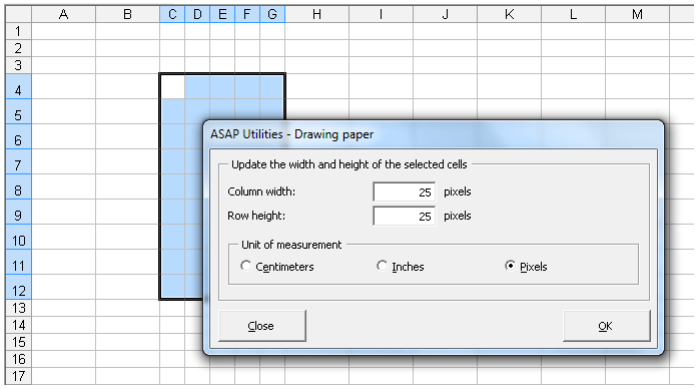
This tool allows you to specify the column width and row height of your cells in centimeters, inches or pixels.
This is helpful if you use the Excel for drawing purposes, such as creating a flowchart or when you design your garden or need to create a floor plan.
It can also be handy for quickly creating square cells.

Note:
Due to limitations of how precise you can set the width and height in Excel the actual width and height might differ a tenth of a centimeter/inch.
The dimensions in pixels depend on your Windows display DPI settings.

Example screenshot: 1



Example screenshot: 2

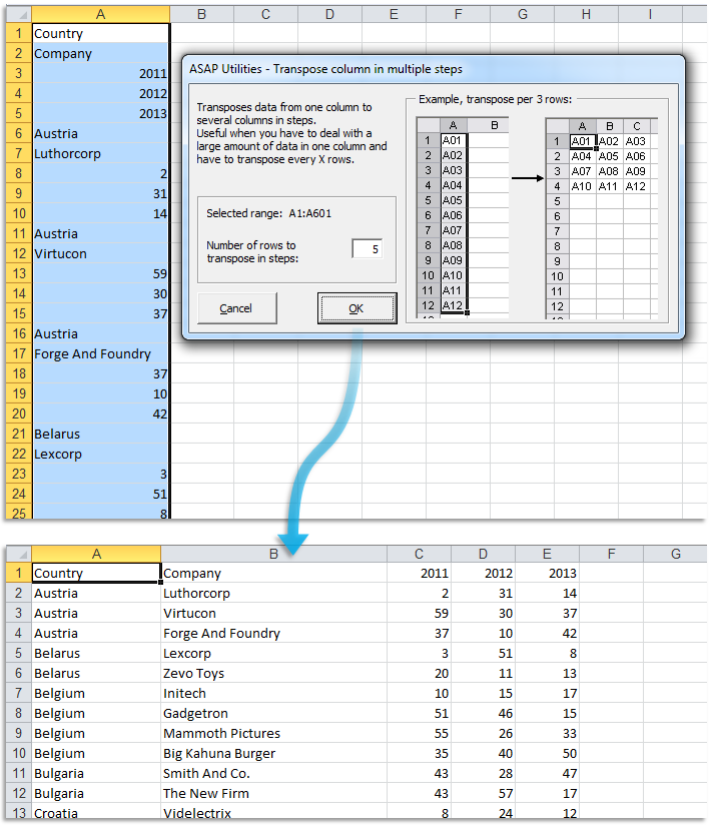


17 Transpose column in multiple steps...

Transposes data from one column to several columns in steps.
Useful when you have to deal with a large amount of data in one column and have to transpose every X rows.

Formulas and formatting will be preserved.

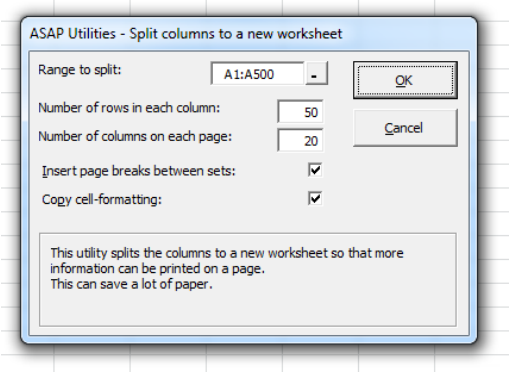
Example screenshot: Transpose column in multiple steps



	A	B	C	D	E
1	Country	Company	2011	2012	2013
2	Austria	Luthorcorp	2	31	14
3	Austria	Virtucon	59	30	37
4	Austria	Forge And Foundry	37	10	42
5	Belarus	Lexcorp	3	51	8
6	Belarus	Zevo Toys	20	11	13
7	Belgium	Initech	10	15	17
8	Belgium	Gadgetron	51	46	15
9	Belgium	Mammoth Pictures	55	26	33
10	Belgium	Big Kahuna Burger	35	40	50
11	Bulgaria	Smith And Co.	43	28	47
12	Bulgaria	The New Firm	43	57	17
13	Croatia	Videlectrix	8	24	12

18 The paper saver (split columns)...

Split long columns in order to save paper while printing.



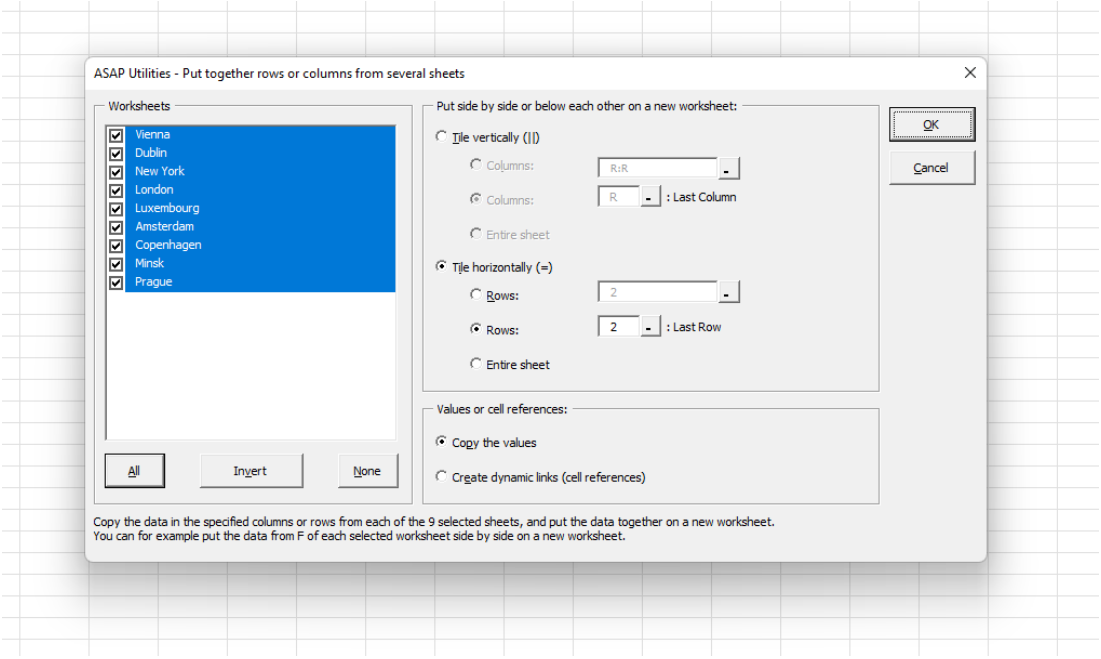
19 Put together rows or columns from several sheets...

This utility will copy the specified columns or rows from each selected sheet, and combines them into a new sheet.
You can for example put the data from F of each selected worksheet side by side on a new worksheet.

Usage:
1. Select the desired worksheets from which you want to combine the data.
2. Start this utility and then select the column(s) or row(s) you wish to put together.

If you choose the option "Create dynamic links (cell references)", the new worksheet will contain formulas with a cell reference to the original data. If you choose this option the display of zero values on the new worksheet will be turned off. The display of zero values is an Excel worksheet setting which you can also control with the "Vision Control" utility in ASAP Utilities.

Example screenshot: Put together rows or columns from several sheets



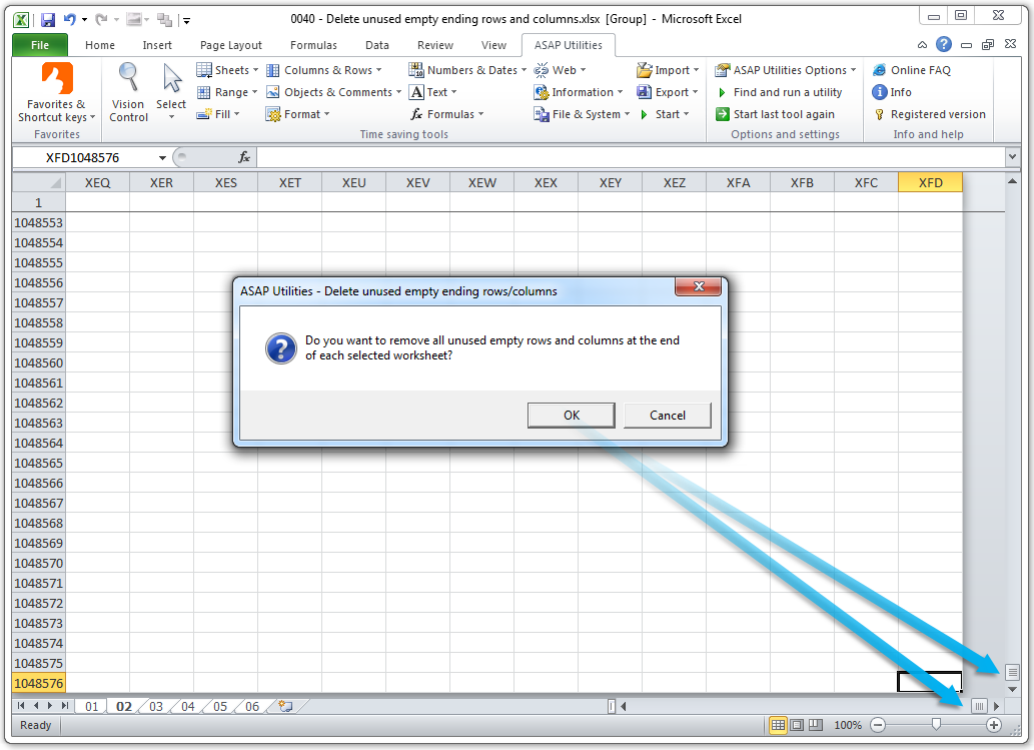
20 Delete unused empty ending rows/columns

This utility will remove all empty unused rows and columns at the right and bottom of your data range.
It is useful when the "Reset Excel's last cell" tool from ASAP Utilities can't reset the last cell.

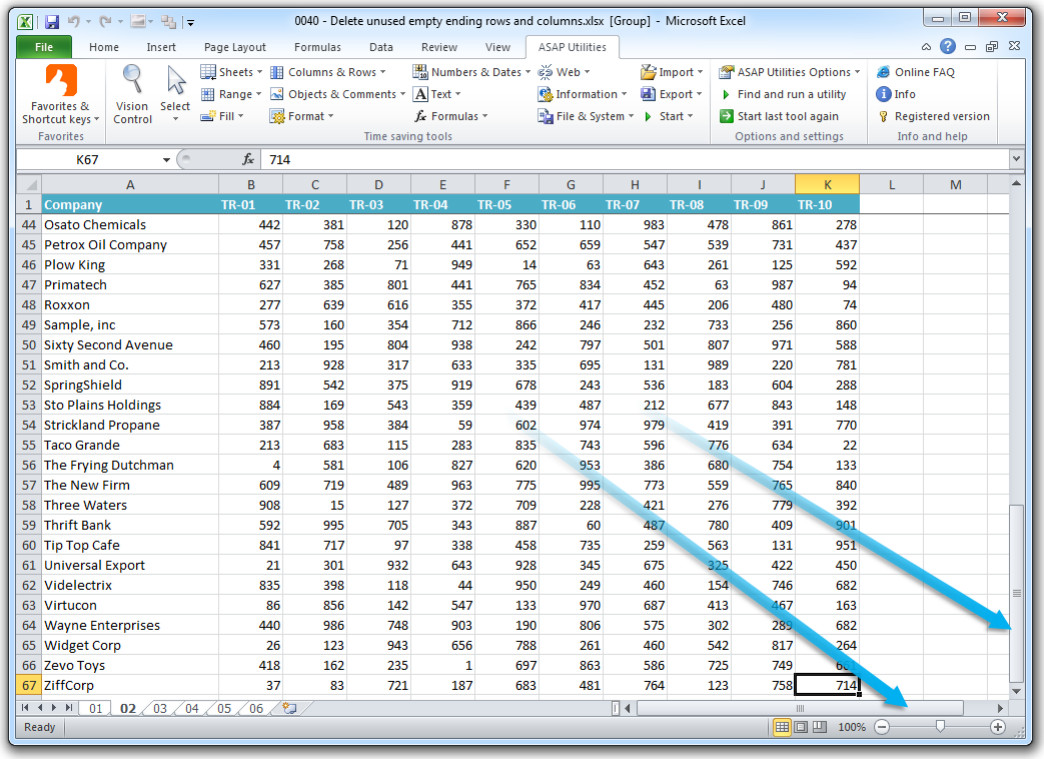
You can use this utility when the end of your worksheet is (far) below or to the right of the actual range that is in use. You can test if this is true by pressing Ctrl+End and Excel takes you to a blank cell below or to the right of the actual data.

Microsoft describes this problem in article 244435 as: "Microsoft Excel saves only the part of each worksheet that is in use, meaning the section that contains data or formatting. Sometimes the last cell of a worksheet may be beyond the range of your actual used data. This issue may cause you to have a larger file size than necessary, you may print extra pages, you may receive "Out of Memory" error messages, or you may experience other unusual behavior. Clearing the excess rows and columns to reset the last cell can help to resolve these issues.
You can locate the last cell of the active worksheet by pressing CTRL+END.".

Example screenshot: 1 Before



Example screenshot: 2 After



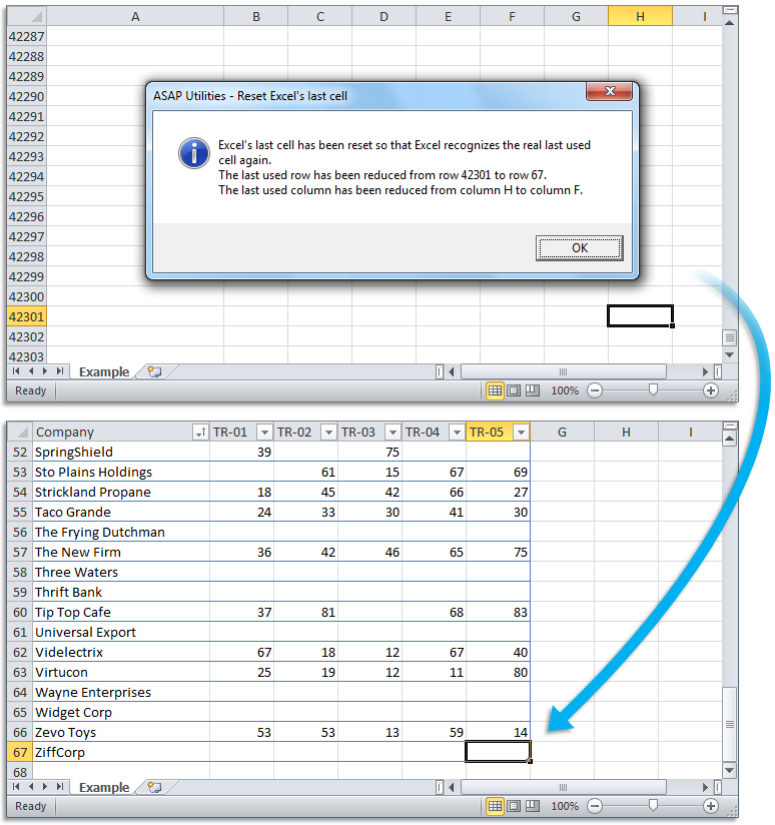
21 Reset Excel's last cell

This utility causes Excel to recognize the last used cell in your worksheet correct again. You can use this utility when the end of your worksheet is (far) below or to the right of the actual range that is in use. You can test if this is true by pressing Ctrl+End and Excel takes you to a blank cell below or to the right of the actual data.

Two indications that Excel doesn't recognize the last cell correctly are:
1. The end of your worksheet is (far) below or to the right of the actual range that is in use.
2. The scrollbars are very small but you don't have that much data.

Microsoft describes this problem in article 244435 as: "Microsoft Excel saves only the part of each worksheet that is in use, meaning the section that contains data or formatting. Sometimes the last cell of a worksheet may be beyond the range of your actual used data. This issue may cause you to have a larger file size than necessary, you may print extra pages, you may receive "Out of Memory" error messages, or you may experience other unusual behavior. Clearing the excess rows and columns to reset the last cell can help to resolve these issues.
You can locate the last cell of the active worksheet by pressing CTRL+END".

By default this utility can be used with the shortcut Ctrl+Alt+R.



	Company	TR-01	TR-02	TR-03	TR-04	TR-05
52	SpringShield	39		75		
53	Sto Plains Holdings		61	15	67	69
54	Strickland Propane	18	45	42	66	27
55	Taco Grande	24	33	30	41	30
56	The Frying Dutchman					
57	The New Firm	36	42	46	65	75
58	Three Waters					
59	Thrift Bank					
60	Tip Top Cafe	37	81		68	83
61	Universal Export					
62	Videlectrix	67	18	12	67	40
63	Virtucon	25	19	12	11	80
64	Wayne Enterprises					
65	Widget Corp					
66	Zevo Toys	53	53	13	59	14
67	ZiffCorp					
68						

5.5.8 Objects & Comments

A collection of tools for objects and comments.

1 Comment tools...

This is a collection of tools that can help you with cell comments.

Extract/report content of comments

- Place the value of the comment cell right next to the comment
- Create report in new workbook
  (sheet name - cell address - range name - cell value - author - comment value)

Position and size of comments

You can do the following on the current worksheet or all worksheets in your workbook:

- Reset all comments to their original position
- Autofit/resize all comments

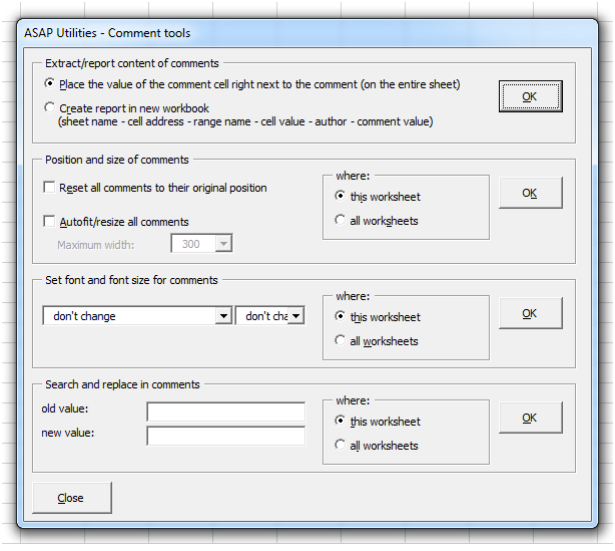
Set font and font size for comments

You can change the font and font size for all comments on the current worksheet or on all worksheets in your workbook.

Search and replace in comments

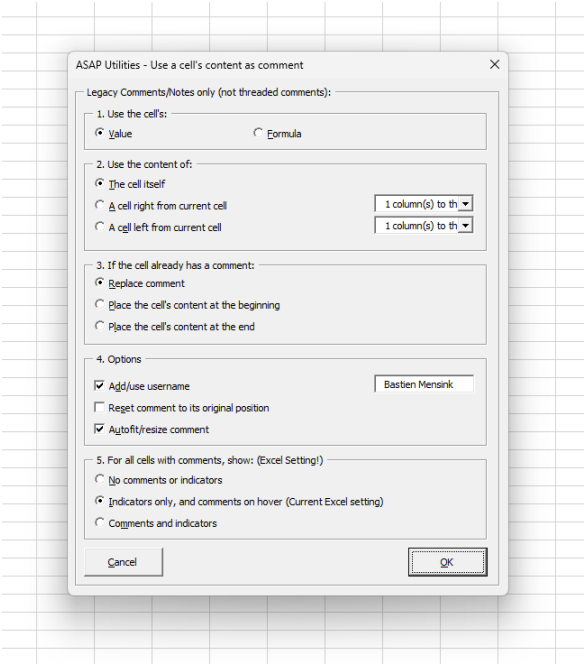
You can replace text in all comments on the current worksheet or on all worksheets in your workbook.

Note:
If you want to get the text from a comment into a cell you can also use the ASAP Utilities worksheet formula =ASAPGETCOMMENT().



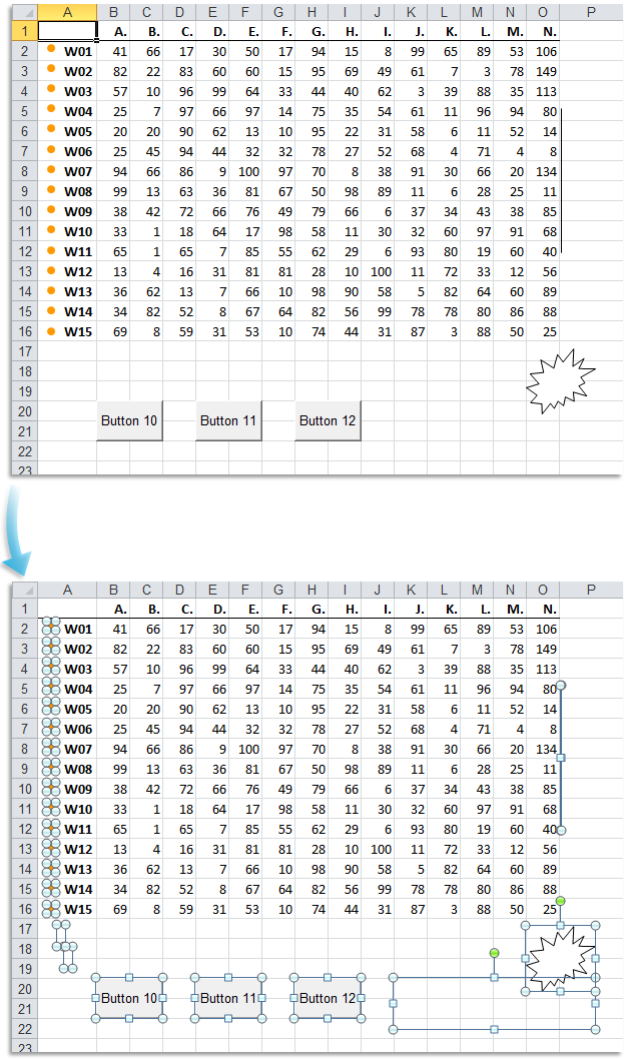
2 Add cell's value or formula to comment...

This tool adds the cell's value or formula as comment.
You can choose to add new comments, replace existing comments or add the cell's value at the beginning or the end of an existing comment.
You can also specify to read the value of a cell to the left or right and use that value or formula as comment.



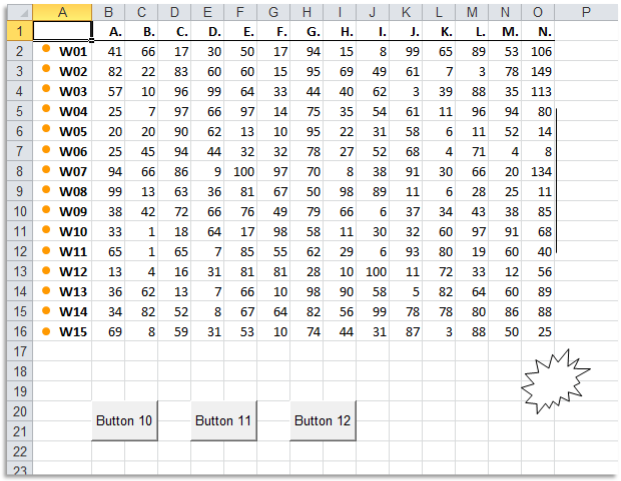
3 Select all objects on current worksheet

This utility selects all objects on your current worksheet.
These objects are for example shapes, text boxes, pictures, wordart, clip art, charts, forms toolbar controls, control toolbox controls, etcetera.

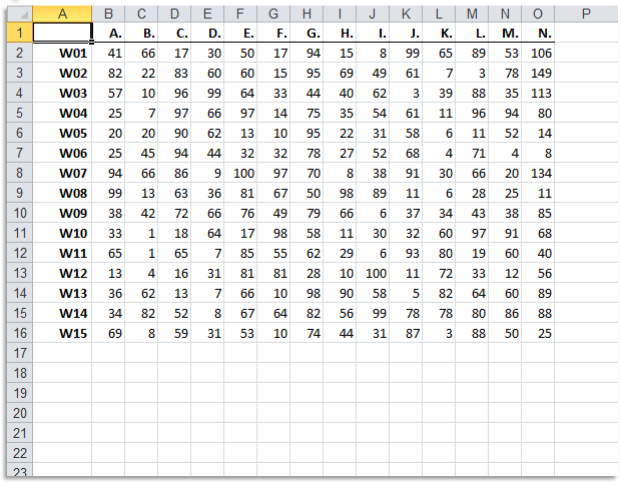


4 Delete all objects in selected worksheets

This utility removes all objects on your current worksheet.
The objects that will be deleted are for example shapes, text boxes, pictures, wordart, clip art, charts, forms toolbar controls, control toolbox controls, etcetera.



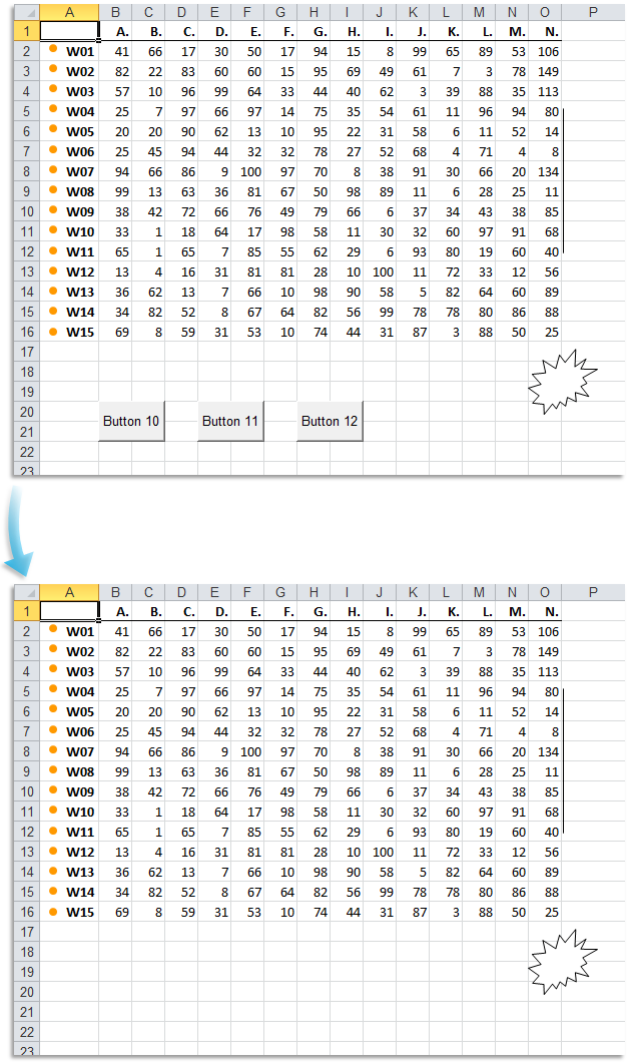
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		A.	B.	C.	D.	E.	F.	G.	H.	I.	J.	K.	L.	M.	N.
2	W01	41	66	17	30	50	17	94	15	8	99	65	89	53	106
3	W02	82	22	83	60	60	15	95	69	49	61	7	3	78	149
4	W03	57	10	96	99	64	33	44	40	62	3	39	88	35	113
5	W04	25	7	97	66	97	14	75	35	54	61	11	96	94	80
6	W05	20	20	90	62	13	10	95	22	31	58	6	11	52	14
7	W06	25	45	94	44	32	32	78	27	52	68	4	71	4	8
8	W07	94	66	86	9	100	97	70	8	38	91	30	66	20	134
9	W08	99	13	63	36	81	67	50	98	89	11	6	28	25	11
10	W09	38	42	72	66	76	49	79	66	6	37	34	43	38	85
11	W10	33	1	18	64	17	98	58	11	30	32	60	97	91	68
12	W11	65	1	65	7	85	55	62	29	6	93	80	19	60	40
13	W12	13	4	16	31	81	81	28	10	100	11	72	33	12	56
14	W13	36	62	13	7	66	10	98	90	58	5	82	64	60	89
15	W14	34	82	52	8	67	64	82	56	99	78	78	80	86	88
16	W15	69	8	59	31	53	10	74	44	31	87	3	88	50	25



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		A.	B.	C.	D.	E.	F.	G.	H.	I.	J.	K.	L.	M.	N.
2	W01	41	66	17	30	50	17	94	15	8	99	65	89	53	106
3	W02	82	22	83	60	60	15	95	69	49	61	7	3	78	149
4	W03	57	10	96	99	64	33	44	40	62	3	39	88	35	113
5	W04	25	7	97	66	97	14	75	35	54	61	11	96	94	80
6	W05	20	20	90	62	13	10	95	22	31	58	6	11	52	14
7	W06	25	45	94	44	32	32	78	27	52	68	4	71	4	8
8	W07	94	66	86	9	100	97	70	8	38	91	30	66	20	134
9	W08	99	13	63	36	81	67	50	98	89	11	6	28	25	11
10	W09	38	42	72	66	76	49	79	66	6	37	34	43	38	85
11	W10	33	1	18	64	17	98	58	11	30	32	60	97	91	68
12	W11	65	1	65	7	85	55	62	29	6	93	80	19	60	40
13	W12	13	4	16	31	81	81	28	10	100	11	72	33	12	56
14	W13	36	62	13	7	66	10	98	90	58	5	82	64	60	89
15	W14	34	82	52	8	67	64	82	56	99	78	78	80	86	88
16	W15	69	8	59	31	53	10	74	44	31	87	3	88	50	25

5 Delete all buttons on selected worksheets

This utility removes all buttons that are created via the forms toolbar from the selected worksheets.



6 Resize selected images or OLE objects (%)...

This utility resizes the selected images or OLE objects relatively to their original size. The utility asks you to give a percentage. Based on this percentage the size is changed in comparison to the original size (which is 100%).

7 Remove the border line from selected objects/images

This utility removes all lines from the selected objects, shapes and pictures.

5.5.9 Format

A collection of tools for formatting for data, copy formatting settings etc..

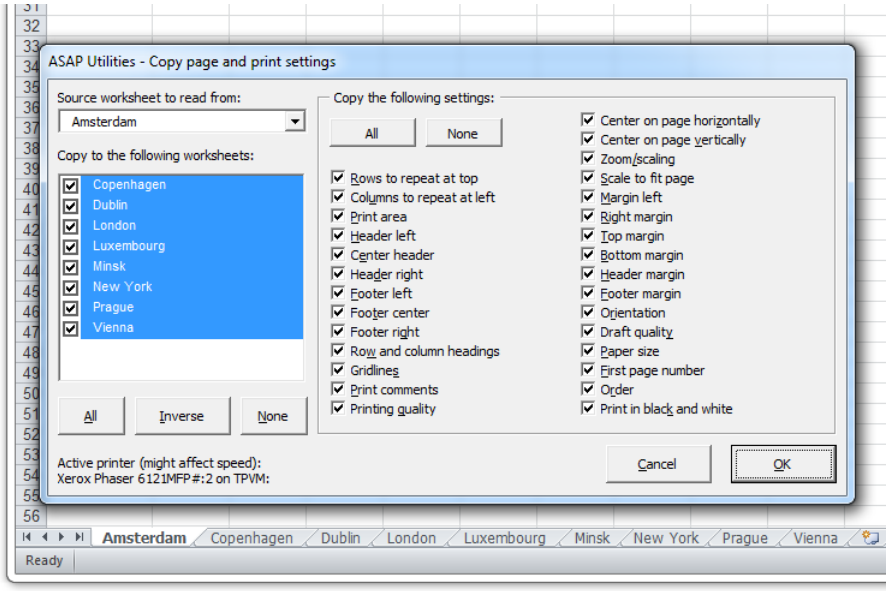
1 Copy a sheet's page and print settings...

With this tool you can easily copy the page and print settings from a worksheet to other worksheets.

You can copy the following properties:

- Rows to repeat at top
- Columns to repeat at left
- Print area
- Header left
- Header right
- Footer left
- Footer center
- Footer right
- Margin left
- Right margin
- Center header
- Top margin
- Bottom margin
- Header margin
- Footer margin
- Row and column headings
- Gridlines
- Printing quality
- Center on page horizontally
- Orientation
- Draft quality
- Paper size
- Print comments
- First page number
- Print in black and white
- Order
- Zoom/scaling
- Center on page vertically
- Scale to fit page

Note:
The speed of this utility might vary, depending on the type of printer(driver) that is set as default when the tool is executed.
Starting from Excel XP/2002 you can also insert a picture in the header or footer. Unfortunately, this is something that cannot be copied to other worksheets by using a macro. So, if you have a picture in the header or footer it will not be copied with this tool in ASAP Utilities. From the Microsoft website: "*The only way to work with pictures in headers or footers for multiple worksheets is to select all the worksheets, and then insert a graphic by using the Insert Picture dialog box (click the Insert Picture button), or format the graphic by using the Format Picture dialog box (click the Format Picture button). The original graphic file is needed for this procedure*."



2 Insert workbook's path and name in header, footer or cell...

This utility allows you to put the folder and filename of your workbook into your header, footer or selected cells.

You can insert the following information in the selected cells:

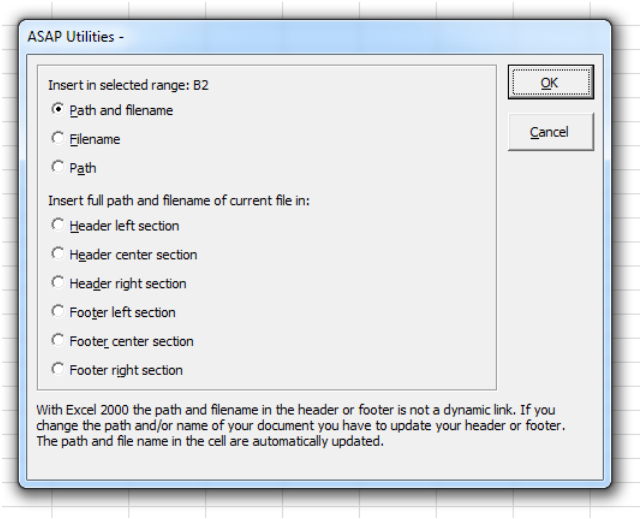
- Path and filename
- Filename
- Path

The path and filename in the cell are automatically updated when you change the name or location of your file.

Or you can insert the path and filename into:

- Header left section
- Header center section
- Header right section
- Footer left section
- Footer center section
- Footer right section

The path and filename in the header or footer are automatically updated when the name or location of your file changes.



3 Empty all headers and footers

This utility removes the contents of all headers and footers in the selected sheets.

4 Detect and visualize adjacent data/group changes...

With this utility you can easily make the differences visible between groups of cells with the same content.

You can do the following when the value in a row changes:

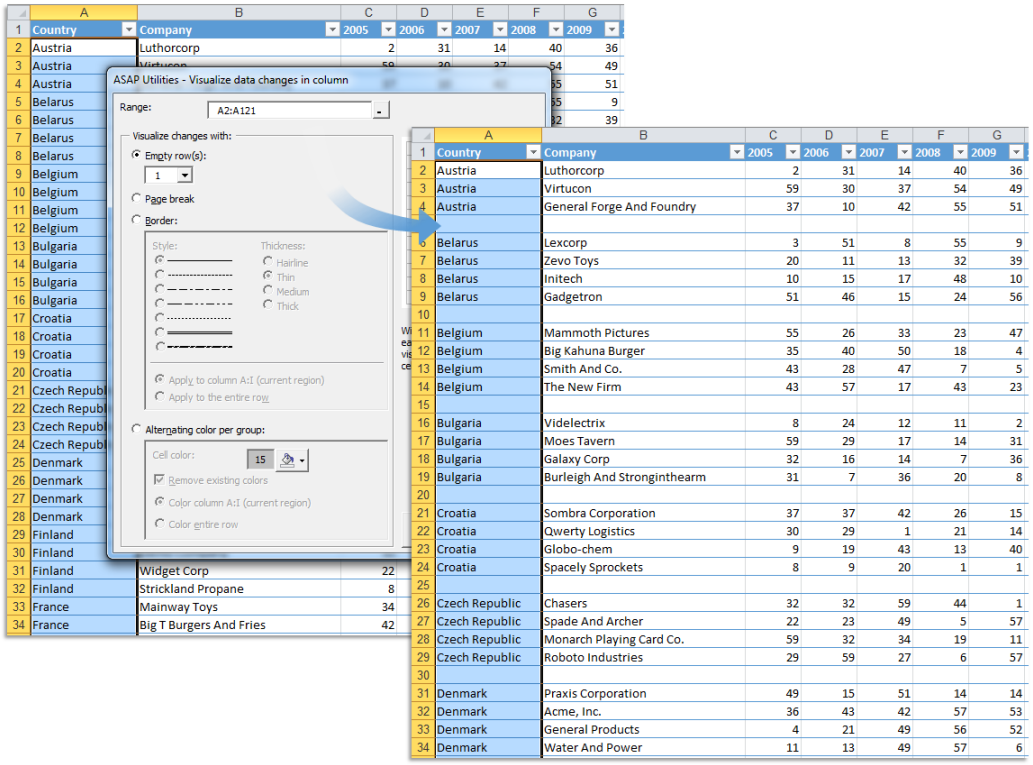
- insert an empty row.
- insert a page break.
- insert a border line below group.
- alternating colors per group.

You can use this for example to identify different groups of data in your worksheet by inserting a blank row when the value changes or inserting a line in between.

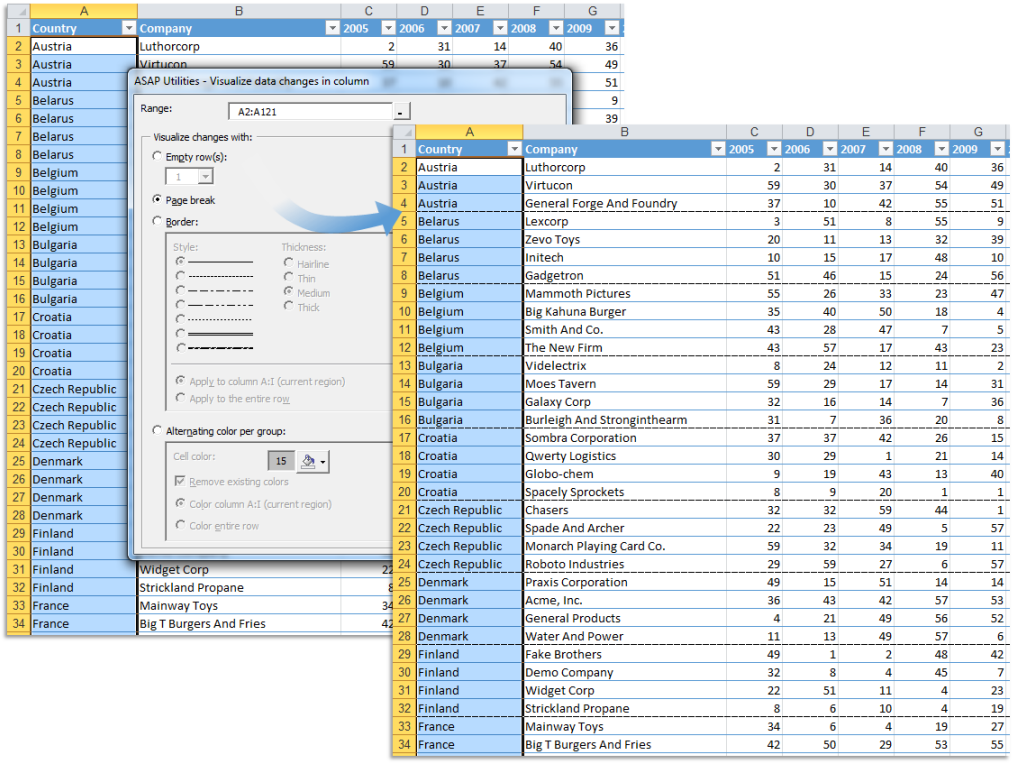
Your last used settings will be remembered.

Note:
This utility only works on the rows (data) in a single column.

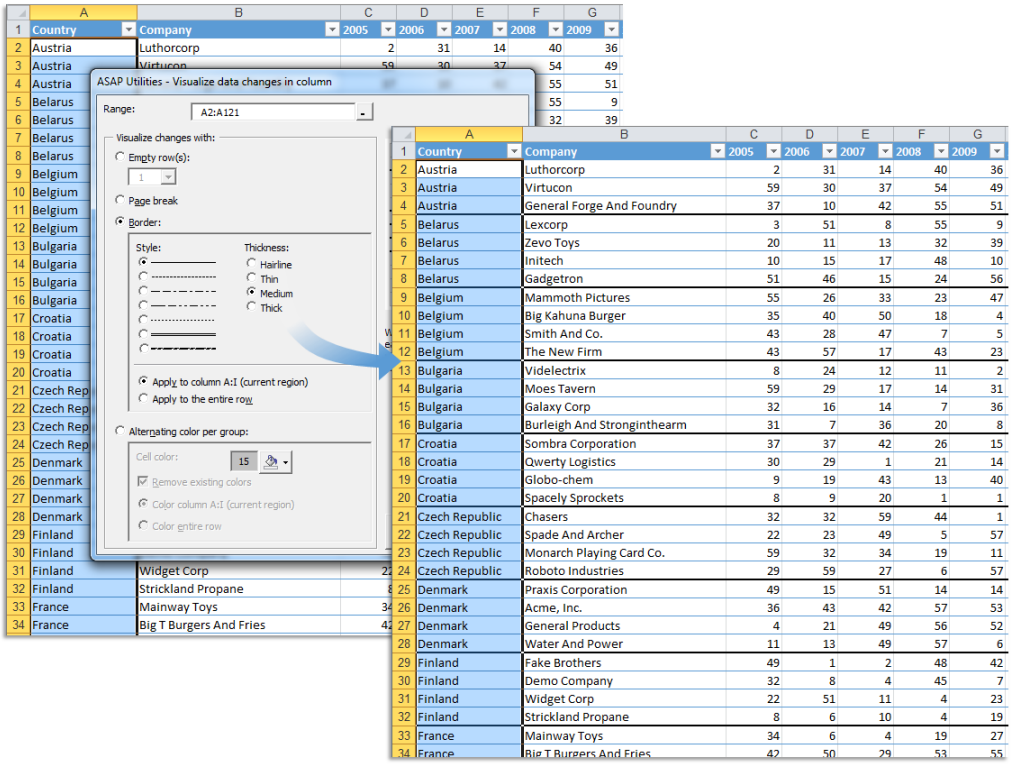
Example screenshot: 1 Insert an empty row between groups



Example screenshot: 2 Insert a pagebreak between groups

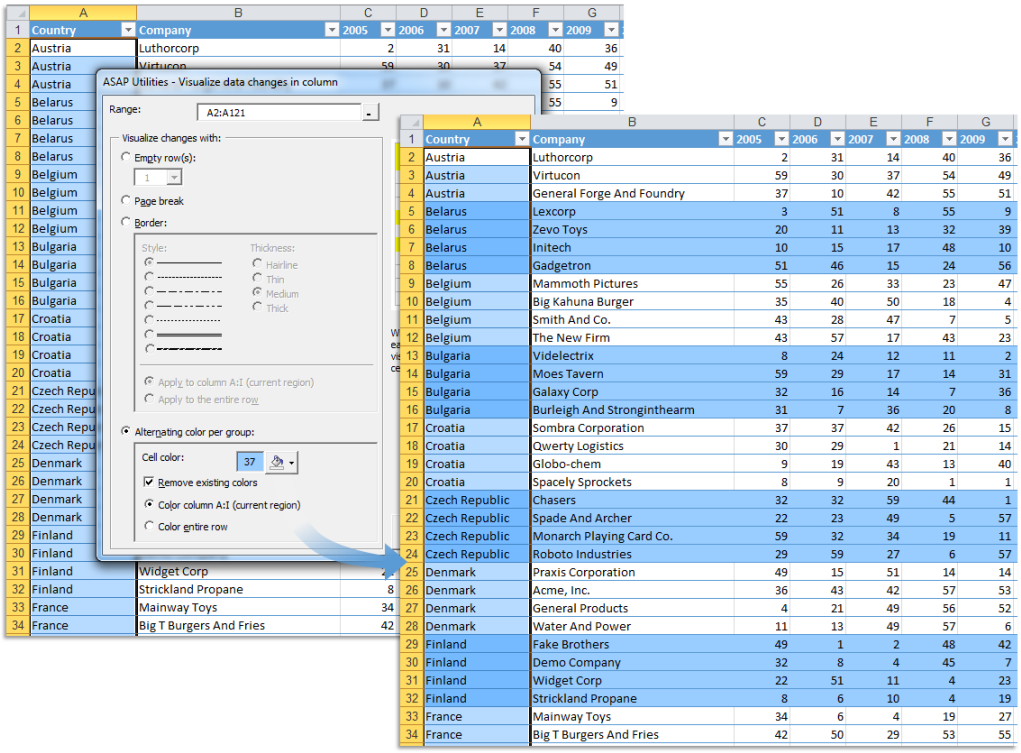


Example screenshot: 3 Insert a border line between groups



	Country	Company	2005	2006	2007	2008	2009
2	Austria	Luthorcorp	2	31	14	40	36
3	Austria	Virtucon	59	30	37	54	49
4	Austria	General Forge And Foundry	37	10	42	55	51
5	Belarus	Lexcorp	3	51	8	55	9
6	Belarus	Zevo Toys	20	11	13	32	39
7	Belarus	Initech	10	15	17	48	10
8	Belarus	Gadgetron	51	46	15	24	56
9	Belgium	Mammoth Pictures	55	26	33	23	47
10	Belgium	Big Kahuna Burger	35	40	50	18	4
11	Belgium	Smith And Co.	43	28	47	7	5
12	Belgium	The New Firm	43	57	17	43	23
13	Bulgaria	Videlectrix	8	24	12	11	2
14	Bulgaria	Moes Tavern	59	29	17	14	31
15	Bulgaria	Galaxy Corp	32	16	14	7	36
16	Bulgaria	Burleigh And Stronginthearm	31	7	36	20	8
17	Croatia	Sombra Corporation	37	37	42	26	15
18	Croatia	Qwerty Logistics	30	29	1	21	14
19	Croatia	Globo-chem	9	19	43	13	40
20	Croatia	Spacely Sprockets	8	9	20	1	1
21	Czech Republic	Chasers	32	32	59	44	1
22	Czech Republic	Spade And Archer	22	23	49	5	57
23	Czech Republic	Monarch Playing Card Co.	59	32	34	19	11
24	Czech Republic	Roboto Industries	29	59	27	6	57
25	Denmark	Praxis Corporation	49	15	51	14	14
26	Denmark	Acme, Inc.	36	43	42	57	53
27	Denmark	General Products	4	21	49	56	52
28	Denmark	Water And Power	11	13	49	57	6
29	Finland	Fake Brothers	49	1	2	48	42
30	Finland	Demo Company	32	8	4	45	7
31	Finland	Widget Corp	22	51	11	4	23
32	Finland	Strickland Propane	8	6	10	4	19
33	France	Mainway Toys	34	6	4	19	27
34	France	Big T Burgers And Fries	42	50	29	53	55

Example screenshot: 4 Color banding per group



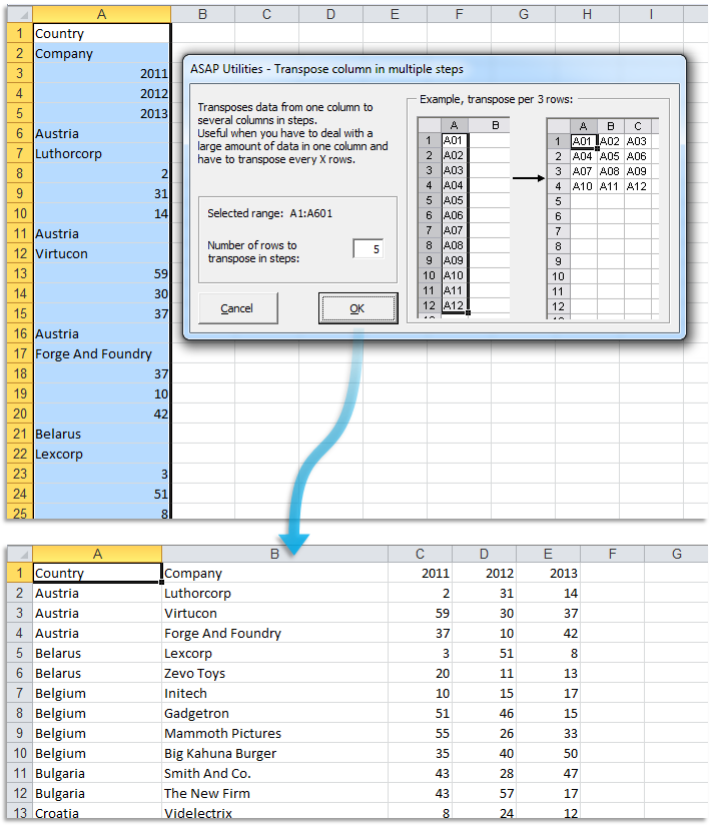
	Country	Company	2005	2006	2007	2008	2009
2	Austria	Luthorcorp	2	31	14	40	36
3	Austria	Virtucon	59	30	37	54	49
4	Austria	General Forge And Foundry	37	10	42	55	51
5	Belarus	Lexcorp	3	51	8	55	9
6	Belarus	Zevo Toys	20	11	13	32	39
7	Belarus	Initech	10	15	17	48	10
8	Belarus	Gadgetron	51	46	15	24	56
9	Belgium	Mammoth Pictures	55	26	33	23	47
10	Belgium	Big Kahuna Burger	35	40	50	18	4
11	Belgium	Smith And Co.	43	28	47	7	5
12	Belgium	The New Firm	43	57	17	43	23
13	Bulgaria	Videlectrix	8	24	12	11	2
14	Bulgaria	Moes Tavern	59	29	17	14	31
15	Bulgaria	Galaxy Corp	32	16	14	7	36
16	Bulgaria	Burleigh And Stronginthearm	31	7	36	20	8
17	Croatia	Sombra Corporation	37	37	42	26	15
18	Croatia	Qwerty Logistics	30	29	1	21	14
19	Croatia	Globo-chem	9	19	43	13	40
20	Croatia	Spacely Sprockets	8	9	20	1	1
21	Czech Republic	Chasers	32	32	59	44	1
22	Czech Republic	Spade And Archer	22	23	49	5	57
23	Czech Republic	Monarch Playing Card Co.	59	32	34	19	11
24	Czech Republic	Roboto Industries	29	59	27	6	57
25	Denmark	Praxis Corporation	49	15	51	14	14
26	Denmark	Acme, Inc.	36	43	42	57	53
27	Denmark	General Products	4	21	49	56	52
28	Denmark	Water And Power	11	13	49	57	6
29	Finland	Fake Brothers	49	1	2	48	42
30	Finland	Demo Company	32	8	4	45	7
31	Finland	Widget Corp	22	51	11	4	23
32	Finland	Strickland Propane	8	6	10	4	19
33	France	Mainway Toys	34	6	4	19	27
34	France	Big T Burgers And Fries	42	50	29	53	55

5 Transpose column in multiple steps...

Transposes data from one column to several columns in steps.
Useful when you have to deal with a large amount of data in one column and have to transpose every X rows.

Formulas and formatting will be preserved.

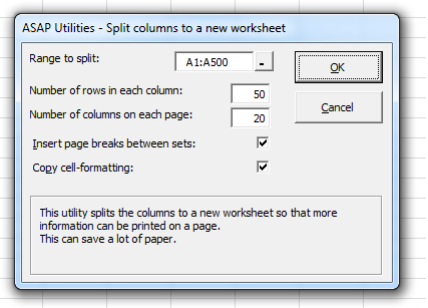
Example screenshot: Transpose column in multiple steps



	A	B	C	D	E
1	Country	Company	2011	2012	2013
2	Austria	Luthorcorp	2	31	14
3	Austria	Virtucon	59	30	37
4	Austria	Forge And Foundry	37	10	42
5	Belarus	Lexcorp	3	51	8
6	Belarus	Zevo Toys	20	11	13
7	Belgium	Initech	10	15	17
8	Belgium	Gadgetron	51	46	15
9	Belgium	Mammoth Pictures	55	26	33
10	Belgium	Big Kahuna Burger	35	40	50
11	Bulgaria	Smith And Co.	43	28	47
12	Bulgaria	The New Firm	43	57	17
13	Croatia	Videlectrix	8	24	12

6 The paper saver (split columns)...

Split long columns in order to save paper while printing.



7 Wrap text

This utility will wrap the text in the selected cells.
This will display long text or text with a manual line break in multiple lines in the cell.

8 Unwrap text

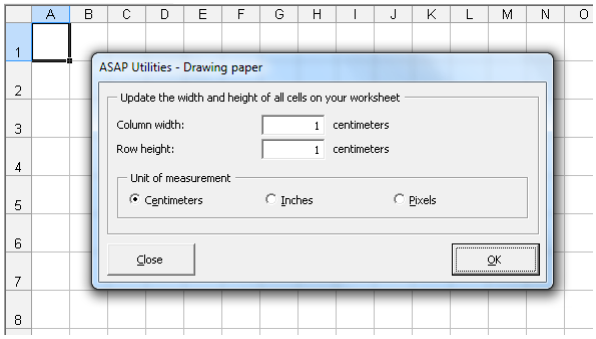
This utility will unwrap the text in the selected cells.
This will display long text or text with a manual line break on a single line in the cells.

9 Drawing paper...

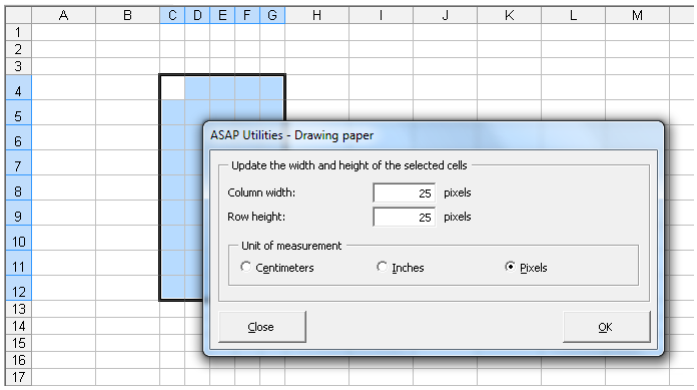
This tool allows you to specify the column width and row height of your cells in centimeters, inches or pixels.
This is helpful if you use the Excel for drawing purposes, such as creating a flowchart or when you design your garden or need to create a floor plan.
It can also be handy for quickly creating square cells.

Note:
Due to limitations of how precise you can set the width and height in Excel the actual width and height might differ a tenth of a centimeter/inch.
The dimensions in pixels depend on your Windows display DPI settings.

Example screenshot: 1



Example screenshot: 2



10 Place a border around each page

This utility places a border around each page on your worksheet.
The utility asks you up-front if you want to remove all existing borders first.

11 Delete all borders inside selection

This utility removes all borders between the cells in your selection.
Only the borders that possibly exist at the outer border of your selection will remain.

12 Use a significant number of decimals...

This utility changes the number format in your cells to show a significant number of decimals.
The difference between this utility and general rounding is that it ignores the zeros that come directly after the decimal separator.

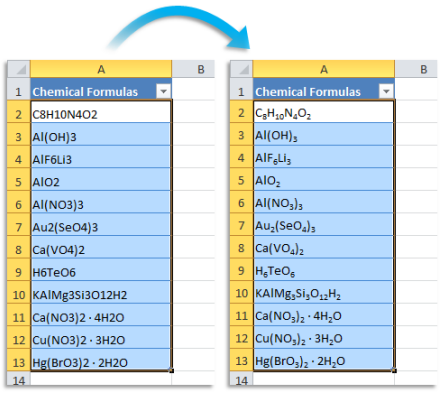
For example if you enter the number 3, then the cells will be formatted to show at least 3 decimals, other than zero.
A cell with the value "12.0123123" is then shown as "12.0123" instead of "12.012".
A cell with the value "12.00002134" is then shown as "12.0000213" instead of "12.000".

13 Subscript the numbers in Chemical Formulas

This will subscript the numbers in chemical notations such as C8H10N4O2, Al(OH)3, AlF6Li3, AlO2, Al(NO3)3, Au2(SeO4)3, Ca(VO4)2, H6TeO6, KAlMg3Si3O12H2, Ca(NO3)2 · 4H2O, etc.

It turns it into $C_8H_{10}N_4O_2$, $Al(OH)_3$, AlF_6Li_3, AlO_2, $Al(NO_3)_3$, $Au_2(SeO_4)_3$, $Ca(VO_4)_2$, H_6TeO_6, $KAlMg_3Si_3O_{12}H_2$, $Ca(NO_3)_2 \cdot 4H_2O$, etc.

This tool automatically detects which numbers should be formatted as subscript.



	A	B
1	Chemical Formulas	
2	C8H10N4O2	
3	Al(OH)3	
4	AlF6Li3	
5	AlO2	
6	Al(NO3)3	
7	Au2(SeO4)3	
8	Ca(VO4)2	
9	H6TeO6	
10	KAlMg3Si3O12H2	
11	Ca(NO3)2 · 4H2O	
12	Cu(NO3)2 · 3H2O	
13	Hg(BrO3)2 · 2H2O	
14		

	A	B
1	Chemical Formulas	
2	$C_8H_{10}N_4O_2$	
3	$Al(OH)_3$	
4	AlF_6Li_3	
5	AlO_2	
6	$Al(NO_3)_3$	
7	$Au_2(SeO_4)_3$	
8	$Ca(VO_4)_2$	
9	H_6TeO_6	
10	$KAlMg_3Si_3O_{12}H_2$	
11	$Ca(NO_3)_2 \cdot 4H_2O$	
12	$Cu(NO_3)_2 \cdot 3H_2O$	
13	$Hg(BrO_3)_2 \cdot 2H_2O$	
14		

14 Unmerge cells in selection

This utility will unmerge all cells in your selection.

In Excel XP and newer versions you can also click again on the "Merge and center" button to unmerge the cells. The advantage of this tool ASAP Utilities is also that you can assign your own shortcut to this action.

15 Center across selection (without merging)

This utility centers the values horizontally across the selected empty cells to the right. It looks the same as when you merge the cells but it doesn't merge the cell contents nor has the disadvantages of merged cells.

You can also do this in Excel via the cell properties. Right-click on the cell and choose "Format Cells", select the "Alignment" tab and set the horizontal alignment to "Center Across Selection".

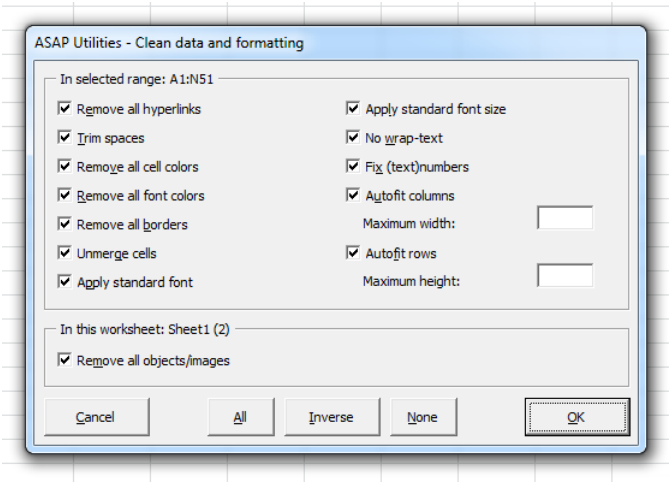
16 Clean data and formatting...

This utility helps you to optimize and clean information that you have copied into Excel.

You can choose the following edits:

- remove all hyperlinks
- trim spaces (removes leading and trailing spaces)
- remove all cell colors
- remove all font colors
- remove all borders
- unmerge cells
- apply standard font
- apply standard font size
- no wrap-text
- fix (text)numbers
- autofit columns
- autofit rows
- remove all objects/images from your worksheet

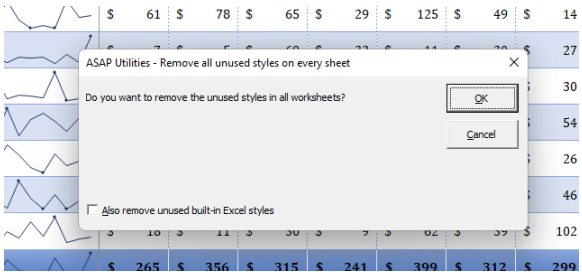
Your last used settings will be remembered.

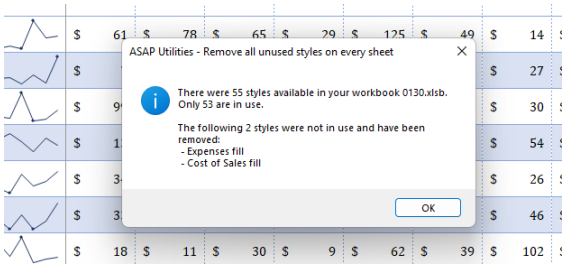


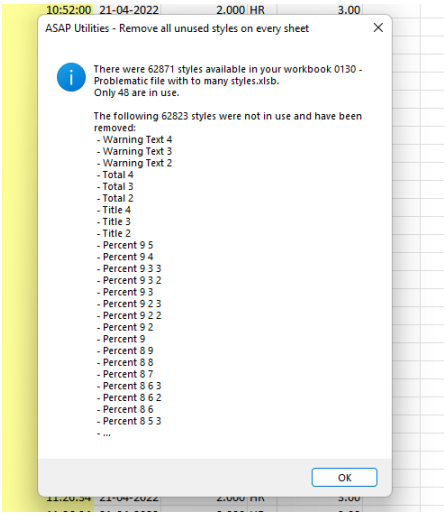
17 Remove all unused styles on every sheet

This utility removes all unused styles from every worksheet in your workbook.
In most of the times this fixes the problems when you get the message "Too Many Different Cell Formats" in Excel.

What this message means is explained by Microsoft:
You receive a "Too many different cell formats" error message in Excel.
This problem occurs when the workbook contains more than approximately 4000 different combinations of cell formats. A combination is defined as a unique set of formatting elements that are applied to a cell. A combination includes all font formatting (for example: typeface, font size, italic, bold, and underline), borders (for example: location, weight, and color), cell patterns, number formatting, alignment, and cell protection.
Source: https://support.microsoft.com/kb/q213904/







18 Remove all validations in selected cells

This utility removes all validation-settings in the selected cells.

In Excel you can only do this on one sheet at a time.
With this utility you can now quickly do this on multiple sheets at once.

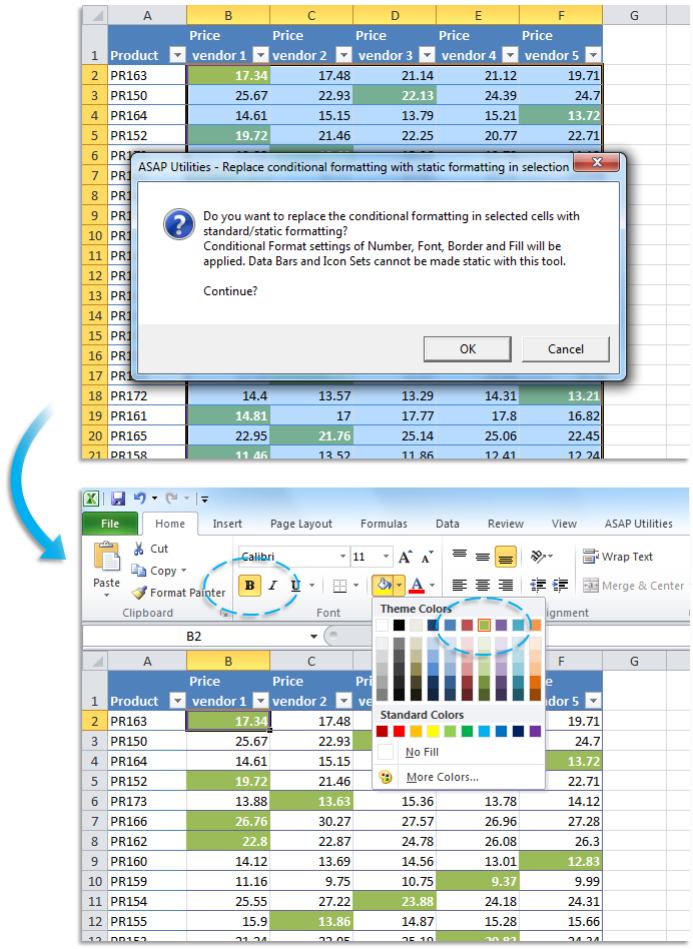
19 Remove all conditional formatting in selection

This utility removes all conditional formatting in the selected cells.Replace conditional formatting with static formatting in selection

This tool replaces the conditional formatting in the selected cells with regular (static) formatting.
The formatting, that has been applied via conditional formatting rules (number, font, border and fill) is verified and then applied as regular (static) formatting.
The conditional formatting rules are then removed, but not the effects.

A practical example:
'We work a lot with conditional formatting, but our client wants us to "freeze" the format (which means no more use of conditional formatting...) in order to have a classical Excel format (mainly cell and font colors). The idea is to do the same thing as we can do with formulas or calculations "copy > paste as values" but for conditional formatting.'

Note:
Data Bars and Icon Sets cannot be made static with this tool.



20 Remove all conditional formatting in selection

This utility removes all conditional formatting in the selected cells.

21 Remove all validations in selected cells

This utility removes all validation-settings in the selected cells.

In Excel you can only do this on one sheet at a time.
With this utility you can now quickly do this on multiple sheets at once.

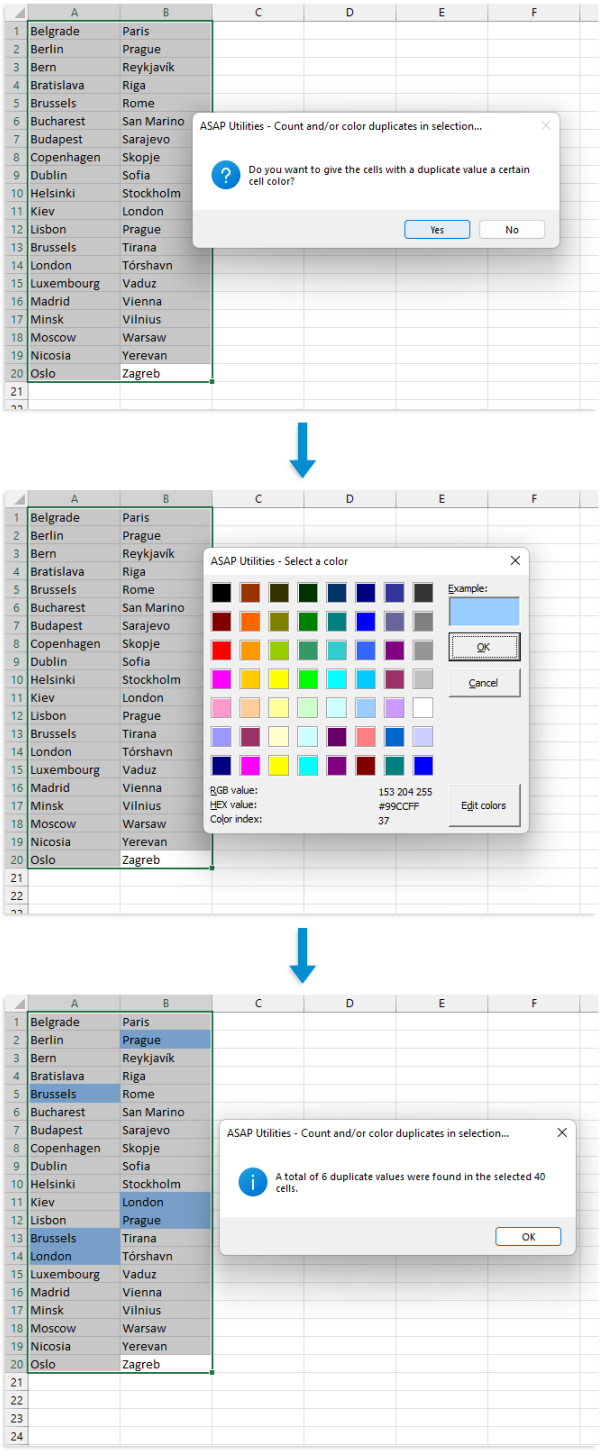
22 Count and/or color duplicates in selection...

This utility tells you how many duplicate values there are in your selected range.
You can choose to paint all duplicate cells with a certain color.

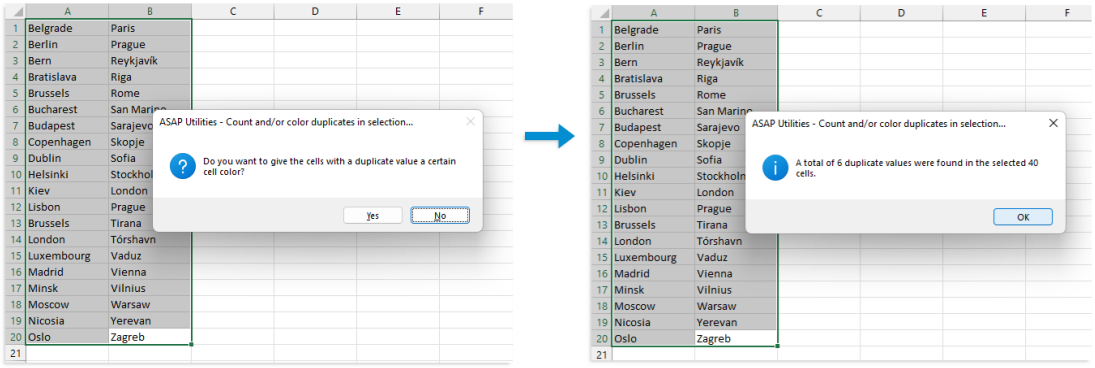
Note:
The utility is case sensitive which means for example that "Excel" and "EXCEL" are not the same.

If your selection contains formulas then this utility compares the calculated values. This means that this utility considers a cell with the value 12 and a cell with the formula =3*4 as a duplicate.

Example screenshot: 1 Count and color duplicated values



Example screenshot: 2 Just count the duplicates without coloring them



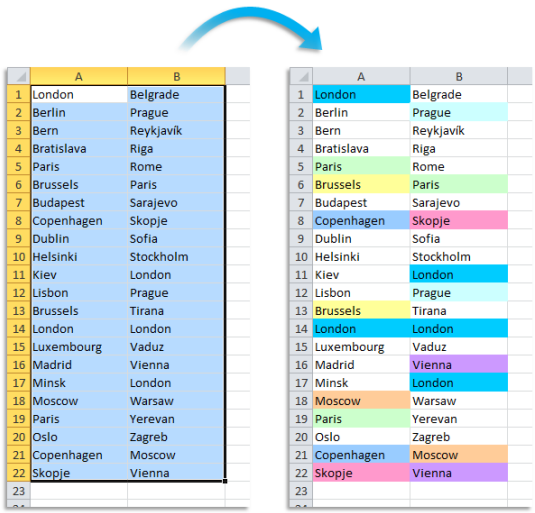
23 Count duplicates and give each set of duplicates its own color

This tool counts and colors the duplicate values in your selection.
Each set of duplicated values is given its own unique color.

This helps to quickly find the duplicated values, by having a set of colors each of which can readily be distinguished from one another.

Example:
If your selection contains 5 cells with the value "London" then those 5 cells will all get the same color, for example blue. And if the value "Paris" exists in 3 cells then those 3 cells will also get the same, but a different color, such as green.

Note:
The utility is case sensitive which means for example that "Excel" and "EXCEL" are not the same.
If your selection contains formulas then this utility compares the calculated values. This means that this utility considers a cell with the value 12 and a cell with the formula =3*4 as a duplicate.



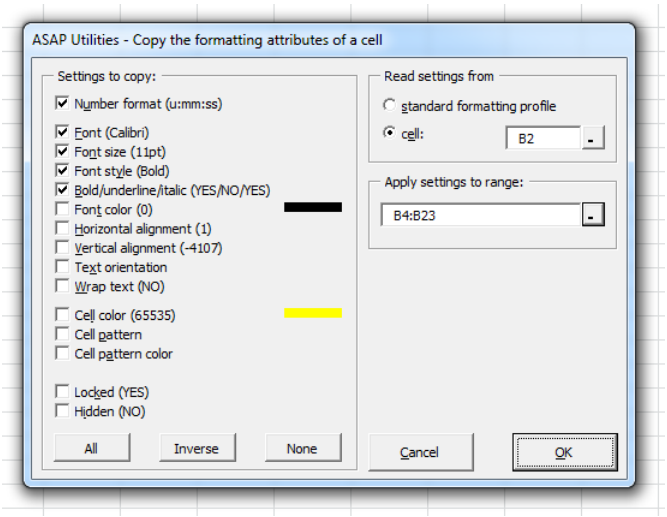
24 Copy and apply cell's formatting settings...

With this utility you can copy certain formatting settings from one cell or the standard formatting profile to other cells.
In Excel you can only copy all formatting settings. With this utility you can now choose to only copy certain settings.

You can choose to apply one or more from the following properties:

- Number format
- Font
- Font size
- Font style
- Bold/underline/italic
- Font color
- Horizontal alignment
- Vertical alignment
- Text orientation
- Wrap text
- Cell color
- Cell pattern
- Cell pattern color
- Locked
- Hidden

Your last used settings will be remembered.



25 Apply standard format to selected cells

This utility applies the standard formatting to your selected cells.

This standard formatting is defined in the formatting style "normal" in Excel.

5.5.10 Numbers & Dates

A collection of tools for working with numbers, faster and easier calculations, processing, etc..

1 Apply formula/calculation to selected cells...

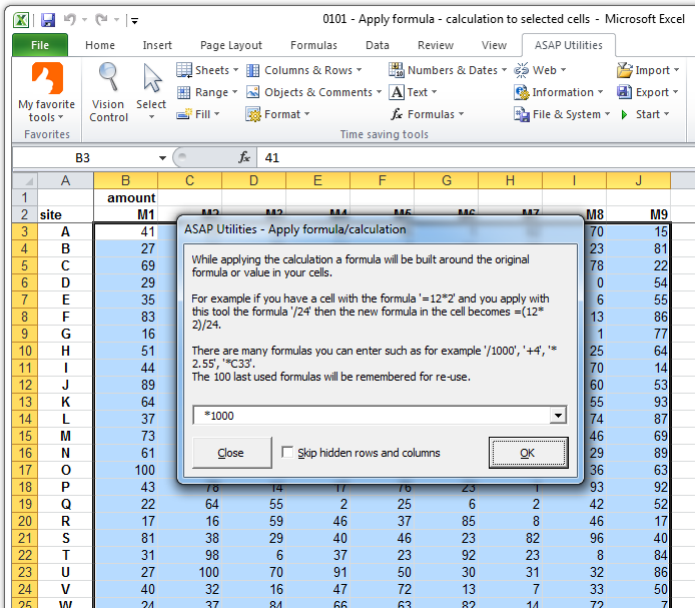
With this utility you can quickly perform a calculation on the selected range.
For example quickly multiply all cells in your selection by 10 without having to add an extra column and enter a formula to do this.

A formula will be built around the original formula or value in your cell. For example if you have a formula '=(12*2)' in a cell and you use ASAP Utilities to apply the formula /100 the result will be: '=(12*2)/100'.
The formula will be applied to all cells in your selection except for cells with errors, empty cells, cells contain text or cells that contain an array formula.
If the new formula would result in an error you will get a warning upfront and no changes will be applied.

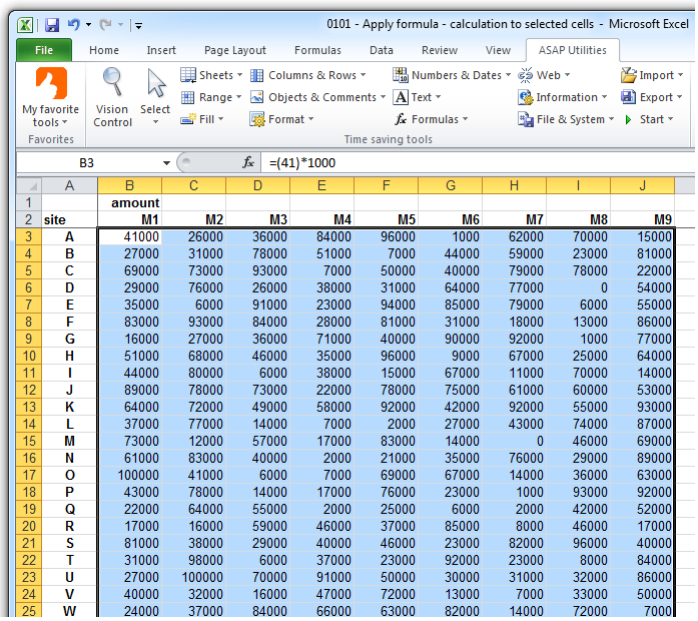
Users of the non-English Excel versions can type in the formula in their local language. For example in the Dutch version you can use the comma as decimal separator and the local version of worksheet formulas, for example '+SOM(G20:G40)' instead of the English '+SUM(G20:G40)'.
There are many formulas you can enter such as for example '/1000', '+4', '*2.54', '*C33'.
This utility is also often used for unit conversions, such as for example converting kilometers to meters.

The last 100 used formulas are remembered so you can easily re-use them.
By default this can be started with the shortcut Ctrl+Alt+I.

Example screenshot: 1 Perform a quick calculation in selected cells



Example screenshot: 2 The result



	site	M1	M2	M3	M4	M5	M6	M7	M8	M9
		amount								
3	A	41000	26000	36000	84000	96000	1000	62000	70000	15000
4	B	27000	31000	78000	51000	7000	44000	59000	23000	81000
5	C	69000	73000	93000	7000	50000	40000	79000	78000	22000
6	D	29000	76000	26000	38000	31000	64000	77000	0	54000
7	E	35000	6000	91000	23000	94000	85000	79000	6000	55000
8	F	83000	93000	84000	28000	81000	31000	18000	13000	86000
9	G	16000	27000	36000	71000	40000	90000	92000	1000	77000
10	H	51000	68000	46000	35000	96000	9000	67000	25000	64000
11	I	44000	80000	6000	38000	15000	67000	11000	70000	14000
12	J	89000	78000	73000	22000	78000	75000	61000	60000	53000
13	K	64000	72000	49000	58000	92000	42000	92000	55000	93000
14	L	37000	77000	14000	7000	2000	27000	43000	74000	87000
15	M	73000	12000	57000	17000	83000	14000	0	46000	69000
16	N	61000	83000	40000	2000	21000	35000	76000	29000	89000
17	O	100000	41000	6000	7000	69000	67000	14000	36000	63000
18	P	43000	78000	14000	17000	76000	23000	1000	93000	92000
19	Q	22000	64000	55000	2000	25000	6000	2000	42000	52000
20	R	17000	16000	59000	46000	37000	85000	8000	46000	17000
21	S	81000	38000	29000	40000	46000	23000	82000	96000	40000
22	T	31000	98000	6000	37000	23000	92000	23000	8000	84000
23	U	27000	100000	70000	91000	50000	30000	31000	32000	86000
24	V	40000	32000	16000	47000	72000	13000	7000	33000	50000
25	W	24000	37000	84000	66000	63000	82000	14000	72000	7000

2 Change formulas to their calculated values

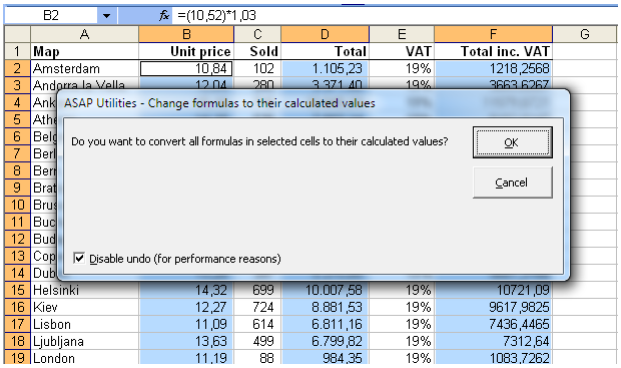
This utility replaces the formulas in the selected cells with their calculated values.

The utility works the same as Excel's "Copy » Paste » Paste values" but in one step and it also works with multiple selections at once.
Normally the utility changes the formulas to their calculated values in both visible and hidden cells. If you have selected cells in a filtered list only the visible cells are changed.

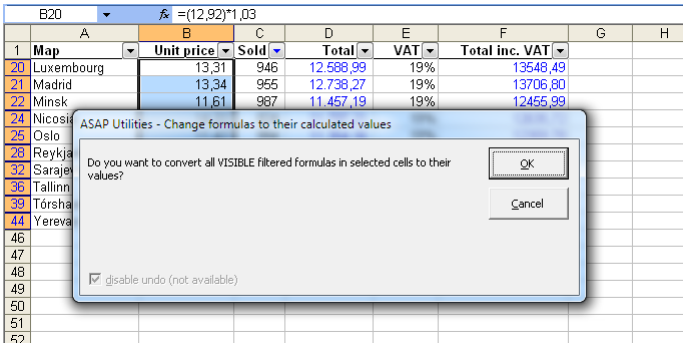
As an example, a cell with the formula '=A2*(C19/12)' which has '124' as the calculated result will be replaced with the value 124.
This can be useful, for example if you want to speed up the calculation of your workbook or if you don't want someone to see the underlying formulas you used if you give the workbook to somebody else.

By default you can start this utility with the shortcut Ctrl+Alt+P.

Example screenshot: 1 Change formulas to their calculated values



Example screenshot: 2 Formulas to values in a filtered list is something that you normally can't do in Excel

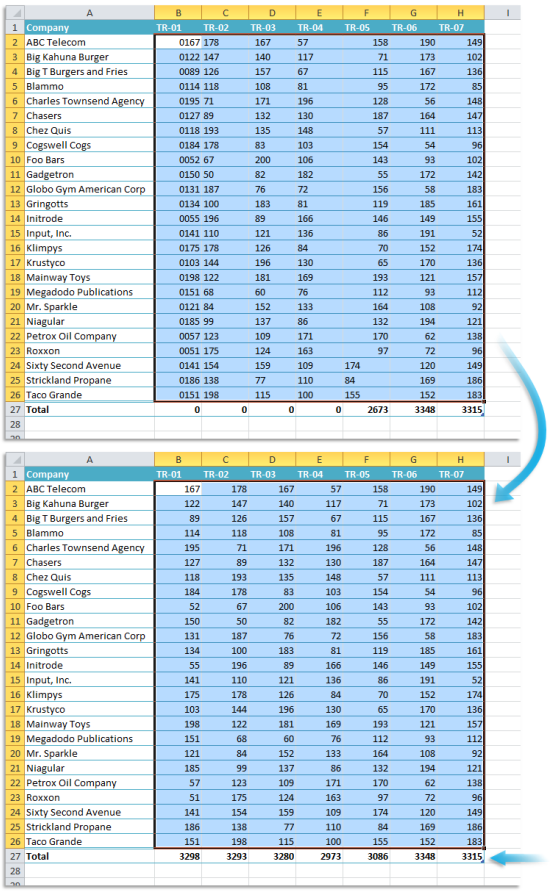


3 Convert unrecognized numbers (text?) to numbers

This utility changes the numbers that behave like text to real numerical numbers which Excel recognizes.

You might have experienced that sometimes Excel treats numbers as text; they are left aligned, they don't work in your formulas or don't sort properly.
This problem often occurs when data is imported or copied from other programs.
This utility will also help you get errors in your =VLOOKUP() formulas because Excel treats the numbers as text and therefore can't find a matching value.
You can also use this utility to remove leading zeros from numbers or to make Excel recognize empty cells properly as empty again.

Note:
This utility does not convert numbers with decimal separators different then specified in the language settings in MS Windows or in the "International" options of your workbook.
For example often people in The Netherlands have problems with imported text files when the numbers are stored as for example "120.00" where a point is used as decimal separator instead of a comma.
In such a case you can use Excel to replace (Ctrl+H) the point (or whatever) to your decimal separator to have Excel recognize the numbers correctly.



Company	TR-01	TR-02	TR-03	TR-04	TR-05	TR-06	TR-07
ABC Telecom	0167	178	167	57	158	190	149
Big Kahuna Burger	0122	147	140	117	71	173	102
Big T Burgers and Fries	0089	126	157	67	115	167	136
Blammo	0114	118	108	81	95	172	85
Charles Townsend Agency	0195	71	171	196	128	56	148
Chasers	0127	89	132	130	187	164	147
Chez Quis	0118	193	135	148	57	111	113
Cogswell Cogs	0184	178	83	103	154	54	96
Foo Bars	0052	67	200	106	143	93	102
Gadgetron	0150	50	82	182	55	172	142
Globo Gym American Corp	0131	187	76	72	156	58	183
Gringotts	0134	100	183	81	119	185	161
Initrode	0055	196	89	166	146	149	155
Input, Inc.	0141	110	121	136	86	191	52
Klimpys	0175	178	126	84	70	152	174
Krustyco	0103	144	196	130	65	170	136
Mainway Toys	0198	122	181	169	193	121	157
Megadodo Publications	0151	68	60	76	112	93	112
Mr. Sparkle	0121	84	152	133	164	108	92
Niagular	0185	99	137	86	132	194	121
Petrox Oil Company	0057	123	109	171	170	62	138
Roxxon	0051	175	124	163	97	72	96
Sixty Second Avenue	0141	154	159	109	174	120	149
Strickland Propane	0186	138	77	110	84	169	186
Taco Grande	0151	198	115	100	155	152	183
Total	**0**	**0**	**0**	**0**	**2673**	**3348**	**3315**

Company	TR-01	TR-02	TR-03	TR-04	TR-05	TR-06	TR-07
ABC Telecom	167	178	167	57	158	190	149
Big Kahuna Burger	122	147	140	117	71	173	102
Big T Burgers and Fries	89	126	157	67	115	167	136
Blammo	114	118	108	81	95	172	85
Charles Townsend Agency	195	71	171	196	128	56	148
Chasers	127	89	132	130	187	164	147
Chez Quis	118	193	135	148	57	111	113
Cogswell Cogs	184	178	83	103	154	54	96
Foo Bars	52	67	200	106	143	93	102
Gadgetron	150	50	82	182	55	172	142
Globo Gym American Corp	131	187	76	72	156	58	183
Gringotts	134	100	183	81	119	185	161
Initrode	55	196	89	166	146	149	155
Input, Inc.	141	110	121	136	86	191	52
Klimpys	175	178	126	84	70	152	174
Krustyco	103	144	196	130	65	170	136
Mainway Toys	198	122	181	169	193	121	157
Megadodo Publications	151	68	60	76	112	93	112
Mr. Sparkle	121	84	152	133	164	108	92
Niagular	185	99	137	86	132	194	121
Petrox Oil Company	57	123	109	171	170	62	138
Roxxon	51	175	124	163	97	72	96
Sixty Second Avenue	141	154	159	109	174	120	149
Strickland Propane	186	138	77	110	84	169	186
Taco Grande	151	198	115	100	155	152	183
Total	**3298**	**3293**	**3280**	**2973**	**3086**	**3348**	**3315**

4 Change values to text values (adding ' in front)

This utility changes all numbers in the selected cells to text values.
This is done by placing an apostrophe (') in front of each value.
Cells with formulas that have a numeric result will be filled with their calculated values.
Cells with text or a date are skipped.

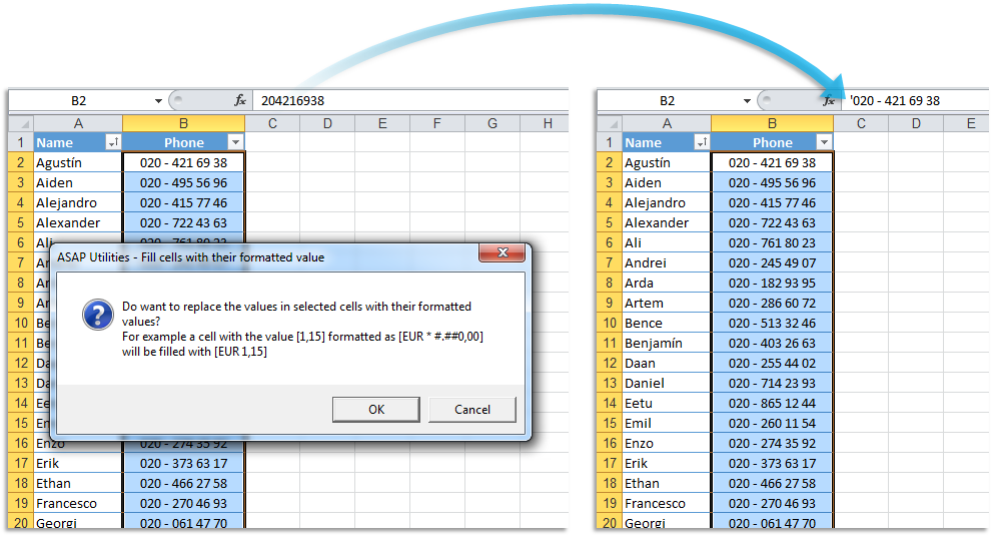
Note:
If you want to spell out numbers you can use the utility "Spell numbers or amounts (EN, DE, NL)".

5 Fill cells with their formatted value

This utility replaces the contents in the selected cells with their formatted value.

For example if you have a cell with the value "384216938" with the cell formatting "000 - 000 00 00" then it will be displayed as "038 - 421 69 38".
This utility will then fill the cell with the value "038 - 421 69 38".
This can for example be useful when you use mailmerge in MS Word because that reads the value of the cell and ignores the cell formatting.

Example screenshot: Fill cells with their displayed value



6 Change negative numbers to positive and vice versa...

With this utility you can change positive numbers to negative and negative numbers to positive.
You can also make all numbers in your selection negative or positive.

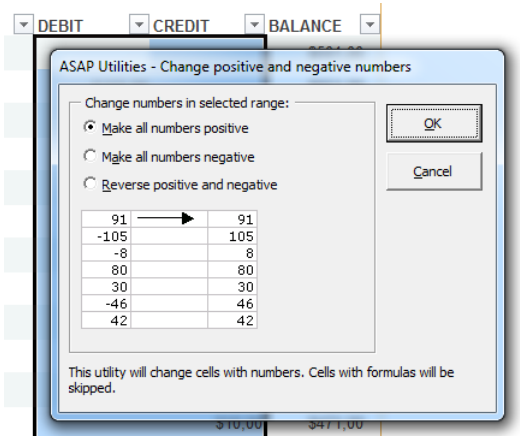
You can choose from:

- Reverse positive and negative
- Make all numbers positive
- Make all numbers negative

This can also be useful if you have a balance sheet with debit and credit figures.

Note:
Cells with formulas will be skipped.

Example screenshot: Change negative numbers to positive and vice versa



7 Move minus sign from back to front (e.g. 65- to -65)

This utility will corrects numbers that have a trailing minus for negative numbers.
For example a number such as "65-" will be converted into "-65" so that it is a number that Excel recognizes and that you can use in your calculations.

This utility is especially useful when you have to deal with certain imported text files because some (finance) system report negative numbers with the minus sign at the end.

8 Use a significant number of decimals...

This utility changes the number format in your cells to show a significant number of decimals.
The difference between this utility and general rounding is that it ignores the zeros that come directly after the decimal separator.

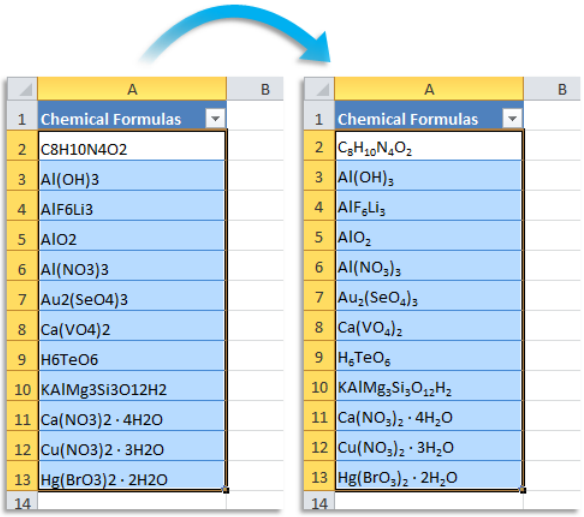
For example if you enter the number 3, then the cells will be formatted to show at least 3 decimals, other than zero.
A cell with the value "12.0123123" is then shown as "12.0123" instead of "12.012".
A cell with the value "12.00002134" is then shown as "12.0000213" instead of "12.000".

9 Subscript the numbers in Chemical Formulas

This will subscript the numbers in chemical notations such as C8H10N4O2, Al(OH)3, AlF6Li3, AlO2, Al(NO3)3, Au2(SeO4)3, Ca(VO4)2, H6TeO6, KAlMg3Si3O12H2, Ca(NO3)2 · 4H2O, etc.

It turns it into $C_8H_{10}N_4O_2$, $Al(OH)_3$, AlF_6Li_3, AlO_2, $Al(NO_3)_3$, $Au_2(SeO_4)_3$, $Ca(VO_4)_2$, H_6TeO_6, $KAlMg_3Si_3O_{12}H_2$, $Ca(NO_3)_2 \cdot 4H_2O$, etc.

This tool automatically detects which numbers should be formatted as subscript.



	A	B
1	Chemical Formulas	
2	C8H10N4O2	
3	Al(OH)3	
4	AlF6Li3	
5	AlO2	
6	Al(NO3)3	
7	Au2(SeO4)3	
8	Ca(VO4)2	
9	H6TeO6	
10	KAlMg3Si3O12H2	
11	Ca(NO3)2 · 4H2O	
12	Cu(NO3)2 · 3H2O	
13	Hg(BrO3)2 · 2H2O	
14		

	A	B
1	Chemical Formulas	
2	$C_8H_{10}N_4O_2$	
3	$Al(OH)_3$	
4	AlF_6Li_3	
5	AlO_2	
6	$Al(NO_3)_3$	
7	$Au_2(SeO_4)_3$	
8	$Ca(VO_4)_2$	
9	H_6TeO_6	
10	$KAlMg_3Si_3O_{12}H_2$	
11	$Ca(NO_3)_2 \cdot 4H_2O$	
12	$Cu(NO_3)_2 \cdot 3H_2O$	
13	$Hg(BrO_3)_2 \cdot 2H_2O$	
14		

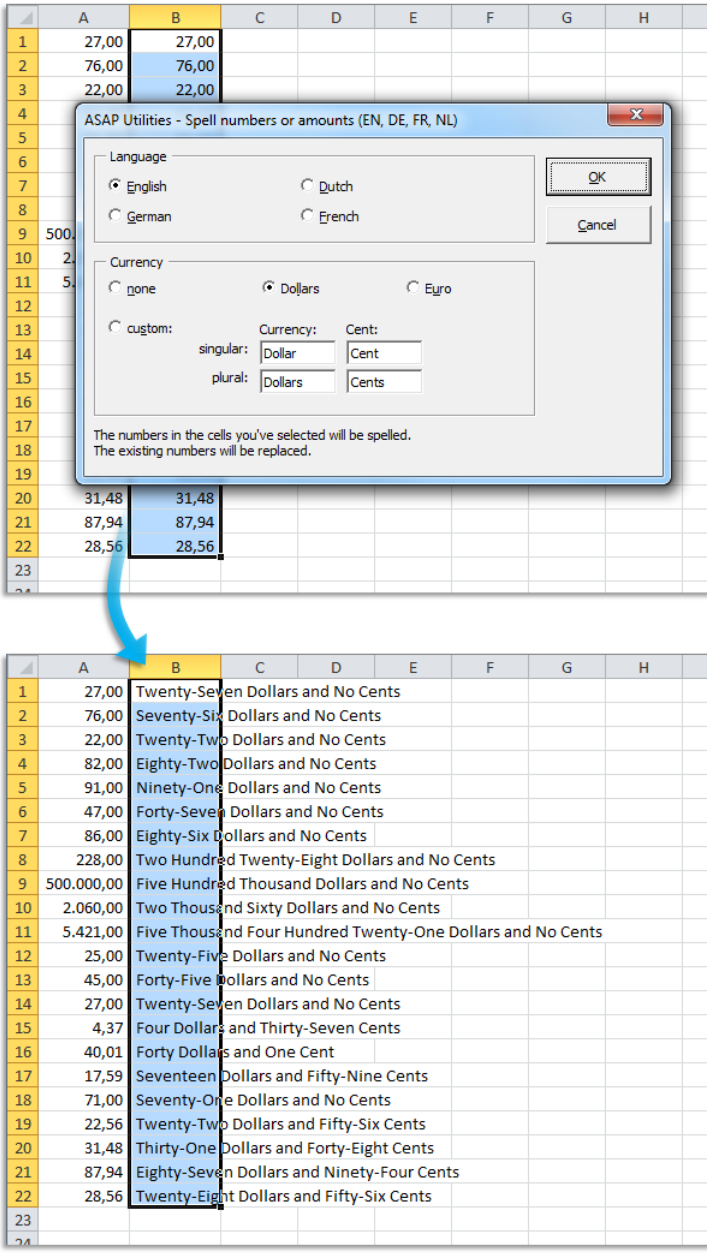
10 Convert percentages to numbers (e.g. 5% to 5)

This utility changes percentages to numbers by removing the percent sign (%).
For example 5% will be converted to 5.

11 Spell/write out numbers or amounts (EN, DE, FR, NL)...

This utility spells out the numbers in your selection.
For example the number "12.75" written out in English in the currency dollar becomes Twelve Dollars and Seventy Five Cents.
This utility replaces the numbers in your selection with the written numbers.

You can choose to write out the numbers as numbers or as an amount (for example to use on a check).
You can choose between the languages English, German, French and Dutch.
The default currencies are none, dollars or euro. You can also type in another currency.
If a number contains more than two decimals this function will spell out the number as if it were rounded to two decimals.



	A	B
1	27,00	Twenty-Seven Dollars and No Cents
2	76,00	Seventy-Six Dollars and No Cents
3	22,00	Twenty-Two Dollars and No Cents
4	82,00	Eighty-Two Dollars and No Cents
5	91,00	Ninety-One Dollars and No Cents
6	47,00	Forty-Seven Dollars and No Cents
7	86,00	Eighty-Six Dollars and No Cents
8	228,00	Two Hundred Twenty-Eight Dollars and No Cents
9	500.000,00	Five Hundred Thousand Dollars and No Cents
10	2.060,00	Two Thousand Sixty Dollars and No Cents
11	5.421,00	Five Thousand Four Hundred Twenty-One Dollars and No Cents
12	25,00	Twenty-Five Dollars and No Cents
13	45,00	Forty-Five Dollars and No Cents
14	27,00	Twenty-Seven Dollars and No Cents
15	4,37	Four Dollars and Thirty-Seven Cents
16	40,01	Forty Dollars and One Cent
17	17,59	Seventeen Dollars and Fifty-Nine Cents
18	71,00	Seventy-One Dollars and No Cents
19	22,56	Twenty-Two Dollars and Fifty-Six Cents
20	31,48	Thirty-One Dollars and Forty-Eight Cents
21	87,94	Eighty-Seven Dollars and Ninety-Four Cents
22	28,56	Twenty-Eight Dollars and Fifty-Six Cents
23		

12 Round numbers (not formatting, but changing)...

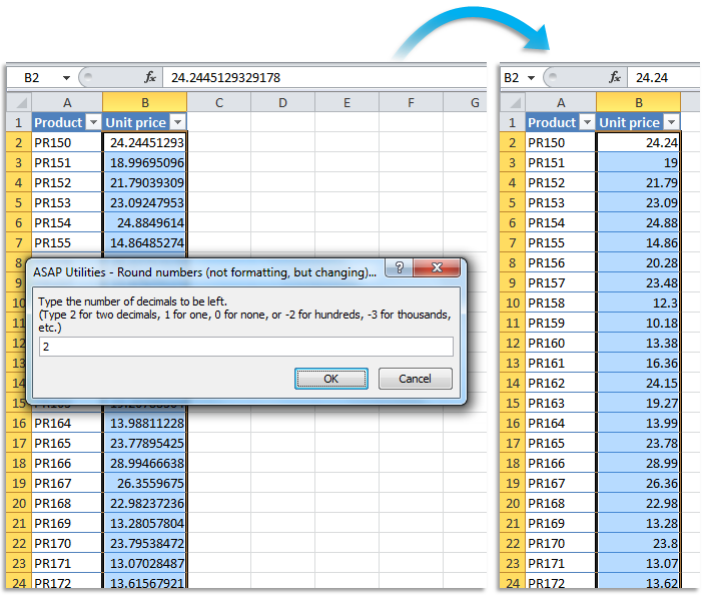
This utility replaces the numbers in the selected cells with the rounded values.
Instead of rounding the number by using cell formatting this tool will actually change the value in the cells.

The utility will ask you to give a number to specify how to round, similar to Excel's =ROUND() function:

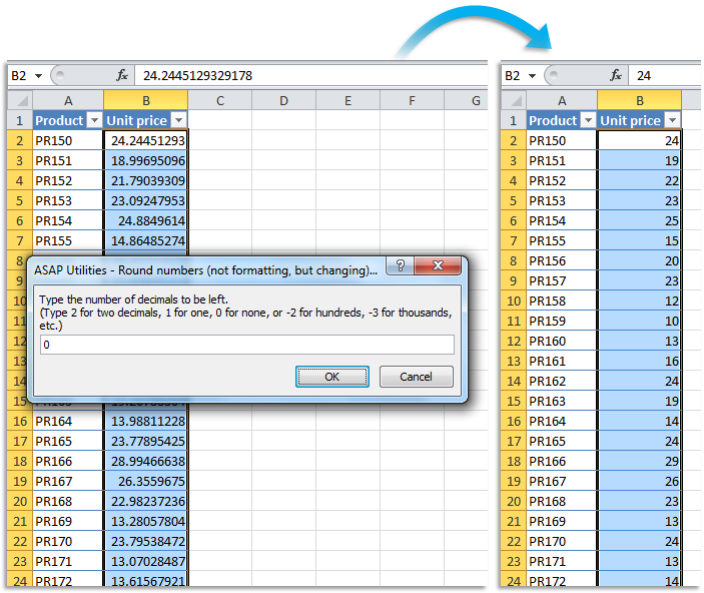
- positive number: rounds a number to a specified number of digits.
- zero: rounds the value to the nearest integer.
- negative number: the number is rounded to the left of the decimal point for example to tens, hundreds, thousands etc.

For example a cell with the value 105.326 rounded to 1 will be changed to 105.3, rounded to 0 it will become 105 and rounded to -1 it will become 110.

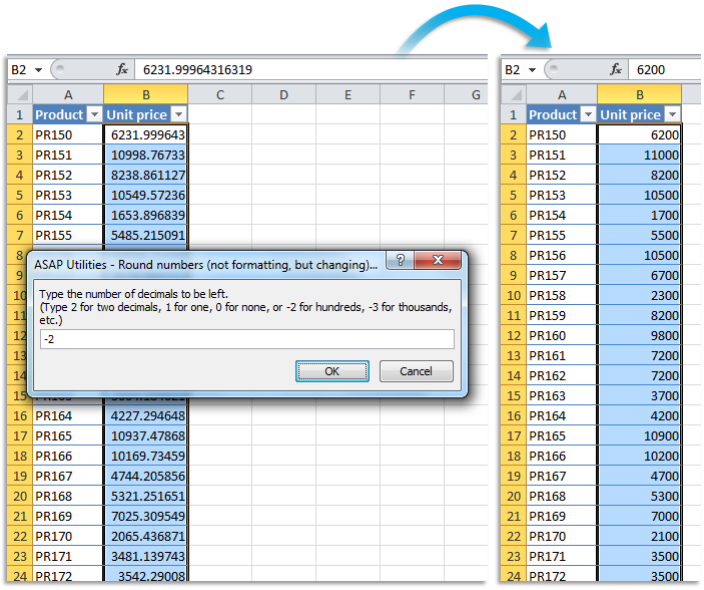
Example screenshot: A Round the selected numbers to 2 decimals



Example screenshot: B Round the selected numbers to the nearest integer (zero decimal places)



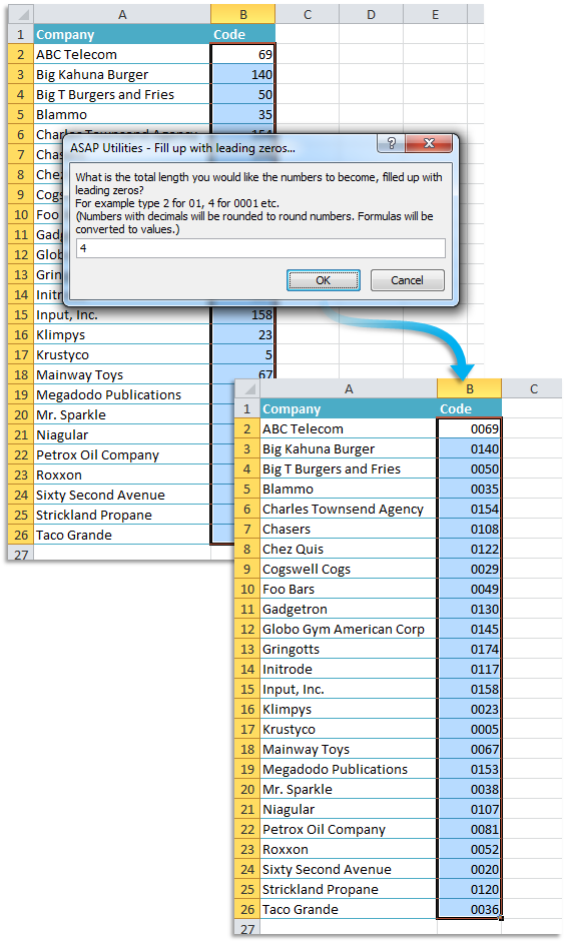
Example screenshot: C Round the selected numbers to the nearest multiple of 100



13 Fill up with leading zeros...

This utility fills the numbers in the selected cells up with leading zeros to a given length. The utility will actually add the zeros and therefore change the data. If you only need the number to be displayed as if they have leading zeros then it is better to use cell formatting with a number format such as for example '000000'.
Numbers with decimals will be rounded to the nearest integer.

For example if you specify a length of 3 then a cell with the value 1 becomes 001, 34 becomes 034 and numbers greater than 100 will not be changed because they already have a length of 3 characters or more
If a formula in your selection has a number as a result then the calculated value will be filled it up with the zeros and the original formula is replaced.



	Company	Code
1	Company	Code
2	ABC Telecom	0069
3	Big Kahuna Burger	0140
4	Big T Burgers and Fries	0050
5	Blammo	0035
6	Charles Townsend Agency	0154
7	Chasers	0108
8	Chez Quis	0122
9	Cogswell Cogs	0029
10	Foo Bars	0049
11	Gadgetron	0130
12	Globo Gym American Corp	0145
13	Gringotts	0174
14	Initrode	0117
15	Input, Inc.	0158
16	Klimpys	0023
17	Krustyco	0005
18	Mainway Toys	0067
19	Megadodo Publications	0153
20	Mr. Sparkle	0038
21	Niagular	0107
22	Petrox Oil Company	0081
23	Roxxon	0052
24	Sixty Second Avenue	0020
25	Strickland Propane	0120
26	Taco Grande	0036

14 Quick numbering of selected cells...

This utility helps you to quickly fill the selected cells with a series or numbered list.
The utility is flexible and offers several options to choose from.

You can configure the following settings:

Series setting:

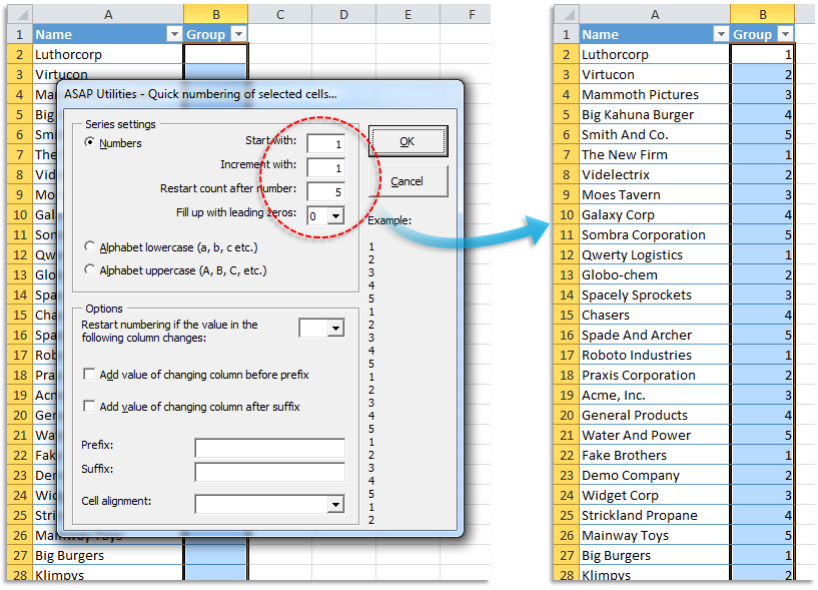
- Create a series with numbers:
  - The number to start with.
  - The number to increment with.
  - Restart counting after a certain value.
  - Fill up the numbers with leading zeros to a specified length.
- Create a series based on the letters from alphabet in lowercase (a, b, c, etc.).
- Create a series based on the letters from alphabet in uppercase (A, B, C, etc.).

Options:

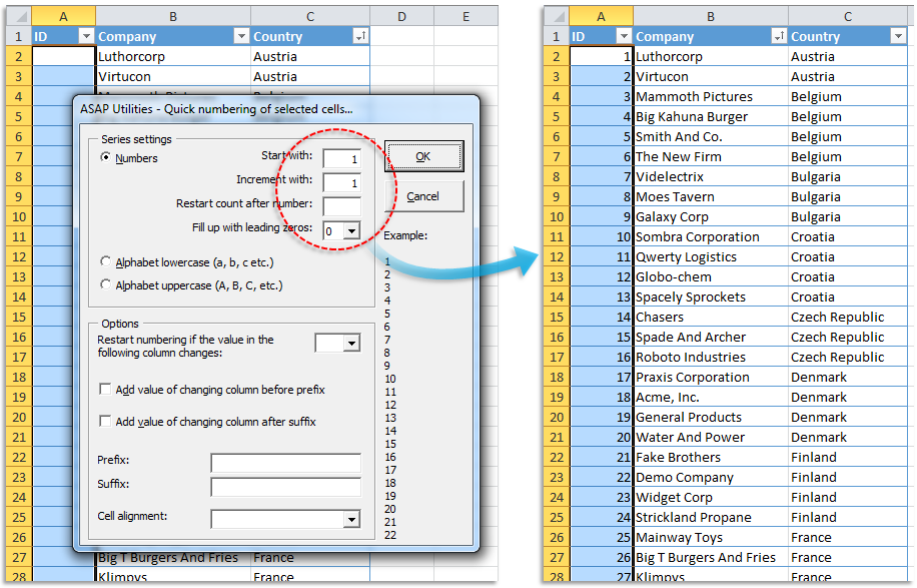
- You can specify to restart the counting if the value in a certain column changes. You can use this for example if you have a list with city names and you want to restart the counting when the name of the city changes. You can also specify to put the value of the changing column in front of and/or after the value in the series.
- You can add a value in front of and/or after each value in the series. This way you can for example create series with week numbers and add the text 'Week ' in front of each value in the series.
- You can specify the cell alignment.

By default you can start this utility with the shortcut Ctrl+Alt+Q.

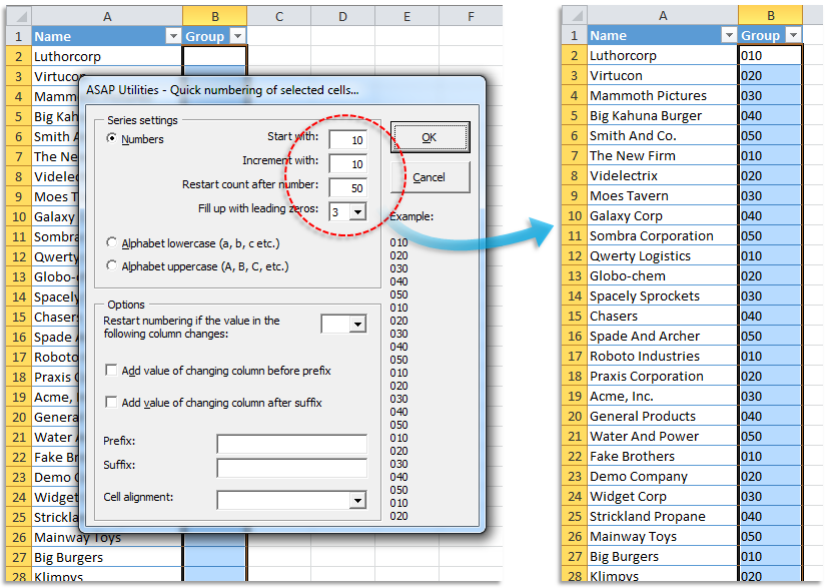
Example screenshot: 1 Example 1



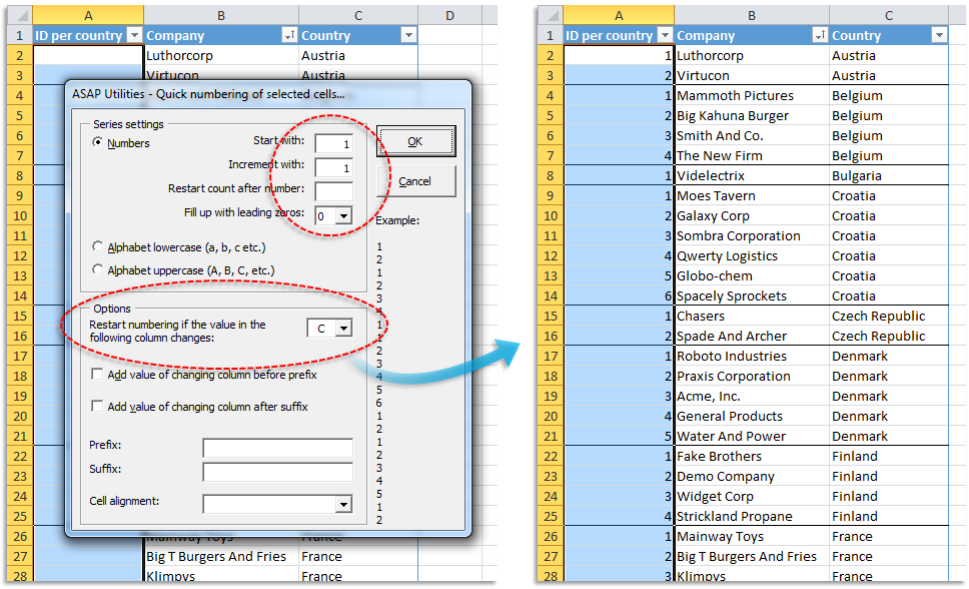
Example screenshot: 2 Example 2



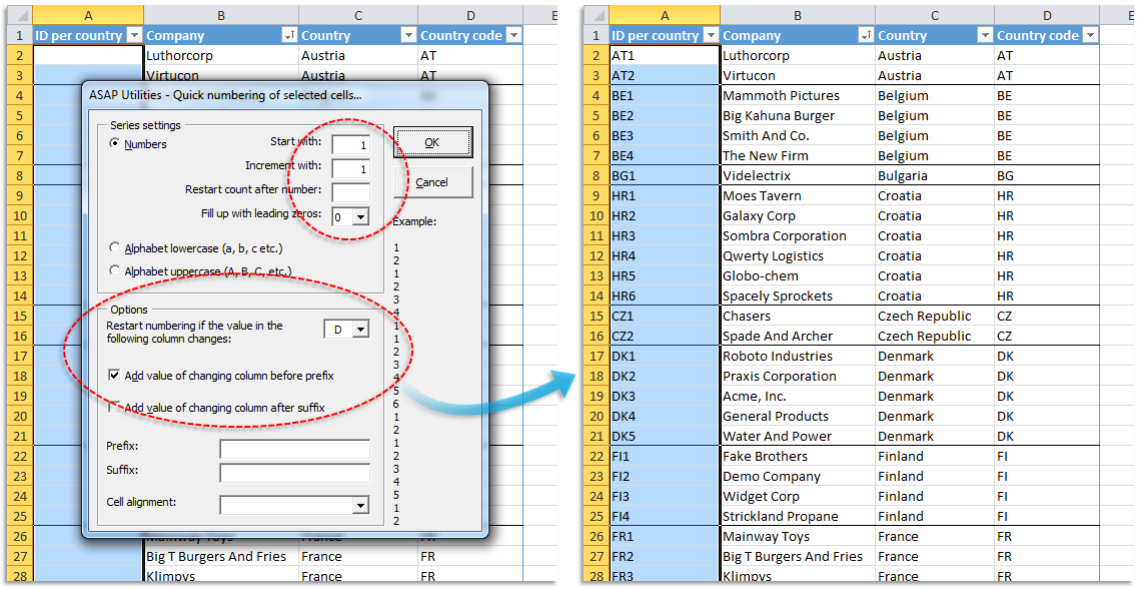
Example screenshot: 3 Example 3



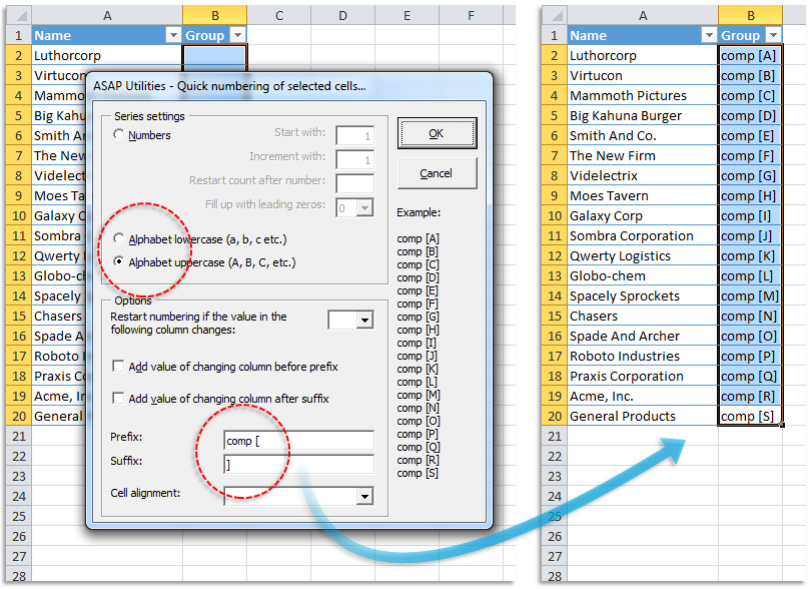
Example screenshot: 4 Example 4



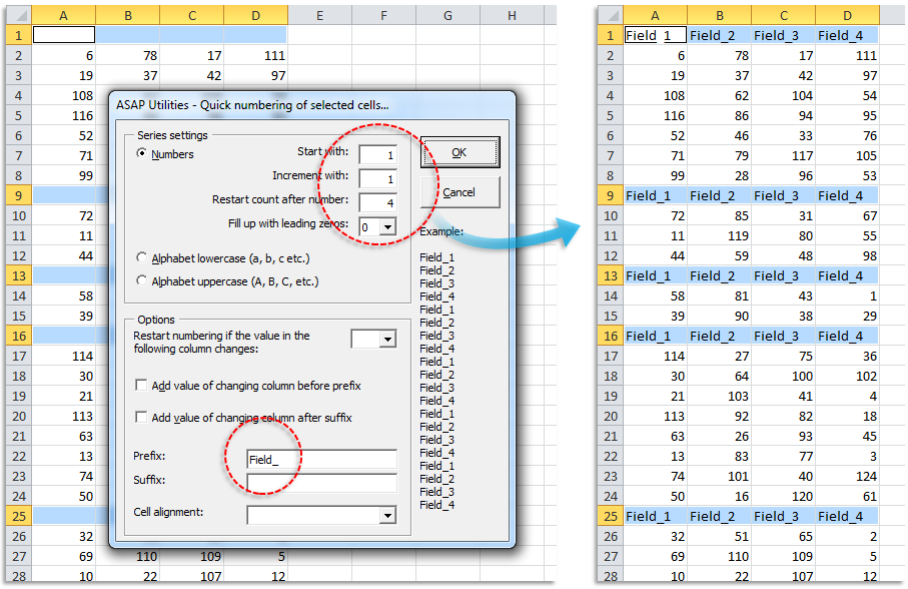
Example screenshot: 5 Example 5



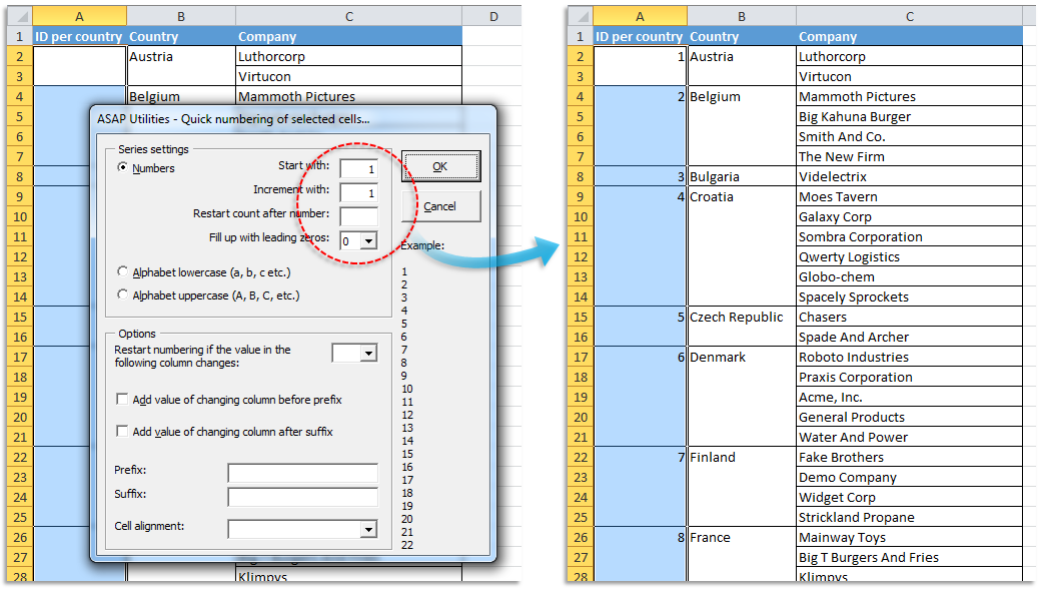
Example screenshot: 6 Example 6



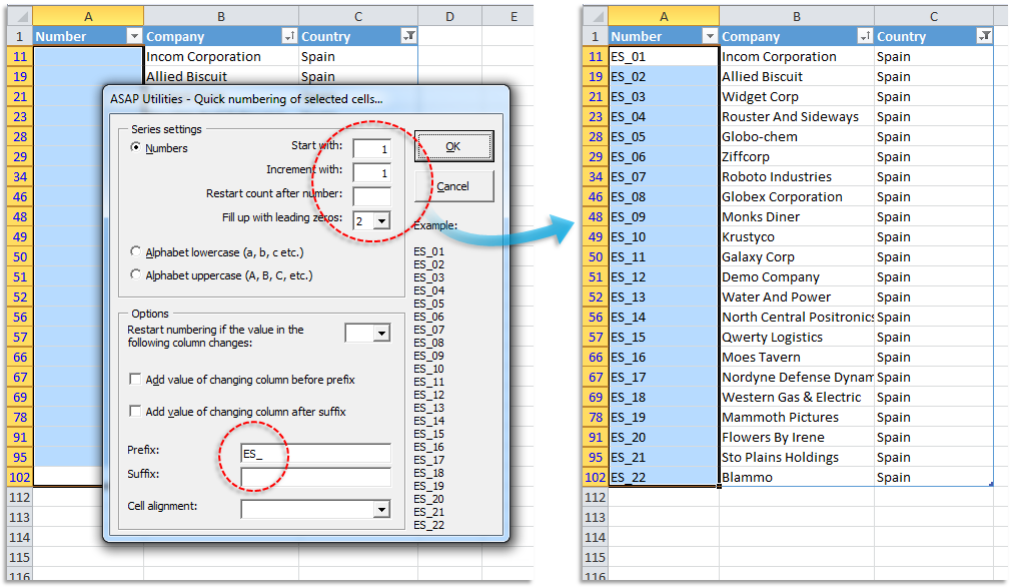
Example screenshot: 7 Example 7



Example screenshot: 8 Example 8



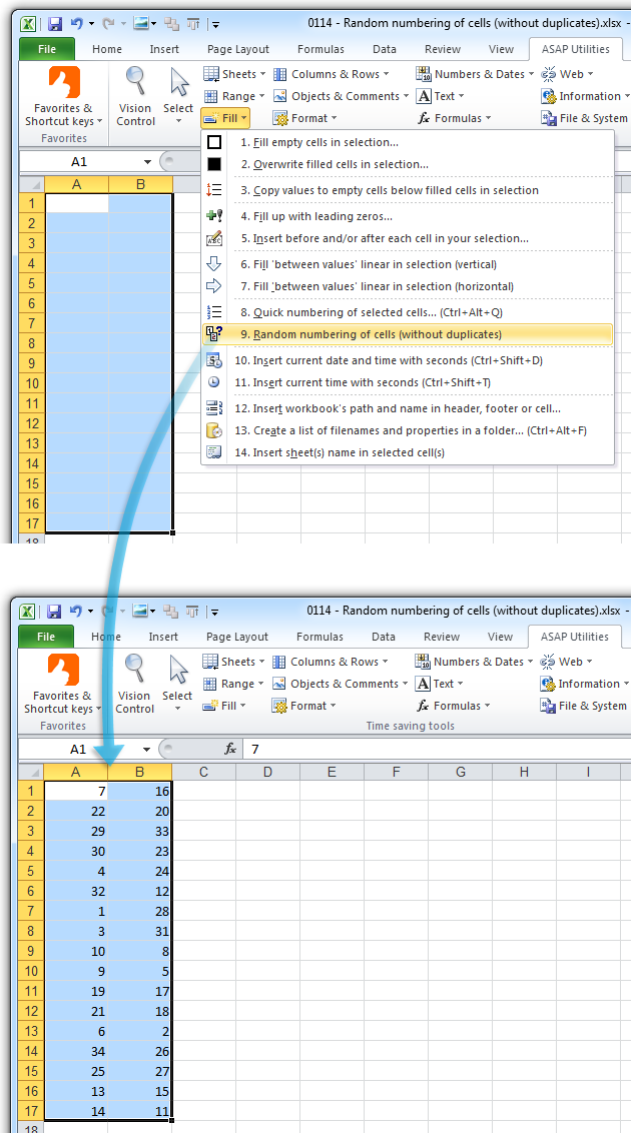
Example screenshot: 9 Example 9



15 Random numbering of cells (without duplicates)

This utility fills the selected cells with unique random integers.

This can be useful if you want to quickly create a list of random numbers without duplicates.
The lowest created number in the list is 1 and the largest number is the number of cells in your selection.



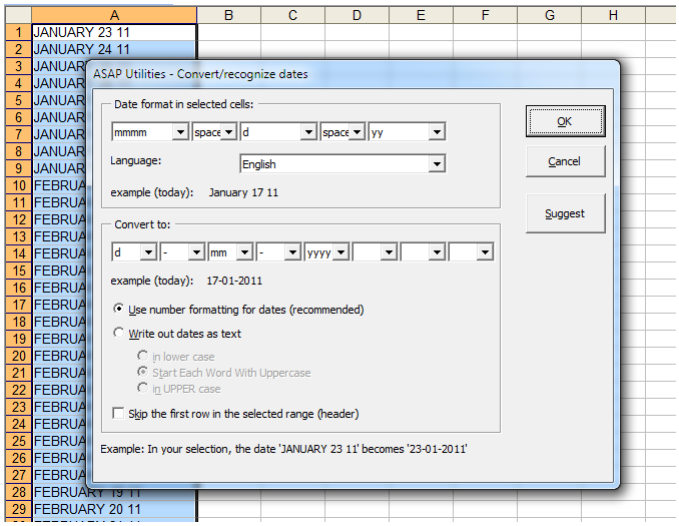
16 Convert/recognize dates...

This utility helps you to convert the not recognized dates in the selected cells.
Sometimes Excel treats dates as text. This problem often occurs when data is imported or copied from other programs. The problem is often caused by a difference between the date formats in your data and the local settings on your computer.
When Excel doesn't recognize these dates are left aligned, the cell formatting to display the

dates doesn't work and you can't use them in your calculations.

With this utility you can quickly convert them so that Excel recognizes them as proper dates.
The text-date values all have to be constructed in a similar logical way in order for this utility to convert them.

Your last used settings will be remembered.

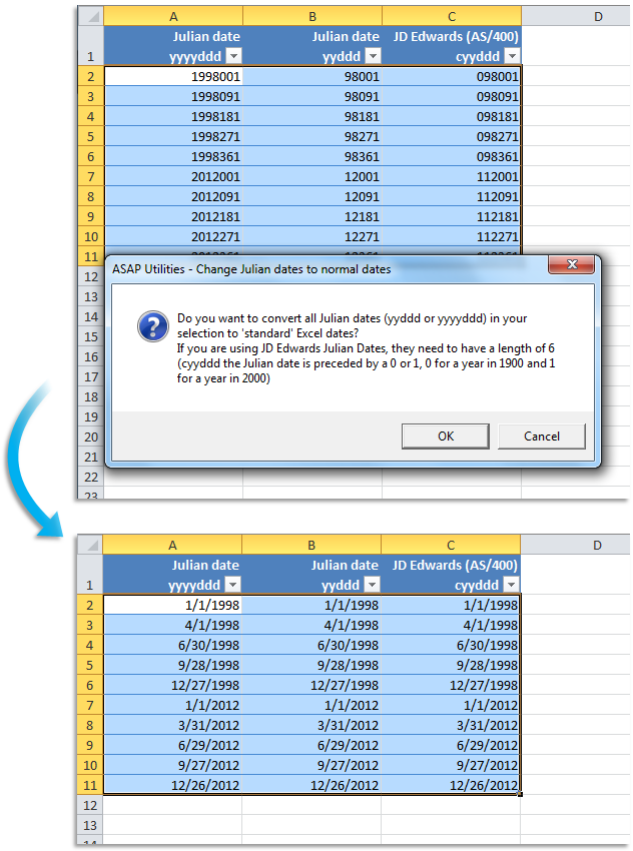


17 Change Julian dates to normal dates

This tool will convert Julian dates to normal dates.

A Julian date is sometimes used in the computer industry to refer to a date format that is a combination of the current year and the number of days since the beginning of the year. For example, January 1, 2011 is represented as 2011001 and December 31, 2011 is represented as 2011365. Note that this format is not based on the Julian calendar.

Besides the yyddd and yyyyddd the JD Edwards (AS/400) cyyddd format is also supported by this tool. Their system adds a 0 or 1 in front of the year representing the century (0 = 1900, 1 = 2000, Jan 15, 1910 is 010015, Jan 15, 2010 is 110015).



	A	B	C	D
1	Julian date yyyyddd	Julian date yyddd	JD Edwards (AS/400) cyyddd	
2	1998001	98001	098001	
3	1998091	98091	098091	
4	1998181	98181	098181	
5	1998271	98271	098271	
6	1998361	98361	098361	
7	2012001	12001	112001	
8	2012091	12091	112091	
9	2012181	12181	112181	
10	2012271	12271	112271	

	A	B	C	D
1	Julian date yyyyddd	Julian date yyddd	JD Edwards (AS/400) cyyddd	
2	1/1/1998	1/1/1998	1/1/1998	
3	4/1/1998	4/1/1998	4/1/1998	
4	6/30/1998	6/30/1998	6/30/1998	
5	9/28/1998	9/28/1998	9/28/1998	
6	12/27/1998	12/27/1998	12/27/1998	
7	1/1/2012	1/1/2012	1/1/2012	
8	3/31/2012	3/31/2012	3/31/2012	
9	6/29/2012	6/29/2012	6/29/2012	
10	9/27/2012	9/27/2012	9/27/2012	
11	12/26/2012	12/26/2012	12/26/2012	

5.5.11 Text

A collection of tools for working with text values.

1 Insert before and/or after each cell in your selection...

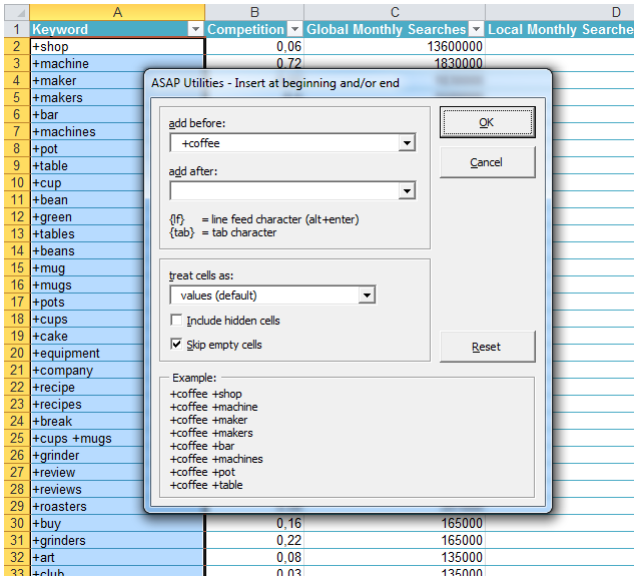
This utility adds a value in front of and/or at the end of the content of each cell in your selection.
The utility will show you an example of the resulting values.

You can specify the following:

- The value to insert before at the front of each cell
- The value to add at the end of each cell
- Use the value, formula or displayed (formatted) value from the cells.
- Include hidden cells
- Skip empty cells

The 'reset' button clears the insert before and after values and resets the options to their default values. This can be useful because this tool always remembers your previous settings.
You can also use this utility to build a formula around the current values.

Example screenshot: 1



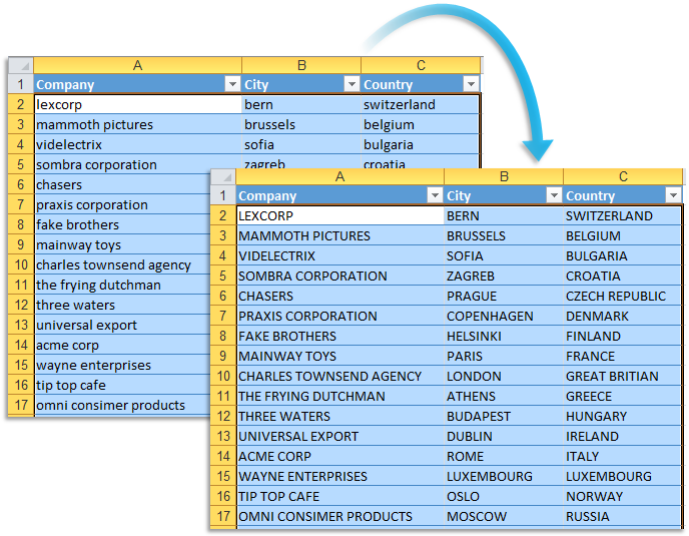
Example screenshot: 2

	A	B	C	D
1	Keyword	Competition	Global Monthly Searches	Local Monthly Searche
2	+coffee +shop	0,06	13600000	
3	+coffee +machine	0,72	1830000	
4	+coffee +maker	0,52	1830000	
5	+coffee +makers	0,5	1500000	
6	+coffee +bar	0,09	1220000	
7	+coffee +machines	0,76	1220000	
8	+coffee +pot	0,44	1220000	
9	+coffee +table	0,47	1220000	
10	+coffee +cup	0,13	1000000	
11	+coffee +bean	0,1	823000	
12	+coffee +green	0,26	823000	
13	+coffee +tables	0,52	823000	
14	+coffee +beans	0,1	673000	
15	+coffee +mug	0,17	550000	
16	+coffee +mugs	0,19	550000	
17	+coffee +pots	0,37	450000	
18	+coffee +cups	0,17	368000	
19	+coffee +cake	0,01	301000	
20	+coffee +equipment	0,77	301000	
21	+coffee +company	0,07	246000	
22	+coffee +recipe	0,02	246000	
23	+coffee +recipes	0,02	246000	
24	+coffee +break	0,02	201000	
25	+coffee +cups +mugs	0,19	201000	
26	+coffee +grinder	0,19	201000	
27	+coffee +review	0,2	201000	
28	+coffee +reviews	0,25	201000	
29	+coffee +roasters	0,08	201000	
30	+coffee +buy	0,16	165000	
31	+coffee +grinders	0,22	165000	
32	+coffee +art	0,08	135000	

2 Change to UPPERcase

This utility makes all text in your selected cells uppercase.
For example 'this is a test' becomes 'THIS IS A TEST'.

This can be useful with for example city names, article codes and postal codes.

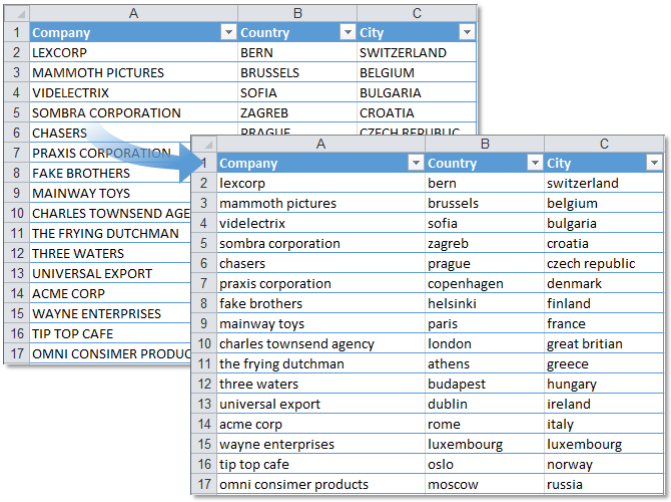


	A	B	C
1	Company	City	Country
2	lexcorp	bern	switzerland
3	mammoth pictures	brussels	belgium
4	videlectrix	sofia	bulgaria
5	sombra corporation	zagreb	croatia
6	chasers		
7	praxis corporation		
8	fake brothers		
9	mainway toys		
10	charles townsend agency		
11	the frying dutchman		
12	three waters		
13	universal export		
14	acme corp		
15	wayne enterprises		
16	tip top cafe		
17	omni consimer products		

	A	B	C
1	Company	City	Country
2	LEXCORP	BERN	SWITZERLAND
3	MAMMOTH PICTURES	BRUSSELS	BELGIUM
4	VIDELECTRIX	SOFIA	BULGARIA
5	SOMBRA CORPORATION	ZAGREB	CROATIA
6	CHASERS	PRAGUE	CZECH REPUBLIC
7	PRAXIS CORPORATION	COPENHAGEN	DENMARK
8	FAKE BROTHERS	HELSINKI	FINLAND
9	MAINWAY TOYS	PARIS	FRANCE
10	CHARLES TOWNSEND AGENCY	LONDON	GREAT BRITIAN
11	THE FRYING DUTCHMAN	ATHENS	GREECE
12	THREE WATERS	BUDAPEST	HUNGARY
13	UNIVERSAL EXPORT	DUBLIN	IRELAND
14	ACME CORP	ROME	ITALY
15	WAYNE ENTERPRISES	LUXEMBOURG	LUXEMBOURG
16	TIP TOP CAFE	OSLO	NORWAY
17	OMNI CONSIMER PRODUCTS	MOSCOW	RUSSIA

3 Change to lowercase

Make all text in your selected cells lowercase.
For example 'This Is A Test' becomes 'this is a test' .

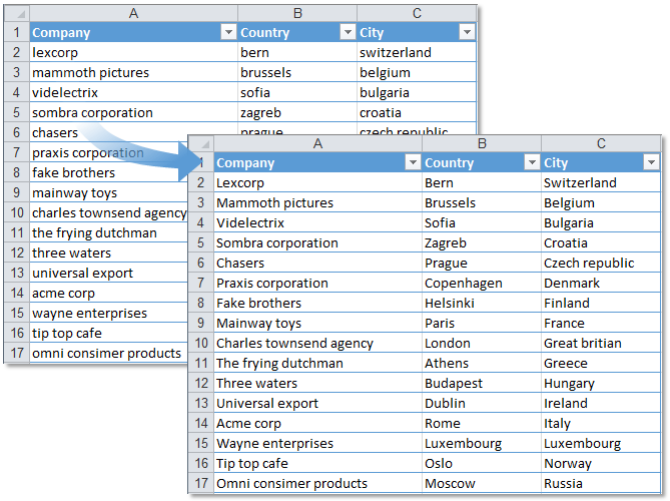


	Company	Country	City
1	LEXCORP	BERN	SWITZERLAND
2	MAMMOTH PICTURES	BRUSSELS	BELGIUM
3	VIDELECTRIX	SOFIA	BULGARIA
4	SOMBRA CORPORATION	ZAGREB	CROATIA
5	CHASERS	PRAGUE	CZECH REPUBLIC
6	PRAXIS CORPORATION	COPENHAGEN	DENMARK
7	FAKE BROTHERS	HELSINKI	FINLAND
8	MAINWAY TOYS	PARIS	FRANCE
9	CHARLES TOWNSEND AGE	LONDON	GREAT BRITIAN
10	THE FRYING DUTCHMAN	ATHENS	GREECE
11	THREE WATERS	BUDAPEST	HUNGARY
12	UNIVERSAL EXPORT	DUBLIN	IRELAND
13	ACME CORP	ROME	ITALY
14	WAYNE ENTERPRISES	LUXEMBOURG	LUXEMBOURG
15	TIP TOP CAFE	OSLO	NORWAY
16	OMNI CONSIMER PRODUC	MOSCOW	RUSSIA

	Company	Country	City
1	lexcorp	bern	switzerland
2	mammoth pictures	brussels	belgium
3	videlectrix	sofia	bulgaria
4	sombra corporation	zagreb	croatia
5	chasers	prague	czech republic
6	praxis corporation	copenhagen	denmark
7	fake brothers	helsinki	finland
8	mainway toys	paris	france
9	charles townsend agency	london	great britian
10	the frying dutchman	athens	greece
11	three waters	budapest	hungary
12	universal export	dublin	ireland
13	acme corp	rome	italy
14	wayne enterprises	luxembourg	luxembourg
15	tip top cafe	oslo	norway
16	omni consimer products	moscow	russia

4 Start first word with Uppercase

This utility changes the first character in each of the selected cells to a capital.
The rest of the characters will be unaffected.
For example 'this is a test' is changed to 'This is a test'.

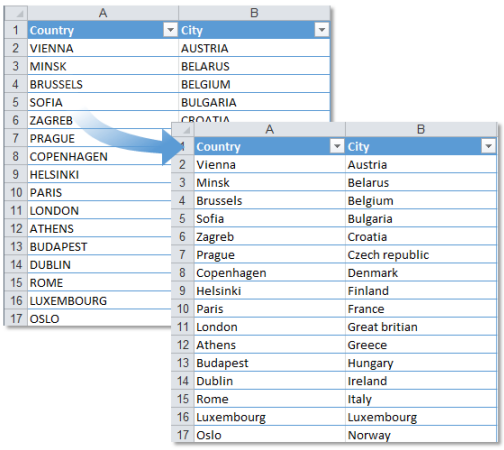


	Company	Country	City
1	lexcorp	bern	switzerland
2	mammoth pictures	brussels	belgium
3	videlectrix	sofia	bulgaria
4	sombra corporation	zagreb	croatia
5	chasers	prague	czech republic
6	praxis corporation	copenhagen	denmark
7	fake brothers	helsinki	finland
8	mainway toys	paris	france
9	charles townsend agency	london	great britian
10	the frying dutchman	athens	greece
11	three waters	budapest	hungary
12	universal export	dublin	ireland
13	acme corp	rome	italy
14	wayne enterprises	luxembourg	luxembourg
15	tip top cafe	oslo	norway
16	omni consimer products	moscow	russia

	Company	Country	City
1	Lexcorp	Bern	Switzerland
2	Mammoth pictures	Brussels	Belgium
3	Videlectrix	Sofia	Bulgaria
4	Sombra corporation	Zagreb	Croatia
5	Chasers	Prague	Czech republic
6	Praxis corporation	Copenhagen	Denmark
7	Fake brothers	Helsinki	Finland
8	Mainway toys	Paris	France
9	Charles townsend agency	London	Great britian
10	The frying dutchman	Athens	Greece
11	Three waters	Budapest	Hungary
12	Universal export	Dublin	Ireland
13	Acme corp	Rome	Italy
14	Wayne enterprises	Luxembourg	Luxembourg
15	Tip top cafe	Oslo	Norway
16	Omni consimer products	Moscow	Russia

5 Make first character Uppercase, the rest lowercase

This utility changes the first character in each of the selected cells to a capital. The remaining characters will be converted to lowercase.
For example both the text 'THIS IS A TEST' and the text 'this is a test' is changed to 'This is a test'.



	A	B
1	Country	City
2	VIENNA	AUSTRIA
3	MINSK	BELARUS
4	BRUSSELS	BELGIUM
5	SOFIA	BULGARIA
6	ZAGREB	CROATIA
7	PRAGUE	
8	COPENHAGEN	
9	HELSINKI	
10	PARIS	
11	LONDON	
12	ATHENS	
13	BUDAPEST	
14	DUBLIN	
15	ROME	
16	LUXEMBOURG	
17	OSLO	

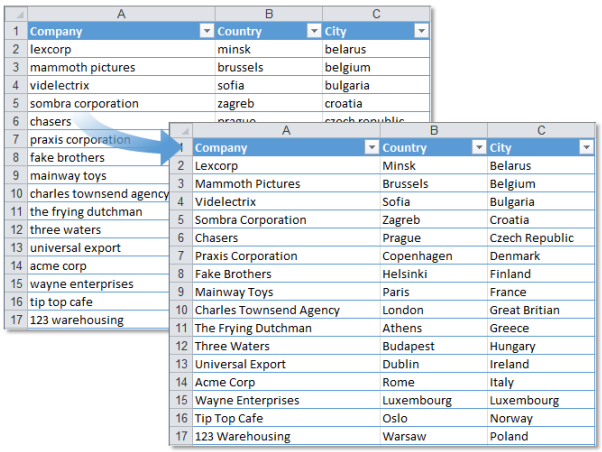
	A	B
1	Country	City
2	Vienna	Austria
3	Minsk	Belarus
4	Brussels	Belgium
5	Sofia	Bulgaria
6	Zagreb	Croatia
7	Prague	Czech republic
8	Copenhagen	Denmark
9	Helsinki	Finland
10	Paris	France
11	London	Great britian
12	Athens	Greece
13	Budapest	Hungary
14	Dublin	Ireland
15	Rome	Italy
16	Luxembourg	Luxembourg
17	Oslo	Norway

6 Start Each Word With Uppercase

This utility will start each word in the selected cells with a capital.
All other characters will be converted to lowercase.
For example the text 'new york' is changed to 'New York'.

You can use this as a quick alternative for Excel's =PROPER() function. There is however a difference. This utility only converts the first letter of every word (the first word and everything after a space) to uppercase. But Excel's =PROPER() also capitalizes all letters in the text that follow any character other than a letter.

This utility can be useful with for example city names.



	A	B	C
1	Company	Country	City
2	lexcorp	minsk	belarus
3	mammoth pictures	brussels	belgium
4	videlectrix	sofia	bulgaria
5	sombra corporation	zagreb	croatia
6	chasers		
7	praxis corporation		
8	fake brothers		
9	mainway toys		
10	charles townsend agency		
11	the frying dutchman		
12	three waters		
13	universal export		
14	acme corp		
15	wayne enterprises		
16	tip top cafe		
17	123 warehousing		

	A	B	C
1	Company	Country	City
2	Lexcorp	Minsk	Belarus
3	Mammoth Pictures	Brussels	Belgium
4	Videlectrix	Sofia	Bulgaria
5	Sombra Corporation	Zagreb	Croatia
6	Chasers	Prague	Czech Republic
7	Praxis Corporation	Copenhagen	Denmark
8	Fake Brothers	Helsinki	Finland
9	Mainway Toys	Paris	France
10	Charles Townsend Agency	London	Great Britian
11	The Frying Dutchman	Athens	Greece
12	Three Waters	Budapest	Hungary
13	Universal Export	Dublin	Ireland
14	Acme Corp	Rome	Italy
15	Wayne Enterprises	Luxembourg	Luxembourg
16	Tip Top Cafe	Oslo	Norway
17	123 Warehousing	Warsaw	Poland

7 Change Case (with options)...

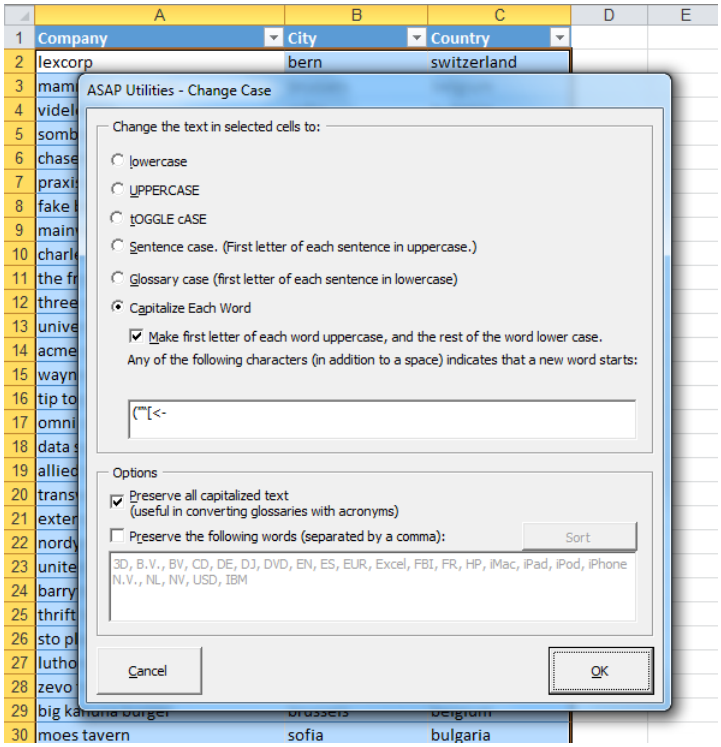
This tool changes the text in the selected cells to uppercase, lowercase or other common capitalizations.

You can change the text in selected cells to:

- lowercase
- UPPERCASE
- tOGGLE cASE
- Sentence case (first letter of each sentence in uppercase)
- Glossary case (first letter of each sentence in lowercase)
- Capitalize Each Word (Optionally make the first letter of each word uppercase, and the rest of the word lower case. And if required you can specify the characters (in addition to a space) that indicate that a new word starts.)

Options:

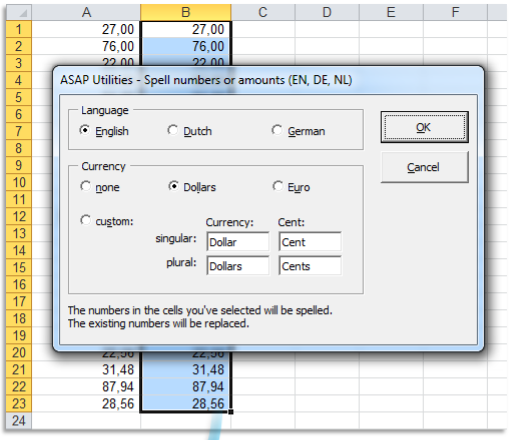
- Choose to preserve all capitalized text (useful in converting glossaries with abbreviations).
- Set words to preserve/exclude.

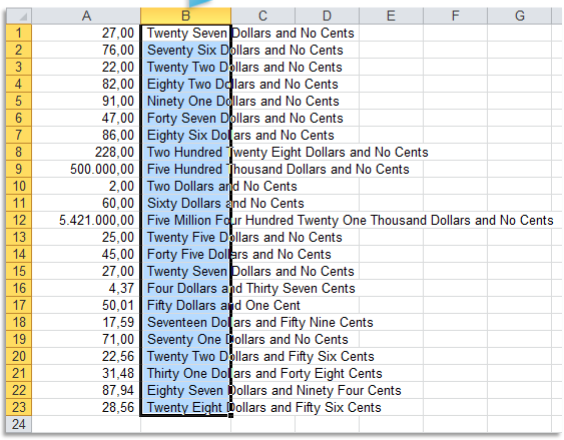


8 Spell/write out numbers or amounts (EN, DE, NL)...

This utility spells out the numbers in your selection.
For example the number "12.75" written out in English in the currency dollar becomes Twelve Dollars and Seventy Five Cents.
This utility replaces the numbers in your selection with the written numbers.

You can choose to write out the numbers as numbers or as an amount (for example to use on a check).
You can choose between the languages English, German and Dutch.
The default currencies are none, dollars or euro. You can also type in another currency.
If a number contains more than two decimals this function will spell out the number as if it was rounded to two decimals.



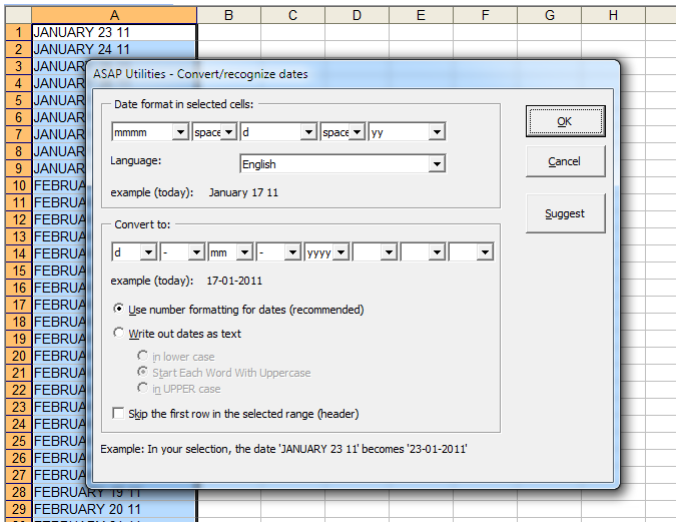


9 Convert/recognize dates...

This utility helps you to convert the not recognized dates in the selected cells.
Sometimes Excel treats dates as text. This problem often occurs when data is imported or copied from other programs. The problem is often caused by a difference between the date formats in your data and the local settings on your computer.
When Excel doesn't recognize these dates are left aligned, the cell formatting to display the dates doesn't work and you can't use them in your calculations.

With this utility you can quickly convert them so that Excel recognizes them as proper dates.
The text-date values all have to be constructed in a similar logical way in order for this utility to convert them.

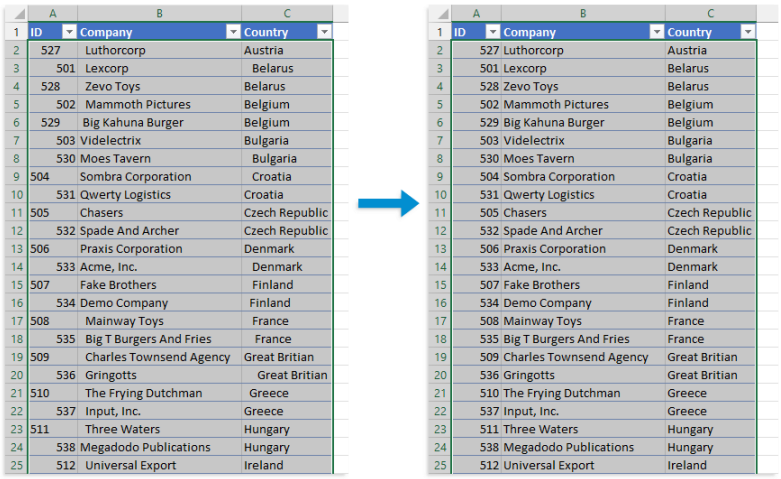
Your last used settings will be remembered.



10 Delete leading and trailing spaces

This utility removes all spaces from the beginning and end of the values in your selected cells.

For example if you have a cell with the value " Excel " then this utility changes the value to "Excel" without the spaces at the front and end.



	ID	Company	Country
2	527	Luthorcorp	Austria
3	501	Lexcorp	Belarus
4	528	Zevo Toys	Belarus
5	502	Mammoth Pictures	Belgium
6	529	Big Kahuna Burger	Belgium
7	503	Videlectrix	Bulgaria
8	530	Moes Tavern	Bulgaria
9	504	Sombra Corporation	Croatia
10	531	Qwerty Logistics	Croatia
11	505	Chasers	Czech Republic
12	532	Spade And Archer	Czech Republic
13	506	Praxis Corporation	Denmark
14	533	Acme, Inc.	Denmark
15	507	Fake Brothers	Finland
16	534	Demo Company	Finland
17	508	Mainway Toys	France
18	535	Big T Burgers And Fries	France
19	509	Charles Townsend Agency	Great Britian
20	536	Gringotts	Great Britian
21	510	The Frying Dutchman	Greece
22	537	Input, Inc.	Greece
23	511	Three Waters	Hungary
24	538	Megadodo Publications	Hungary
25	512	Universal Export	Ireland

11 Delete leading, trailing and excessive spaces

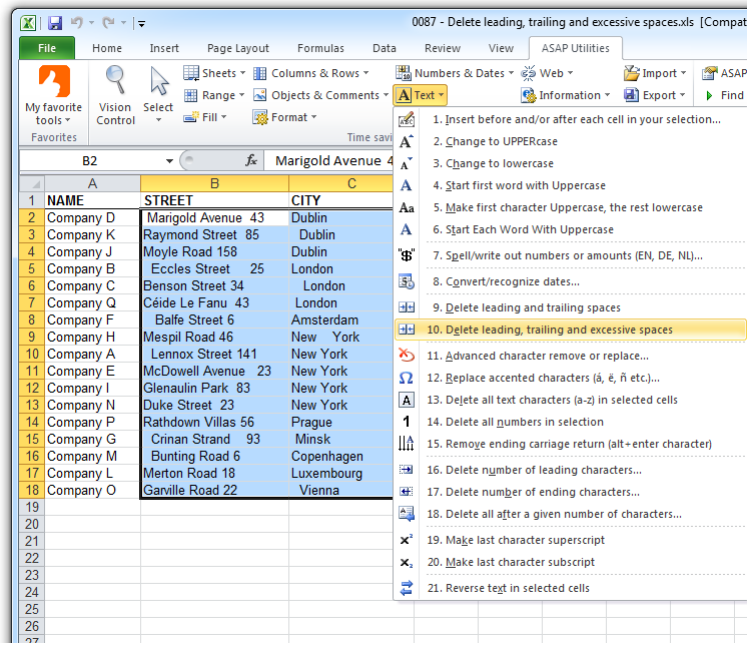
This utility removes all spaces except for single spaces between words in the selected cells.
All the spaces at the beginning and end of each cell value will be removed and all repetitive spaces will be replaced by a single space.

For example the value ' Lennox Street   141' will be replaced with 'Lennox Street 141'.
This utility is a quick alternative for Excels =TRIM () function.

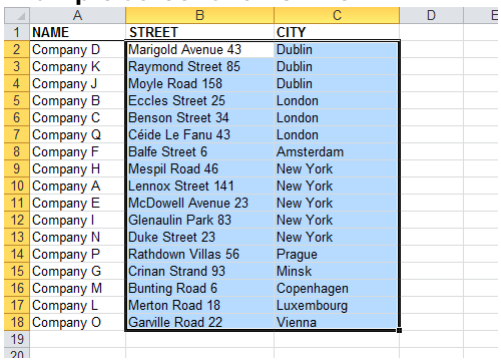
Example screenshot: 1 Before

	NAME	STREET	CITY
2	Company D	Marigold Avenue 43	Dublin
3	Company K	Raymond Street 85	Dublin
4	Company J	Moyle Road 158	Dublin
5	Company B	Eccles Street 25	London
6	Company C	Benson Street 34	London
7	Company Q	Céide Le Fanu 43	London
8	Company F	Balfe Street 6	Amsterdam
9	Company H	Mespil Road 46	New York
10	Company A	Lennox Street 141	New York
11	Company E	McDowell Avenue 23	New York
12	Company I	Glenaulin Park 83	New York
13	Company N	Duke Street 23	New York
14	Company P	Rathdown Villas 56	Prague
15	Company G	Crinan Strand 93	Minsk
16	Company M	Bunting Road 6	Copenhagen
17	Company L	Merton Road 18	Luxembourg
18	Company O	Garville Road 22	Vienna
19			

Example screenshot: 2 Strip the leading, trailing and duplicated spaces



Example screenshot: 3 After



	A	B	C
1	NAME	STREET	CITY
2	Company D	Marigold Avenue 43	Dublin
3	Company K	Raymond Street 85	Dublin
4	Company J	Moyle Road 158	Dublin
5	Company B	Eccles Street 25	London
6	Company C	Benson Street 34	London
7	Company Q	Céide Le Fanu 43	London
8	Company F	Balfe Street 6	Amsterdam
9	Company H	Mespil Road 46	New York
10	Company A	Lennox Street 141	New York
11	Company E	McDowell Avenue 23	New York
12	Company I	Glenaulin Park 83	New York
13	Company N	Duke Street 23	New York
14	Company P	Rathdown Villas 56	Prague
15	Company G	Crinan Strand 93	Minsk
16	Company M	Bunting Road 6	Copenhagen
17	Company L	Merton Road 18	Luxembourg
18	Company O	Garville Road 22	Vienna
19			

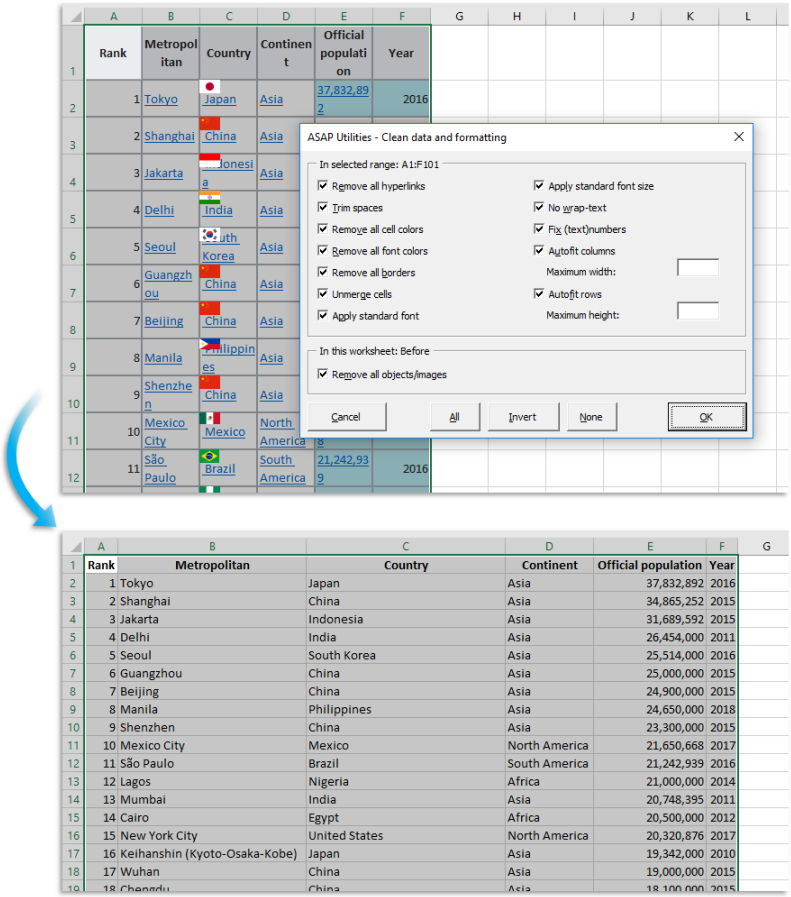
12 Clean data and formatting...

This utility helps you to optimize and clean information that you have copied into Excel.

You can choose the following edits:

- remove all hyperlinks
- trim spaces (removes leading and trailing spaces)
- remove all cell colors
- remove all font colors
- remove all borders
- unmerge cells
- apply standard font
- apply standard font size
- no wrap-text
- fix (text)numbers
- autofit columns
- autofit rows
- remove all objects/images from your worksheet

Your last used settings will be remembered.



Rank	Metropolitan	Country	Continent	Official population	Year
1	Tokyo	Japan	Asia	37,832,892	2016
2	Shanghai	China	Asia	34,865,252	2015
3	Jakarta	Indonesia	Asia	31,689,592	2015
4	Delhi	India	Asia	26,454,000	2011
5	Seoul	South Korea	Asia	25,514,000	2016
6	Guangzhou	China	Asia	25,000,000	2015
7	Beijing	China	Asia	24,900,000	2015
8	Manila	Philippines	Asia	24,650,000	2018
9	Shenzhen	China	Asia	23,300,000	2015
10	Mexico City	Mexico	North America	21,650,668	2017
11	São Paulo	Brazil	South America	21,242,939	2016
12	Lagos	Nigeria	Africa	21,000,000	2014
13	Mumbai	India	Asia	20,748,395	2011
14	Cairo	Egypt	Africa	20,500,000	2012
15	New York City	United States	North America	20,320,876	2017
16	Keihanshin (Kyoto-Osaka-Kobe)	Japan	Asia	19,342,000	2010
17	Wuhan	China	Asia	19,000,000	2015
18	Chengdu	China	Asia	18,100,000	2015

13 Find and/or replace in all sheets...

With this utility you can find and/or replace in all worksheets at once.
This makes it easier to find information across you entire workbook.
The results will be displayed in a list and you can quickly activate a cell from this list. You can replace the results one by one or replace them all at once.

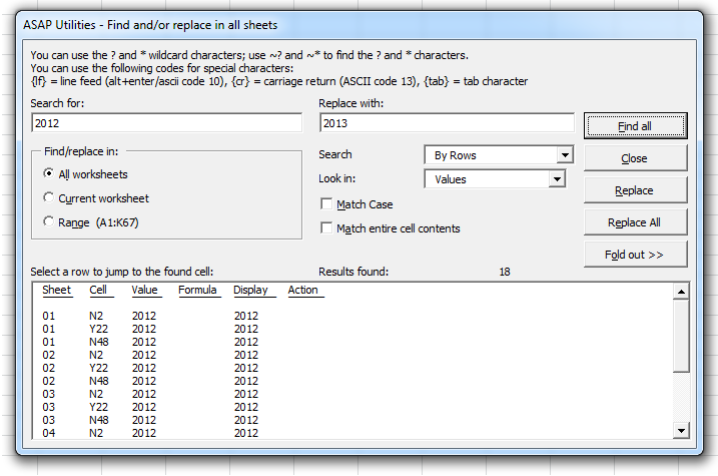
One of the advantages in comparison to Excel's default search and replace capabilities is that this utility makes is easier to deal with the special characters line feed (Alt+Enter), carriage return and tab.
You can use the following codes to search for these special characters or use them as replacement: {lf} = line feed (Alt+Enter/ascii code 10), {cr} = carriage return (ASCII code 13), {tab} = tab character.
Another advantage is it doesn't have Excel's length limit. In Excel you can receive the error "Formula is too long". Excel finds what you are looking for but you cannot replace it. This error has nothing to do with formulas; you can also get it if your cells contain only text. In such a case you can use ASAP Utilities to replace the text, because this utility does not have that limitation.

You can configure the following settings:

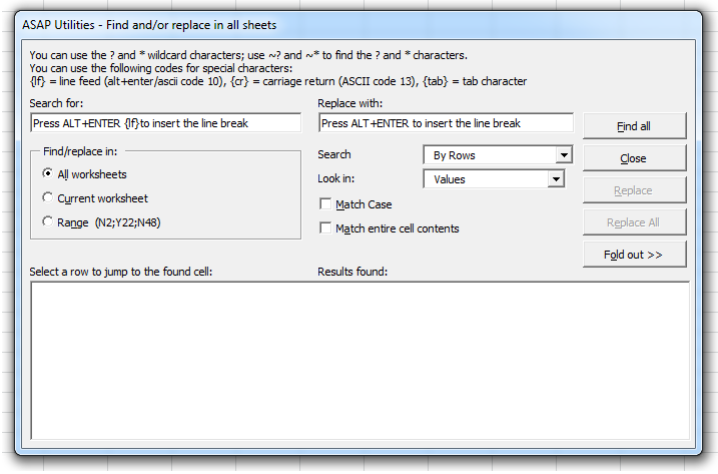
- Find what: the information to search for. You can use the ? and * wildcard characters; use ~? and ~* to find the ? and * characters.
- Replace with: the value to replace the search value with.
- Find/replace in:
  - All worksheets
  - Current worksheet
  - Selected range
- Search: by rows or by columns
- Look in: formulas or values.
- Match Case
- Match entire cell contents

By default you can start this utility with the shortcut Ctrl+Alt+H.
Your last used settings will be remembered.

Example screenshot: 1



Example screenshot: 2



14 Advanced character remove or replace...

This utility removes or replaces certain characters in your worksheet or selected cells. You can pick one or more characters from a list, including numbers, letters, special characters, symbols, tabs, new line characters (enters) and invisible spaces and characters.

A few practical examples of this utility:

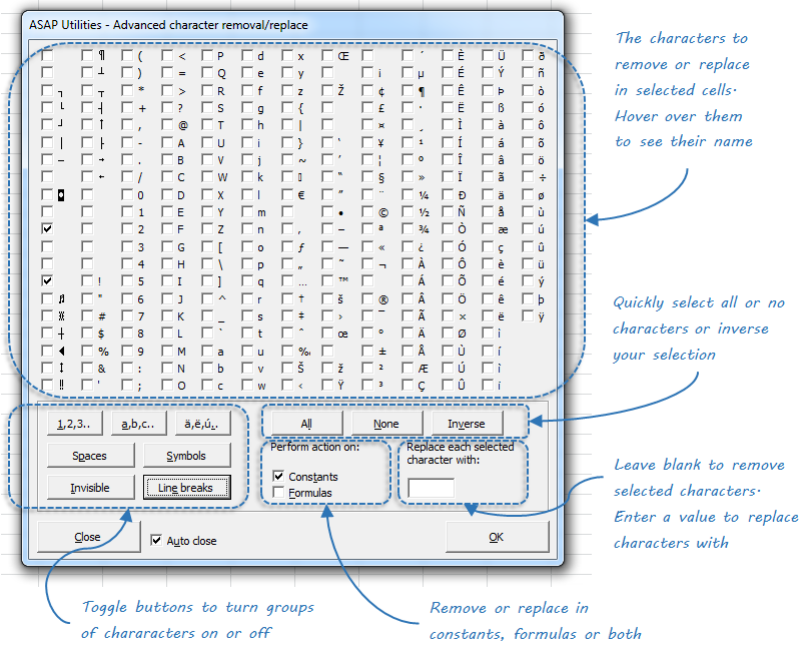
- remove all line breaks such as carriage returns and linefeeds (Alt+Enter) from your data
- remove invisible characters
- extract numbers from text
- remove everything except for certain characters

Several buttons allow you to quickly select or deselect certain characters.

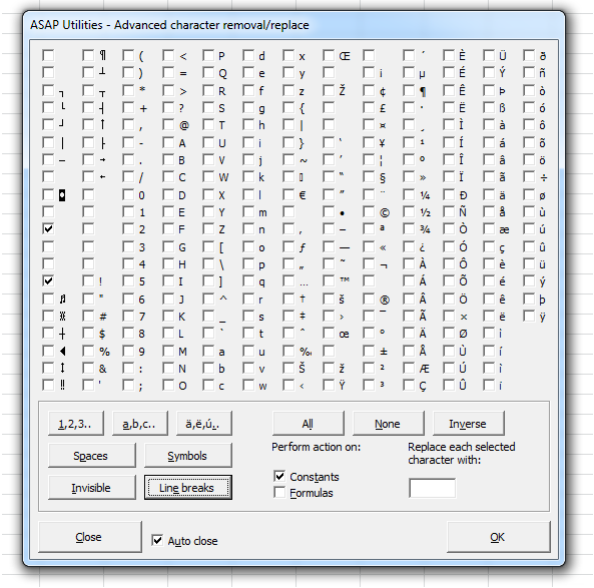
Your last used settings will be remembered.

Note:
You can use the following codes to use these special characters as replacement: {lf} = line feed (Alt+Enter/ascii code 10), {cr} = carriage return (ASCII code 13), {tab} = tab character. If you have selected only one single cell then the utility will edit all the cells on your worksheet.

Example screenshot: Remove or replace certain characters in selected cells in Excel



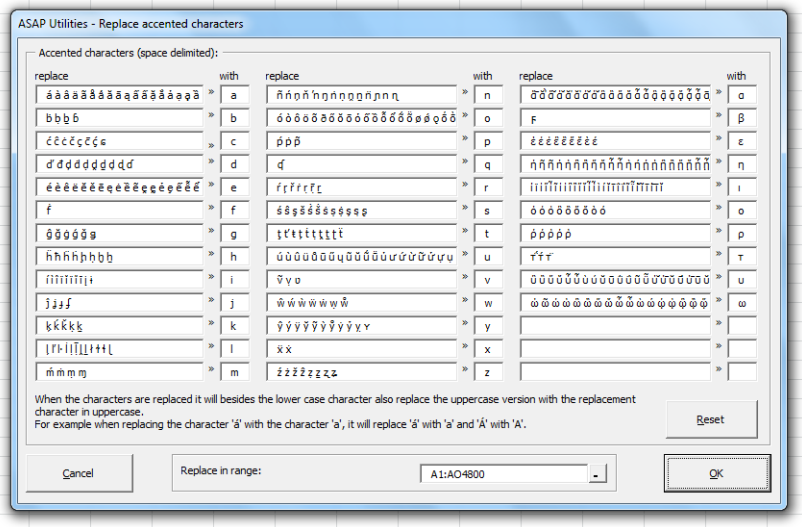
Example screenshot: Remove or replace certain characters



15 Replace accented characters (á, ë, ñ etc.)...

This utility replaces all accented characters in the selected cells with the non-accented version.
Bother lower- and uppercase accented characters will be replaced with the non-accented version in lower- or uppercase.
The utility works on both vowels and consonants.

For example the character é will be replaced with e, ñ replaced with n and Ä replaced with A.
You can customize the characters and your last used settings will be remembered.
By pressing the "Reset" button you can revert to the default settings for the accented and replacement characters.

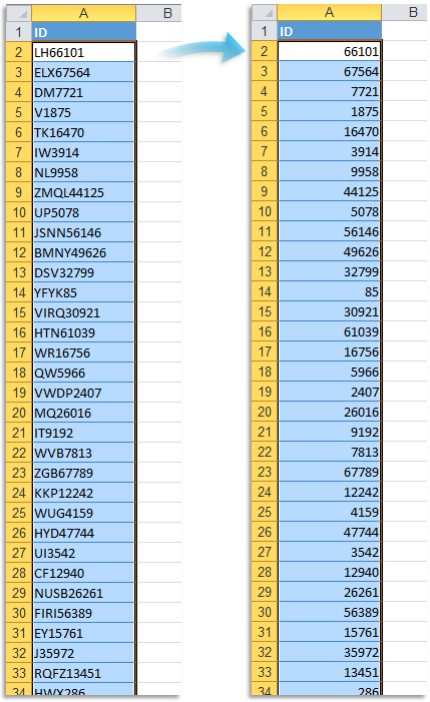


16 Delete all text characters (a-z) in selected cells

This utility will remove all letters from the values in the selected cells.

All letters from the alphabet (abcdefghijklmnopqrstuvwxyz), both uppercase and lowercase will be removed from every cell in your selection. Cells with a formula will be skipped.
If you have selected only one single cell then the utility will edit all the cells on your worksheet.

For example a cell with the value '8011LB' will be replaced with '8011'.



	A	B
1	ID	
2	LH66101	
3	ELX67564	
4	DM7721	
5	V1875	
6	TK16470	
7	IW3914	
8	NL9958	
9	ZMQL44125	
10	UP5078	
11	JSNN56146	
12	BMNY49626	
13	DSV32799	
14	YFYK85	
15	VIRQ30921	
16	HTN61039	
17	WR16756	
18	QW5966	
19	VWDP2407	
20	MQ26016	
21	IT9192	
22	WVB7813	
23	ZGB67789	
24	KKP12242	
25	WUG4159	
26	HYD47744	
27	UI3542	
28	CF12940	
29	NUSB26261	
30	FIRI56389	
31	EY15761	
32	J35972	
33	RQFZ13451	
34	HWX286	

	A	B
1	ID	
2	66101	
3	67564	
4	7721	
5	1875	
6	16470	
7	3914	
8	9958	
9	44125	
10	5078	
11	56146	
12	49626	
13	32799	
14	85	
15	30921	
16	61039	
17	16756	
18	5966	
19	2407	
20	26016	
21	9192	
22	7813	
23	67789	
24	12242	
25	4159	
26	47744	
27	3542	
28	12940	
29	26261	
30	56389	
31	15761	
32	35972	
33	13451	
34	286	

17 Delete all numbers in selection

This utility will remove all numbers from the values in the selected cells.

The numbers 1, 2, 3, 4, 5, 6, 7, 8, 9 and 0 will be removed from every cell in your selection. Cells with a formula will be skipped.
If you have selected only one single cell then the utility will edit all the cells on your worksheet.

For example a cell with the value '8011LB' will be replaced with LB'.

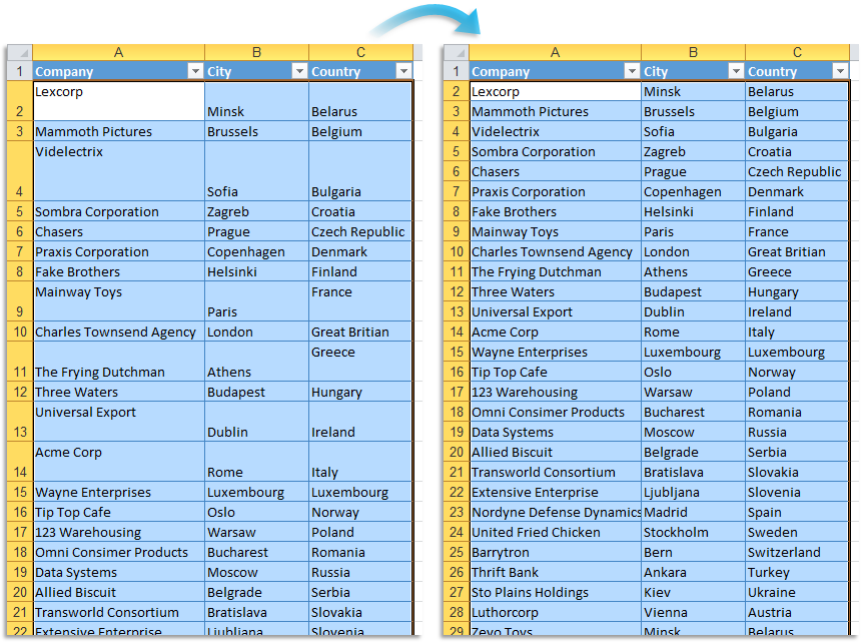
	A
1	ID
2	LH66101
3	ELX67564
4	DM7721
5	V1875
6	TK16470
7	IW3914
8	NL9958
9	ZMQL44125
10	UP5078
11	JSNN56146
12	BMNY49626
13	DSV32799
14	YFYK85
15	VIRQ30921
16	HTN61039
17	WR16756
18	QW5966
19	VWDP2407
20	MQ26016
21	IT9192
22	WVB7813
23	ZGB67789
24	KKP12242
25	WUG4159
26	HYD47744
27	UI3542
28	CF12940
29	NUSB26261
30	FIRI56389
31	EY15761
32	J35972
33	RQFZ13451
34	HWX286

	A
1	ID
2	LH
3	ELX
4	DM
5	V
6	TK
7	IW
8	NL
9	ZMQL
10	UP
11	JSNN
12	BMNY
13	DSV
14	YFYK
15	VIRQ
16	HTN
17	WR
18	QW
19	VWDP
20	MQ
21	IT
22	WVB
23	ZGB
24	KKP
25	WUG
26	HYD
27	UI
28	CF
29	NUSB
30	FIRI
31	EY
32	J
33	RQFZ
34	HWX

18 Remove ending carriage return (Alt+Enter)

This utility removes the carriage returns (Alt+Enter character) that are at the end of in each cell in your selection.

If you want to remove or replace all carriage returns/linefeeds, you can use the "Advanced character remove or replace..." utility.



	A	B	C
1	Company	City	Country
2	Lexcorp	Minsk	Belarus
3	Mammoth Pictures	Brussels	Belgium
4	Videlectrix	Sofia	Bulgaria
5	Sombra Corporation	Zagreb	Croatia
6	Chasers	Prague	Czech Republic
7	Praxis Corporation	Copenhagen	Denmark
8	Fake Brothers	Helsinki	Finland
9	Mainway Toys	Paris	France
10	Charles Townsend Agency	London	Great Britian
11	The Frying Dutchman	Athens	Greece
12	Three Waters	Budapest	Hungary
13	Universal Export	Dublin	Ireland
14	Acme Corp	Rome	Italy
15	Wayne Enterprises	Luxembourg	Luxembourg
16	Tip Top Cafe	Oslo	Norway
17	123 Warehousing	Warsaw	Poland
18	Omni Consimer Products	Bucharest	Romania
19	Data Systems	Moscow	Russia
20	Allied Biscuit	Belgrade	Serbia
21	Transworld Consortium	Bratislava	Slovakia
22	Extensive Enterprise	Ljubljana	Slovenia

	A	B	C
1	Company	City	Country
2	Lexcorp	Minsk	Belarus
3	Mammoth Pictures	Brussels	Belgium
4	Videlectrix	Sofia	Bulgaria
5	Sombra Corporation	Zagreb	Croatia
6	Chasers	Prague	Czech Republic
7	Praxis Corporation	Copenhagen	Denmark
8	Fake Brothers	Helsinki	Finland
9	Mainway Toys	Paris	France
10	Charles Townsend Agency	London	Great Britian
11	The Frying Dutchman	Athens	Greece
12	Three Waters	Budapest	Hungary
13	Universal Export	Dublin	Ireland
14	Acme Corp	Rome	Italy
15	Wayne Enterprises	Luxembourg	Luxembourg
16	Tip Top Cafe	Oslo	Norway
17	123 Warehousing	Warsaw	Poland
18	Omni Consimer Products	Bucharest	Romania
19	Data Systems	Moscow	Russia
20	Allied Biscuit	Belgrade	Serbia
21	Transworld Consortium	Bratislava	Slovakia
22	Extensive Enterprise	Ljubljana	Slovenia
23	Nordyne Defense Dynamics	Madrid	Spain
24	United Fried Chicken	Stockholm	Sweden
25	Barrytron	Bern	Switzerland
26	Thrift Bank	Ankara	Turkey
27	Sto Plains Holdings	Kiev	Ukraine
28	Luthorcorp	Vienna	Austria
29	Zevo Toys	Minsk	Belarus

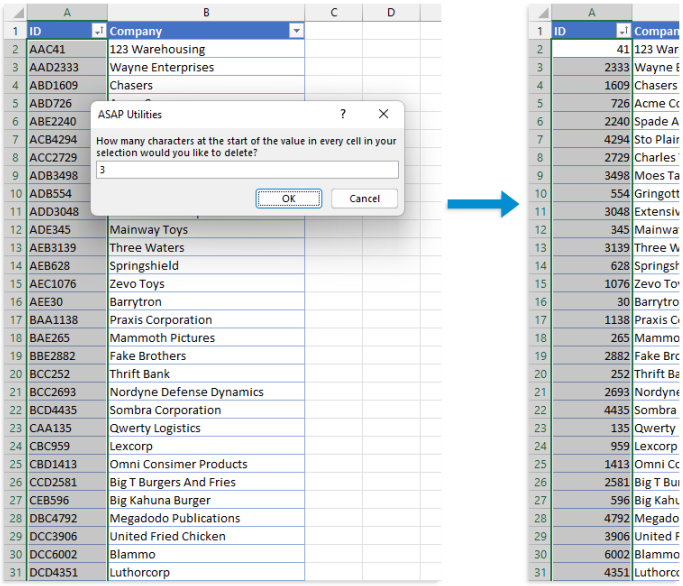
19 Delete number of leading characters...

This utility removes a given number of characters from the front of the selected cells.

The utility works on both cells with numbers and text. Cells with dates will be skipped.
If a cell has a formula or an array formula then it will first be replaces with its calculated value and then the characters will be stripped.

You can for example use it to quickly remove the first two characters from all the selected cells.

Example screenshot: Delete leading characters



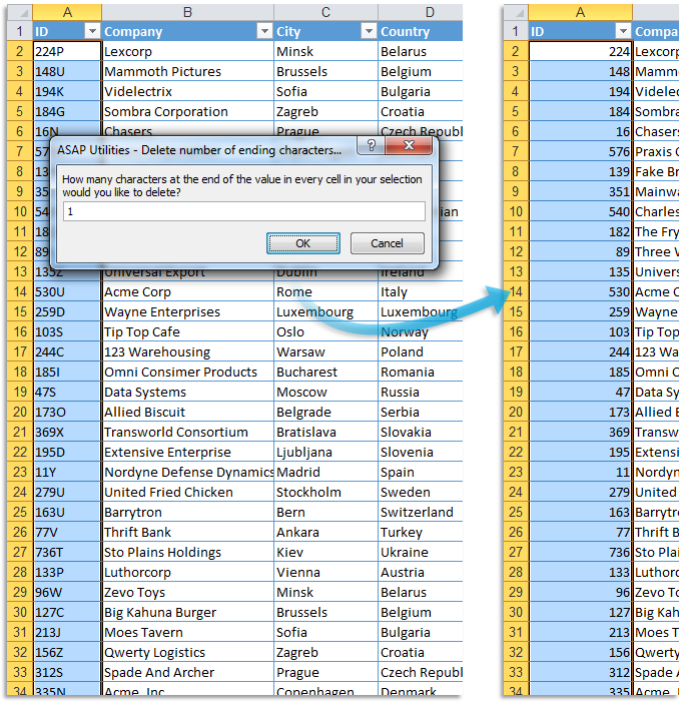
20 Delete number of ending characters...

This utility removes a given number of characters from the end of the selected cells.

The utility works on both cells with numbers and text. Cells with dates will be skipped.
If a cell has a formula or an array formula then it will first be replaces with its calculated value and then the characters will be stripped.

You can for example use it to quickly remove the last four characters from all the selected cells.

Example screenshot: Delete characters from the end



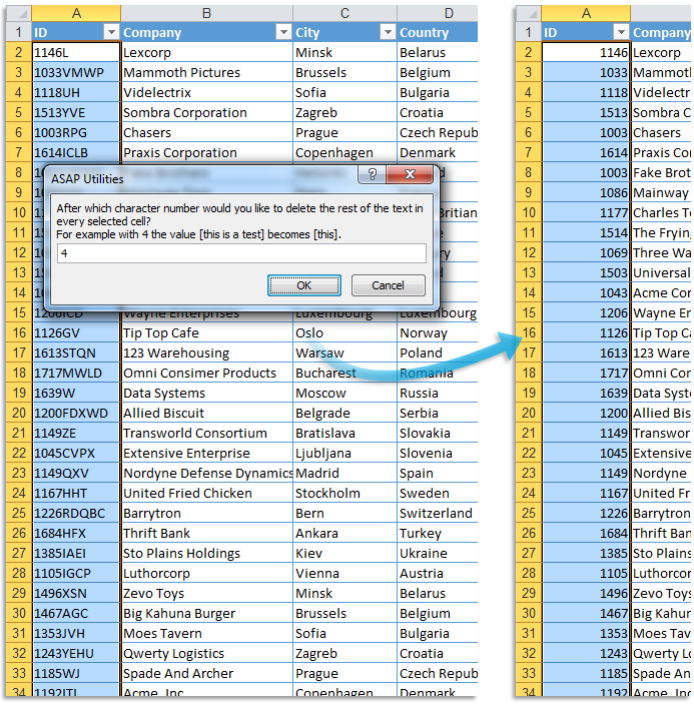
21 Delete all after a given number of characters...

This utility removes all characters that come after a given length in the selected cells.

The utility works on both cells with numbers and text. Cells with dates will be skipped.
If a cell has a formula or an array formula then it will first be replaces with its calculated value and then the characters will be stripped.

You can for example use it to quickly remove everything after the first 10 characters in your data range.
You can use this as a quick alternative for Excel's =LEFT() function.

Example screenshot: Keep the first characters

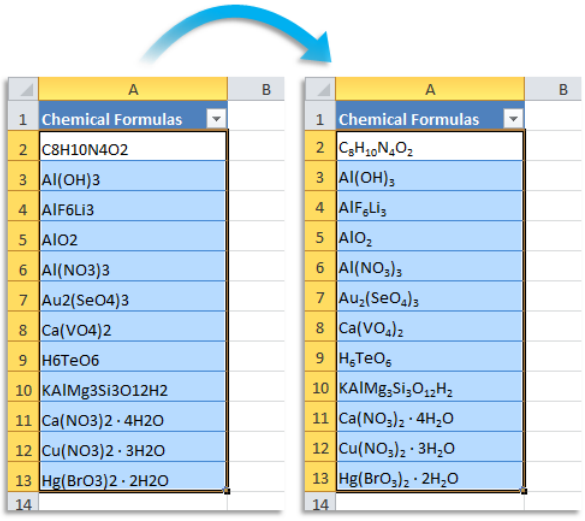


22 Subscript the numbers in Chemical Formulas

This will subscript the numbers in chemical notations such as C8H10N4O2, Al(OH)3, AlF6Li3, AlO2, Al(NO3)3, Au2(SeO4)3, Ca(VO4)2, H6TeO6, KAlMg3Si3O12H2, Ca(NO3)2 · 4H2O, etc.

It turns it into $C_8H_{10}N_4O_2$, $Al(OH)_3$, AlF_6Li_3, AlO_2, $Al(NO_3)_3$, $Au_2(SeO_4)_3$, $Ca(VO_4)_2$, H_6TeO_6, $KAlMg_3Si_3O_{12}H_2$, $Ca(NO_3)_2 \cdot 4H_2O$, etc.

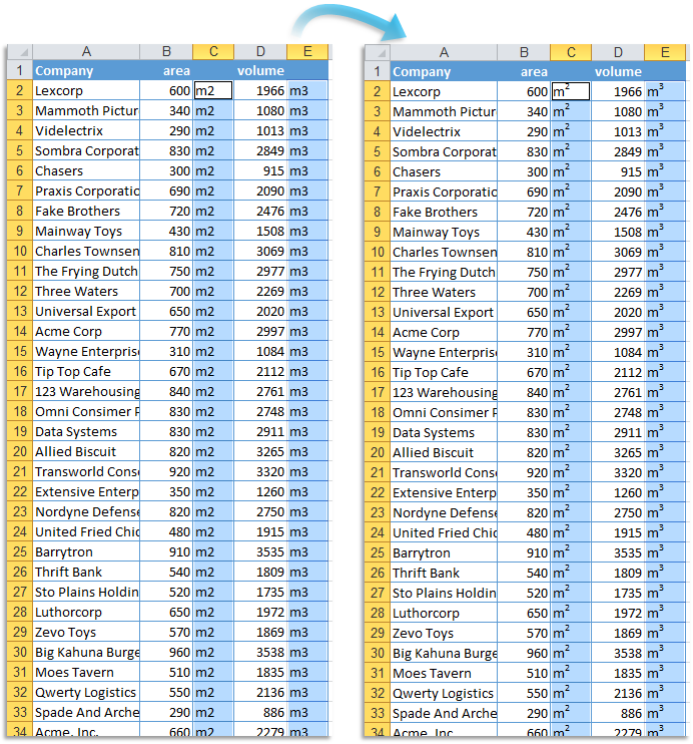
This tool automatically detects which numbers should be formatted as subscript.



23 Make last character superscript

This utility makes the last character superscript in your selected cells.

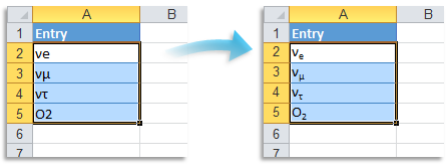
For example a cell with the value 'm3' will be changed to 'm^3'.



	A	B	C	D	E
1	Company	area		volume	
2	Lexcorp	600	m2	1966	m3
3	Mammoth Pictur	340	m2	1080	m3
4	Videlectrix	290	m2	1013	m3
5	Sombra Corporat	830	m2	2849	m3
6	Chasers	300	m2	915	m3
7	Praxis Corporatic	690	m2	2090	m3
8	Fake Brothers	720	m2	2476	m3
9	Mainway Toys	430	m2	1508	m3
10	Charles Townsen	810	m2	3069	m3
11	The Frying Dutch	750	m2	2977	m3
12	Three Waters	700	m2	2269	m3
13	Universal Export	650	m2	2020	m3
14	Acme Corp	770	m2	2997	m3
15	Wayne Enterpris	310	m2	1084	m3
16	Tip Top Cafe	670	m2	2112	m3
17	123 Warehousing	840	m2	2761	m3
18	Omni Consimer F	830	m2	2748	m3
19	Data Systems	830	m2	2911	m3
20	Allied Biscuit	820	m2	3265	m3
21	Transworld Cons	920	m2	3320	m3
22	Extensive Enterp	350	m2	1260	m3
23	Nordyne Defens	820	m2	2750	m3
24	United Fried Chic	480	m2	1915	m3
25	Barrytron	910	m2	3535	m3
26	Thrift Bank	540	m2	1809	m3
27	Sto Plains Holdin	520	m2	1735	m3
28	Luthorcorp	650	m2	1972	m3
29	Zevo Toys	570	m2	1869	m3
30	Big Kahuna Burge	960	m2	3538	m3
31	Moes Tavern	510	m2	1835	m3
32	Qwerty Logistics	550	m2	2136	m3
33	Spade And Arche	290	m2	886	m3
34	Acme, Inc.	660	m2	2279	m3

24 Make last character subscript

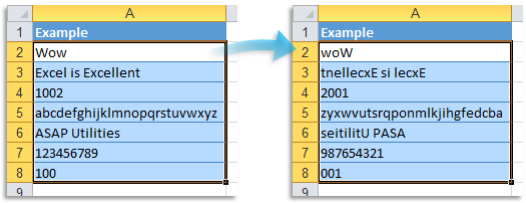
This utility makes the last character subscript in your selected cells.



	A	B
1	Entry	
2	ve	
3	vμ	
4	vτ	
5	O2	
6		
7		

25 Reverse text in selected cells

This utility reverses the text in the selected cells.
For example ''Excel' becomes 'lecxE' and '123456' becomes '654321'.



	A
1	Example
2	Wow
3	Excel is Excellent
4	1002
5	abcdefghijklmnopqrstuvwxyz
6	ASAP Utilities
7	123456789
8	100
9	

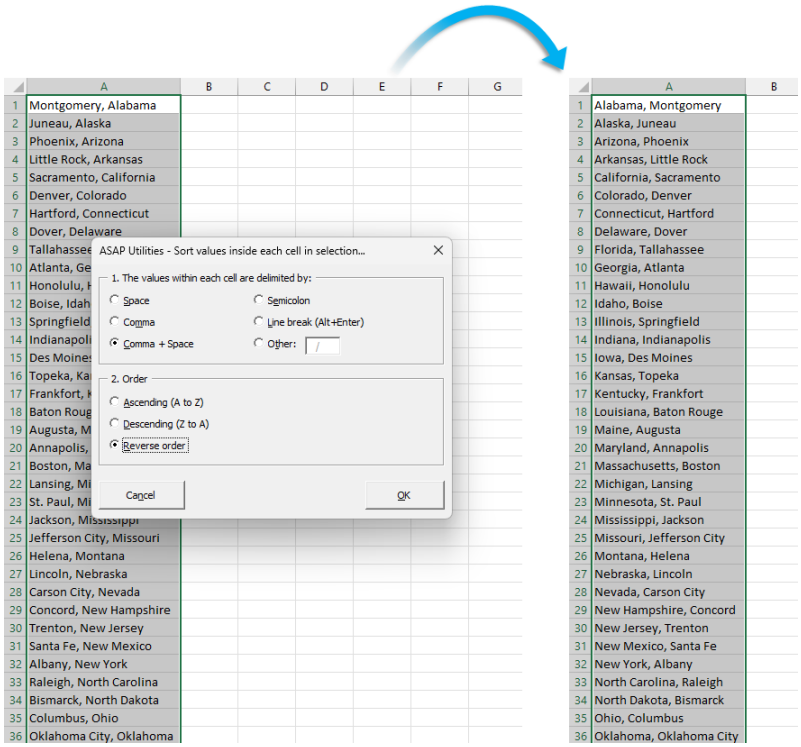
26 Sort values inside each cell in selection...

This tool sorts the contents of each cell in your selection.
You can choose if the cell contents are:

- Separated by a space
- Separated by a comma
- Separated by a comma + space
- Separated by a line break (Alt+Enter)
- Or enter your own separator

You can sort either ascending (A-Z), descending (Z-A) or in reverse order.

Tip: You can also use this on a (temporary) extra column in preparation to identify duplicate cell values.



5.5.12 Formulas

A collection of tools for working with formulas.

1 Change formulas to their calculated values

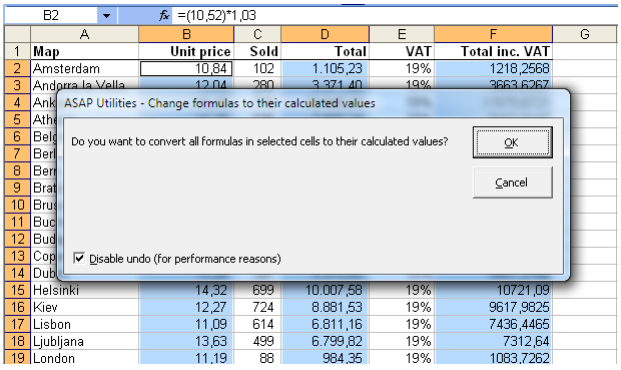
This utility replaces the formulas in the selected cells with their calculated values.

The utility works the same as Excel's "Copy » Paste » Paste values" but in one step and it also works with multiple selections at once.
Normally the utility changes the formulas to their calculated values in both visible and hidden cells. If you have selected cells in a filtered list only the visible cells are changed.

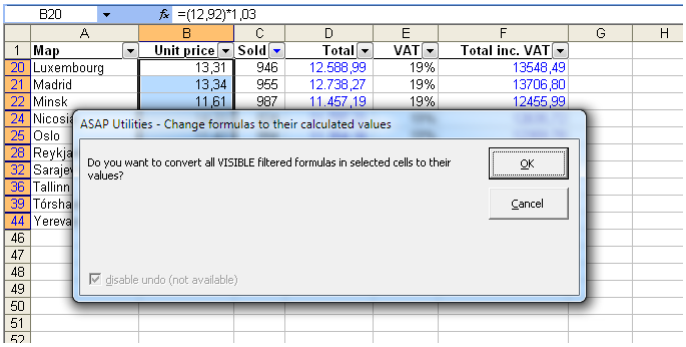
As an example, a cell with the formula '=A2*(C19/12)' which has '124' as the calculated result will be replaced with the value 124.
This can be useful, for example if you want to speed up the calculation of your workbook or if you don't want someone to see the underlying formulas you used if you give the workbook to somebody else.

By default you can start this utility with the shortcut Ctrl+Alt+P.

Example screenshot: 1 Change formulas to their calculated values



Example screenshot: 2 Formulas to values in a filtered list is something that you normally can't do in Excel



2 Apply formula/calculation to selected cells...

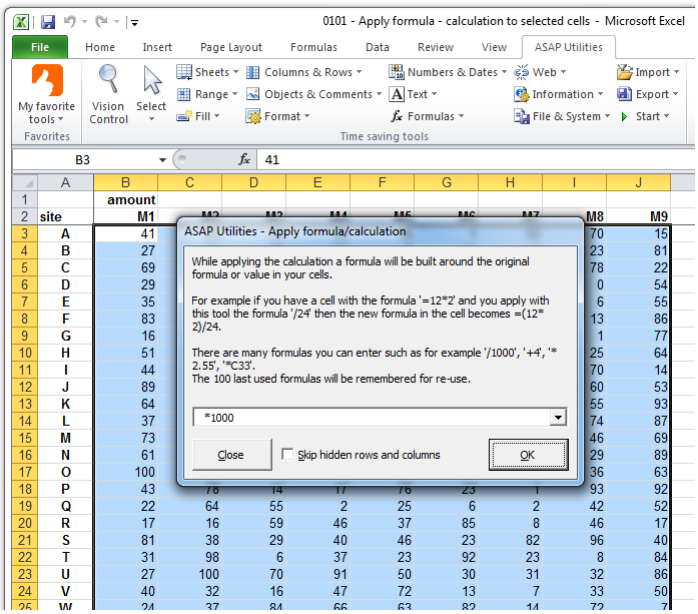
With this utility you can quickly perform a calculation on the selected range.
For example quickly multiply all cells in your selection by 10 without having to add an extra column and enter a formula to do this.

A formula will be built around the original formula or value in your cell. For example if you have a formula '=(12*2)' in a cell and you use ASAP Utilities to apply the formula /100 the result will be: '=(12*2)/100'.
The formula will be applied to all cells in your selection except for cells with errors, empty cells, cells contain text or cells that contain an array formula.
If the new formula would result in an error you will get a warning upfront and no changes will be applied.

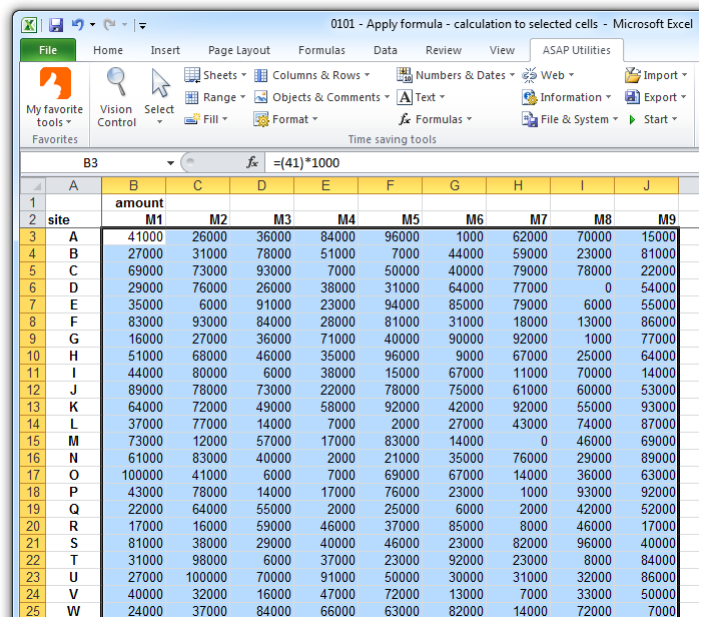
Users of the non-English Excel versions can type in the formula in their local language. For example in the Dutch version you can use the comma as decimal separator and the local version of worksheet formulas, for example '+SOM(G20:G40)' instead of the English '+SUM(G20:G40)'.
There are many formulas you can enter such as for example '/1000', '+4', '*2.54', '*C33'.
This utility is also often used for unit conversions, such as for example converting kilometers to meters.

The last 100 used formulas are remembered so you can easily re-use them.
By default this can be started with the shortcut Ctrl+Alt+I.

Example screenshot: 1 Perform a quick calculation in selected cells



Example screenshot: 2 The result



	A	B	C	D	E	F	G	H	I	J
1		amount								
2	site	M1	M2	M3	M4	M5	M6	M7	M8	M9
3	A	41000	26000	36000	84000	96000	1000	62000	70000	15000
4	B	27000	31000	78000	51000	7000	44000	59000	23000	81000
5	C	69000	73000	93000	7000	50000	40000	79000	78000	22000
6	D	29000	76000	26000	38000	31000	64000	77000	0	54000
7	E	35000	6000	91000	23000	94000	85000	79000	6000	55000
8	F	83000	93000	84000	28000	81000	31000	18000	13000	86000
9	G	16000	27000	36000	71000	40000	90000	92000	1000	77000
10	H	51000	68000	46000	35000	96000	9000	67000	25000	64000
11	I	44000	80000	6000	38000	15000	67000	11000	70000	14000
12	J	89000	78000	73000	22000	78000	75000	61000	60000	53000
13	K	64000	72000	49000	58000	92000	42000	92000	55000	93000
14	L	37000	77000	14000	7000	2000	27000	43000	74000	87000
15	M	73000	12000	57000	17000	83000	14000	0	46000	69000
16	N	61000	83000	40000	2000	21000	35000	76000	29000	89000
17	O	100000	41000	6000	7000	69000	67000	14000	36000	63000
18	P	43000	78000	14000	17000	76000	23000	1000	93000	92000
19	Q	22000	64000	55000	2000	25000	6000	2000	42000	52000
20	R	17000	16000	59000	46000	37000	85000	8000	46000	17000
21	S	81000	38000	29000	40000	46000	23000	82000	96000	40000
22	T	31000	98000	6000	37000	23000	92000	23000	8000	84000
23	U	27000	100000	70000	91000	50000	30000	31000	32000	86000
24	V	40000	32000	16000	47000	72000	13000	7000	33000	50000
25	W	24000	37000	84000	66000	63000	82000	14000	72000	7000

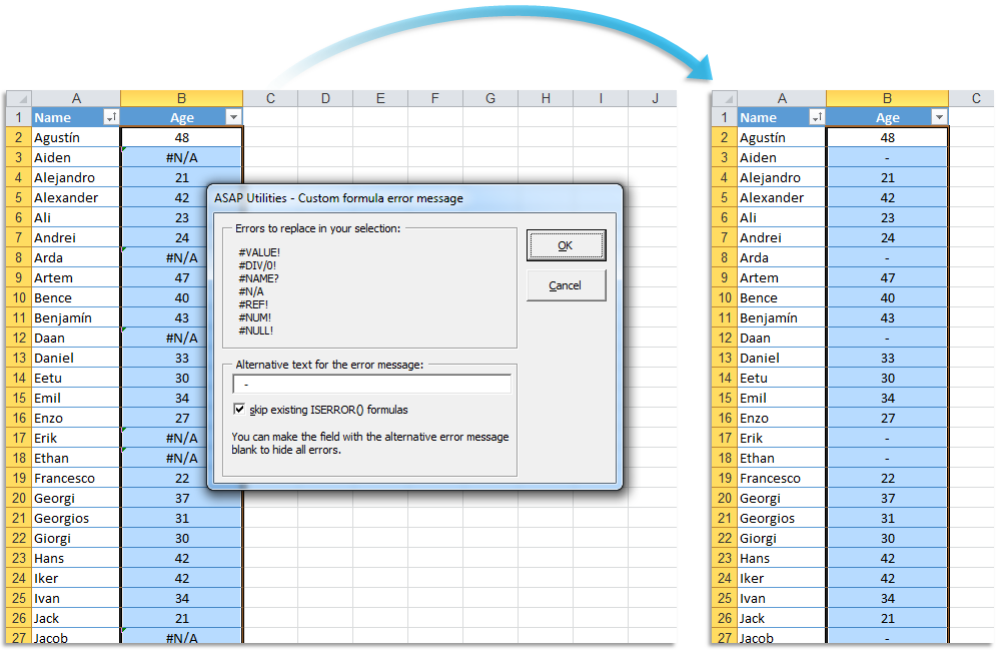
3 Custom formula error message...

This utility makes it easy to display a custom error message for formulas that produce an error.
Instead of an error such as #N/A or #VALUE!, you can have your own (more logical) error message displayed when a formula results in an error.
For example, if you have a VLOOKUP formula but no result is found then the formula will then display the value #N/A. You use can this utility to tell Excel what it should display when the formula results in an error, for example to display nothing (an empty result) when no result is found or a user friendly message such as "country not found".

This utility wraps an =IF(ISERROR(old_formula),[value in case of error],old_formula) formula around the existing formulas. You can do this manually, but it is easier and faster with help of ASAP Utilities.

This utility has two advantages compared to writing the =IF(ISERROR()) formula manually:
1. It is easier and quicker because you don't have to type in the formula.
2. You can also use this utility on a range of cells with different formulas.

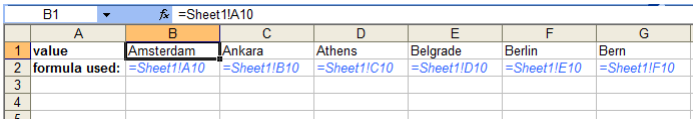
Example screenshot: Hide or replace error values



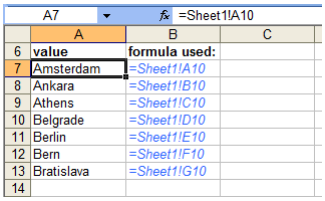
4 Transpose data with formulas...

This utility will transpose your data and preserves the cell references.
Unlike the standard Excel methods which changes the cell references when the data shifts, this utility will not change the cell references in your formulas.

Example screenshot: 1 Before



Example screenshot: 2 The result, all cell references have been preserved



5 Copy formulas without changing their cell references...

This utility copies all formulas without changing the cell references.

Normally Excel adjusts the cell references if you copy your formulas to another location.
You would then have to "fix" all cell references with a dollar sign (for example change A1 to $A$1) to keep the cell references the same.
With this utility you can now easily copy your formulas to another location without Excel

having the cell references changed and without the need of adjusting the cell referenced first.
Besides the formulas this utility will also copy the formats, comments and validation.

6 Change formula reference style (e.g. A1 to $A1 etc.)...

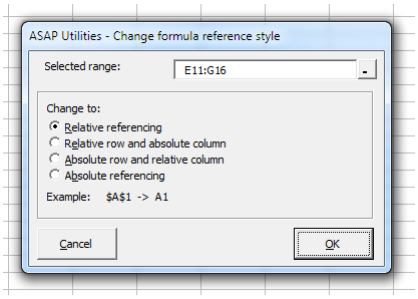
This utility will change the formula reference style in the formulas you your selected cells.

You can change the reference style to:

- Relative referencing (A1)
- Relative rows and absolute columns ($A1)
- Absolute rows and relative columns (A$1)
- Absolute referencing ($A$1)

For example a cell with the formula '=A1*(B12/100)' changed to absolute referencing becomes '=$A$1*($B$12/100)'.

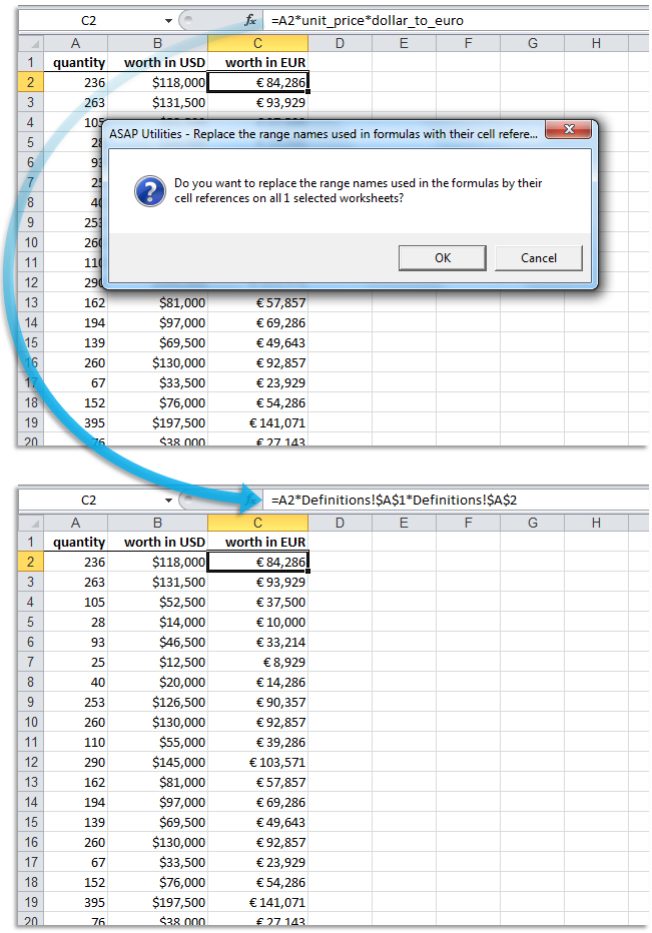
The advantage of this utility is that you can quickly change the reference style in multiple formulas at once.



7 Replace the range names used in formulas with their cell references (on selected sheets)

This utility replaces the range names, used in formulas in the selected sheets, with their cell references.
For example if you have a value in cell C10 with the range name 'quantity' and you used a formula such as '=A1*quantity', then this utility will replace that formula with '=A1*C10'.

Example screenshot: 1 Select the sheets and start the utility and the range names will be replaced with their cell references



	A	B	C
1	quantity	worth in USD	worth in EUR
2	236	$118,000	€ 84,286
3	263	$131,500	€ 93,929
4	105	$52,500	€ 37,500
5	28	$14,000	€ 10,000
6	93	$46,500	€ 33,214
7	25	$12,500	€ 8,929
8	40	$20,000	€ 14,286
9	253	$126,500	€ 90,357
10	260	$130,000	€ 92,857
11	110	$55,000	€ 39,286
12	290	$145,000	€ 103,571
13	162	$81,000	€ 57,857
14	194	$97,000	€ 69,286
15	139	$69,500	€ 49,643
16	260	$130,000	€ 92,857
17	67	$33,500	€ 23,929
18	152	$76,000	€ 54,286
19	395	$197,500	€ 141,071
20	76	$38,000	€ 27,143

Example screenshot: 2 A report with the changes that were made

	A	B	C	D	E	F
1	Sheet	Cell	Value	Original formula	New formula	
2	After	B2	118000	=A2*unit_price	=A2*Definitions!$A$1	
3	After	C2	$84,285.71	=A2*unit_price*dollar_to_eu	=A2*Definitions!$A$1*Definitions!$A$2	
4	After	B3	131500	=A3*unit_price	=A3*Definitions!$A$1	
5	After	C3	$93,928.57	=A3*unit_price*dollar_to_eu	=A3*Definitions!$A$1*Definitions!$A$2	
6	After	B4	52500	=A4*unit_price	=A4*Definitions!$A$1	
7	After	C4	$37,500.00	=A4*unit_price*dollar_to_eu	=A4*Definitions!$A$1*Definitions!$A$2	
8	After	B5	14000	=A5*unit_price	=A5*Definitions!$A$1	
9	After	C5	$10,000.00	=A5*unit_price*dollar_to_eu	=A5*Definitions!$A$1*Definitions!$A$2	
10	After	B6	46500	=A6*unit_price	=A6*Definitions!$A$1	
11	After	C6	$33,214.29	=A6*unit_price*dollar_to_eu	=A6*Definitions!$A$1*Definitions!$A$2	
12	After	B7	12500	=A7*unit_price	=A7*Definitions!$A$1	
13	After	C7	$8,928.57	=A7*unit_price*dollar_to_eu	=A7*Definitions!$A$1*Definitions!$A$2	
14	After	B8	20000	=A8*unit_price	=A8*Definitions!$A$1	
15	After	C8	$14,285.71	=A8*unit_price*dollar_to_eu	=A8*Definitions!$A$1*Definitions!$A$2	
16	After	B9	126500	=A9*unit_price	=A9*Definitions!$A$1	
17	After	C9	$90,357.14	=A9*unit_price*dollar_to_eu	=A9*Definitions!$A$1*Definitions!$A$2	
18	After	B10	130000	=A10*unit_price	=A10*Definitions!$A$1	
19	After	C10	$92,857.14	=A10*unit_price*dollar_to_e	=A10*Definitions!$A$1*Definitions!$A$2	
20	After	B11	55000	=A11*unit_price	=A11*Definitions!$A$1	
21	After	C11	$39,285.71	=A11*unit_price*dollar_to_e	=A11*Definitions!$A$1*Definitions!$A$2	

8 Rebuild array formulas

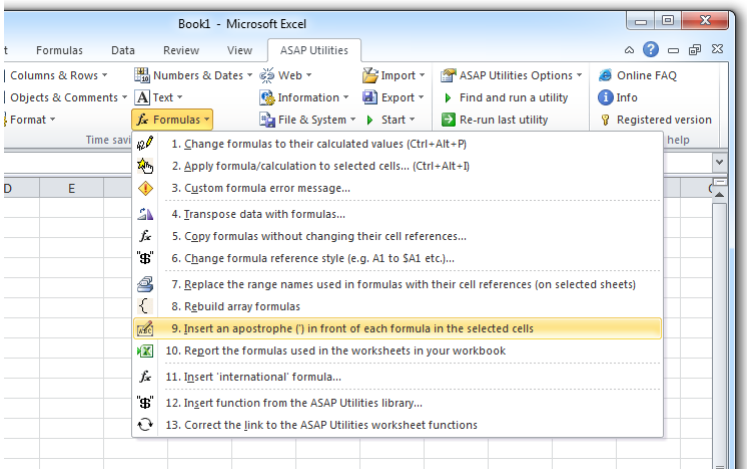
This utility will re-enter all formulas in your selected cells as array formulas.

When you enter an array formula you have to press Ctrl+Shift+Enter instead of just Enter to insert the formula. You must do this the first time you insert the array formula into your worksheet and whenever you edit it. If you do this correct then Excel will display the formula between curly braces {}.
If you have forgotten to do this it can be a tedious task to select each cell, edit it and then press Ctrl+Shift+Enter to have it properly inserted as an array formula.
This utility automates this process.

9 Insert an apostrophe (') in front of each formula in the selected cells

This tool inserts an apostrophe (') in front of each formula in the selected cells, which turns them to text.

Note:
To turn the changed formulas to actual calculating formulas again, you can use the following tool from ASAP Utilities:
"Numbers & Dates » Change not recognized numbers (text?) to numbers"

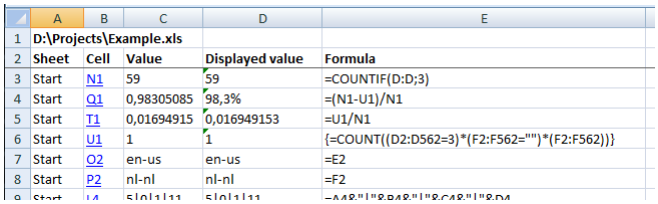


10 Report the formulas used in the worksheets in your workbook

This tool will report all formulas used in the worksheets on your workbook.

The report shows the following information:

- Sheet; The name of the worksheet the formula is on
- Cell; The cell address the formula is in. You can click on the address to jump to it, it is a hyperlink.
- Value; The calculated result
- Displayed value; The displayed result. This uses the cell's number format.
- Formula; The formula



	A	B	C	D	E
1	D:\Projects\Example.xls				
2	Sheet	Cell	Value	Displayed value	Formula
3	Start	N1	59	59	=COUNTIF(D:D;3)
4	Start	Q1	0,98305085	98,3%	=(N1-U1)/N1
5	Start	T1	0,01694915	0,016949153	=U1/N1
6	Start	U1	1	1	{=COUNT((D2:D562=3)*(F2:F562="")*(F2:F562))}
7	Start	O2	en-us	en-us	=E2
8	Start	P2	nl-nl	nl-nl	=F2

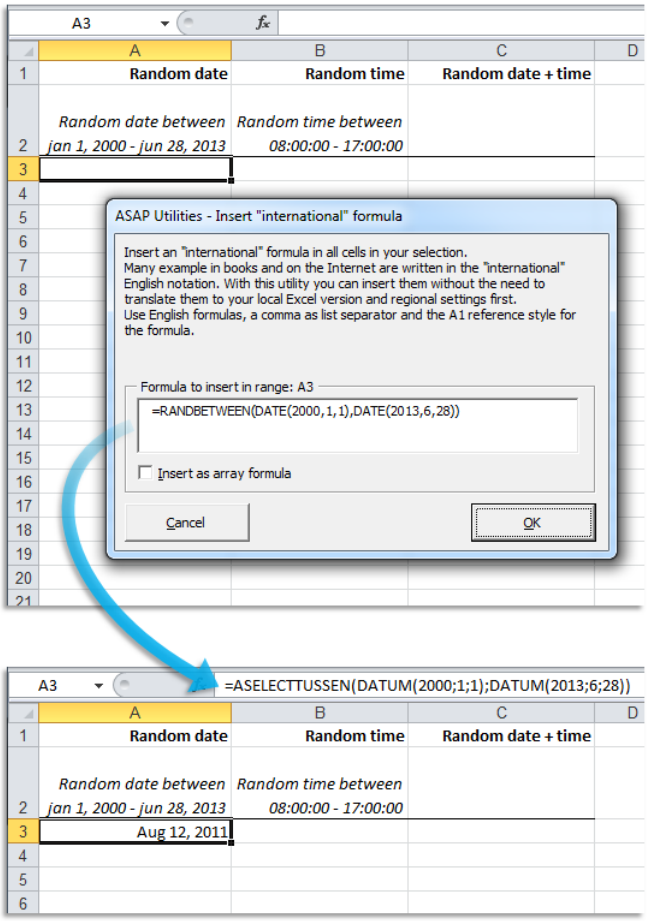
11 Insert "international" formula...

With this utility you can insert a formula in "international" notation into the selected cells. An "international" formula is a formula that uses English worksheet formula names, a comma as list separator and a point as decimal separator.

This utility can be very useful if you do not use an English version of Excel or if you use different country settings.
On the Internet you can find an enormous quantity of example formulas for Excel. Most examples on the Internet and in Excel books use the "international" formula notation.
With this utility you can now easily use such formulas, independent from your Excel version or country settings. ASAP Utilities converts them automatically to be used in your Excel version.
For example if you use the Dutch version of Excel with the Dutch country settings in Windows, then this utility translates the "international" formula "=SUMIF(A2:A13,">50")*1.19" automatically to "=SOM.ALS(A2:A13;">50")*1,19" when you insert the formula.

You can use this utility for both regular- and array formulas.

Example screenshot: Easily paste English formulas into your local Excel version



12 Insert function from the ASAP Utilities library...

With this utility you can insert a formula from the ASAP Utilities functions library into the active cell.

The ASAP Utilities functions library includes the following functions:

=ASAPCELLCOLORINDEX(`cell`)

Returns the color index number of the cell.
If you afterwards change the color in the cell, you have to press Ctrl+Alt+F9 to have the formula recalculated.

Parameters:

- **`cell`** = The cell to get Excel's number for the fill color from.

=ASAPCOUNTBYCELLCOLOR(`reference, color_index_nr`)

Counts the number of cells in the given range that have a certain fill color.
If you afterwards change the fill color in any of the referenced cells, you have to press Ctrl+Alt+F9 to have the formulas recalculated.

Parameters:

- **reference** = The range of cells to search in.
- **color_index_nr** = The cell that has the fill color to count, or the color index number (1-56) from Excel.

=ASAPCOUNTBYFONTCOLOR(`reference, color_index_nr`)

Counts the number of cells in the given range that have a certain font color.
If you afterwards change the font color in any of the referenced cells, you have to press Ctrl+Alt+F9 to have the formulas recalculated.

Parameters:

- **reference** = The range of cells to search in.
- **color_index_nr** = The cell that has the font color to count, or the color index number (1-56) from Excel.

=ASAPCOUNTCHAR(`within_text, find_text`)

Counts the number of times a character occurs in a text
This way you can for example count the number of commas in a cell. This function is case sensitive.

Parameters:

- **within_text** = The text containing the character you want to count.
- **find_text** = The character to count the occurrences of. This has to be a single character.

=ASAPCOUNTSHADES(`reference`)

Counts the number of colored cells in your range.
If you afterwards change the fill color in any of the referenced cells, you have to press Ctrl+Alt+F9 to have the formulas recalculated.

Parameters:

- **reference** = The range of cells to count the number of cells that have a fill color.

=ASAPEXTRACTFILENAME(`text, optional path_separator`)

Returns the file name from a full path and filename. By default the formula uses a backslash (\) as separator, but optionally you can specify another separator.
For example =ASAPEXTRACTFILENAME("D:\Projects\Archive\Client 1\Balance.xls") returns "Balance.xls".

Parameters:

- **`text`** = The value or cell address from which you want to extract only the file name.
- **`path_separator`** = The path separator. Optional, if omitted a backslash (\) is used.

=ASAPEXTRACTFOLDERNAME(`text, optional path_separator`)

Returns the folder name from a combined filepath and filename. By default the formula uses a backslash (\) as separator, but optionally you can specify another separator.
For example =ASAPEXTRACTFOLDERNAME("D:\Projects\Archive\Client 1\Balance.xls") returns "D:\Projects\Archive\Client 1".

Parameters:

- **`text`** = The value or cell address from which you want to extract only the folder name.
- **`path_separator`** = The path separator. Optional, if omitted a backslash (\) is used.

=ASAPEXTRACTNUMBERS(`text`)

Returns the numbers from a text string.
For example the formula =ASAPEXTRACTNUMBERS("8011 LB") returns 8011.

Parameters:

- **`text`** = The value or cell address from which you want to extract the numbers from.

=ASAPFILENAME()

Returns the name of your workbook. This is the name of the workbook without the filepath (folder).
For example "Balance.xls".

=ASAPFILEPATH()

Returns the filepath (the folder) where your workbook is stored.
For example: "D:\Projects\Archive\Client 1".

=ASAPFILEPROPERTIES(property_name_or_id)

Returns the value of one of the built-in document properties for the current workbook.
You can refer to document properties either by index value or by their English name.
The following list shows the available built-in index values and document property names:

1 Title	16 Number of Characters *
2 Subject	17 Security
3 Author	18 Category
4 Keywords	19 Format
5 Comments	20 Manager
6 Template	21 Company
7 Last Author	22 Number of Bytes *
8 Revision Number	23 Number of Lines *
9 Application Name	24 Number of Paragraphs *
10 Last Print Date	25 Number of Slides *
11 Creation Date	26 Number of Notes *
12 Last Save Time	27 Number of Hidden Slides *
13 Total Editing Time *	28 Number of Multimedia Clips *
14 Number of Pages *	29 Hyperlink Base
15 Number of Words *	30 Number of Characters (with spaces) *

* Excel isn't required to define values for every built-in document property.
If Microsoft Excel doesn't define a value for one of the built-in document properties, reading the Value property for that document property results in an error.
You have to press Ctrl+Alt+F9 to have the formula recalculated.

Example:
=ASAPFILEPROPERTIES("Last Print Date")

Parameters:

- **property_name_or_id** = The id or English name of the built-in document property.

=ASAPFONTCOLORINDEX(cell)

Returns the color index number of the font of a cell.
If you afterwards change the font color in the cell, you have to press Ctrl+Alt+F9 to have the formula recalculated.

Parameters:

- **cell** = The cell to get Excel's number for the text color from.

=ASAPFULLFILENAME()

Returns the full filename of your workbook. This is the name of the workbook including the folder (filepath) where it is saved.
For example "D:\Projects\Archive\Client 1\Balance.xls".

=ASAPGETCOMMENT(`cell`)

Returns the text from the comment a cell.
If you afterwards change the comment in the cell, you have to press Ctrl+Alt+F9 to have the formula recalculated.

Parameters:

- **`cell`** = The cell to get the text from the comment from.

=ASAPGETDOMAIN(`text, optional show_protocol = False`)

Returns the (sub)domain from a given hyperlink (website address/url).
For example if cell A1 contains the value "https://www.asap-utilities.com/download-asap-utilities.php" then these are the formula results:
=ASAPGETDOMAIN(A1) returns "www.asap-utilities.com"
=ASAPGETDOMAIN(A1;TRUE) returns "https://www.asap-utilities.com"

Parameters:

- **`text`** = The value or cell address from which you want to extract the domain.
- **`show_protocol`** = Optional, logical value, if omitted the default is FALSE. If TRUE this function will also return the protocol of the link, which is the part before the domain such as http://, ftp:// etc..

=ASAPGETFONTNAME(`cell`)

Returns the name of the font in a cell.
If you afterwards change the font in the cell, you have to press Ctrl+Alt+F9 to have the formula recalculated.
This function does not recognize formatting if it is applied via conditional formatting.

Parameters:

- **`cell`** = The cell to get the font from.

=ASAPGETFONTSIZE(`cell`)

Returns the font size of a cell.
If you afterwards change the font size in the cell, you have to press Ctrl+Alt+F9 to have the formula recalculated.
This function does not recognize formatting if it is applied via conditional formatting.

Parameters:

- **`cell`** = The cell to get the font size from.

=ASAPGETFORMULA(`cell`)

Returns the formula of a cell.

Parameters:

- **`cell`** = The cell to get the formula from.

=ASAPGETINDENTLEVEL (`cell`)

Returns the indent level for the cell.

Parameters:

- **`cell`** = The cell to get the indent level from.

=ASAPGETHYPERLINK(`cell, optional text_no_link`)

Returns the hyperlink from a cell. The hyperlink can be one of the following types:
- existing file or web page
- place in your document
- e-mail address

If you afterwards change the hyperlink in the cell, you have to press Ctrl+Alt+F9 to have the formula recalculated.

Parameters:

- **`cell`** = The cell to read the hyperlink from.
- **`text_no_link`** = Optional, this text will be displayed if the cell doesn't have a hyperlinks. If omitted, the formula will give an empty result for cells without hyperlinks.

=ASAPGETHYPERLINK(`cell, optional text_no_link`)

Returns the hyperlink from a cell. The hyperlink can be one of the following types:
- existing file or web page
- place in your document
- e-mail address

If you afterwards change the hyperlink in the cell, you have to press Ctrl+Alt+F9 to have the formula recalculated.

Parameters:

- **`cell`** = The cell to read the hyperlink from.
- **`text_no_link`** = Optional, this text will be displayed if the cell doesn't have a hyperlinks. If omitted, the formula will give an empty result for cells without hyperlinks.

=ASAPGETNUMBERFORMAT(`cell`)

Returns the number format of a cell.
If you afterwards change the number format in the cell, you have to press Ctrl+Alt+F9 to have the formula recalculated.

Parameters:

- **`cell`** = The cell to get the number format from.

=ASAPISBOLD(`reference`)

Returns TRUE if the cell is bold or FALSE if it isn't.
If you afterwards change the bold setting in the cell, you have to press Ctrl+Alt+F9 to have the formula recalculated.

=ASAPISFORMULA(`cell`)

Returns TRUE if the cell has a formula or FALSE if it doesn't.

=ASAPLOADIMAGE(`image_fullname, optional width_in_pixels, optional height_in_pixels`)

Inserts the specified image as an object and puts it at the left-top of your cell.

To update the image, you can replace the formula with a new image name.
To remove the image you have to remove both the formula and the image. (The image isn't removed if only the formula is removed.)
You have to press Ctrl+Alt+F9 to have the formula recalculated.

Example:
=ASAPLOADIMAGE("D:\products\images\art782.gif")
=ASAPLOADIMAGE("https://www.asap-utilities.com/upload/images/8.0/tip-of-the-day.png")

Parameters:

- **image_fullname** = The full path and file name of an image of the type that Excel supports.
- **width_in_pixels** = Optional. You can specify the width pixels. If omitted, the width will be proportionally based on the image's height.
- **height_in_pixels** = Optional. You can specify the height in pixels. If omitted, the height will be the height of the cell the formula is in.

=ASAPMERGECELLS(`reference, optional delimiter = "", optional skip_empty_cells = True`**)**

Joins several text strings into one text string.
An easy alternative for the Excel =CONCATENATE() function. The benefit of this ASAP Utilities function:
- You can specify a range to join, for example "A1:G1".
- The numberformat of the values will be used. For example, if a cell has the value "12.23072" and the number format is to display only one decimal then this function uses the value "12.2".
- You only have to specify a delimiter once.
- By default empty cells will be ignored.

Parameters:

- **reference** = A contiguous range of cells to join the values from. When reading the cell values, their number format will be used.
- **delimiter** = Optional, a character to insert between the cell values. If omitted then no delimiter is used.
- **skip_empty_cells** = Optional, is a logical value: to skip empty cells = TRUE or omitted; to include empty cells in the result = FALSE.

=ASAPRANDOMPASSWORD(optional length = 8, optional use_symbols = True)

Returns a random string that can be used as a password.
This function will return a strong password which contains of:

- both uppercase and lowercase letters
- numbers
- special characters, such as ~!@#$%^*()[]\/<>:-=+_

Parameters:

- **length** = Optional, the length of the password. If omitted, then the length will be 8 characters. If the length given is less than 8, still a password of 8 characters will be returned.
- **use_symbols** = Optional, is a logical value: to use special characters in the password = TRUE or omitted; to create a password without special characters = FALSE.

=ASAPREGEXMATCH(read_value, regular_expression, optional ignorecase)

Returns TRUE if the value matches the regular expression and FALSE if it does not.

Parameters:

- **read_value** = The text to be tested against the regular expression.
- **regular_expression** = The regular expression to test the text against.
- **ignorecase** = Optional. Specifies case-insensitive matching. If omitted it is assumed to be FALSE.

Examples:

value	expression	result	formula
Molenweg 242	[0-9]+	TRUE	=ASAPREGEXMATCH(A2, B2)
Today's offer is $99.00	[0-9]*\.[0-9]+[0-9]+	TRUE	=ASAPREGEXMATCH(A3, B3)
The appointment is at 15:00	\d{2}\:\d{2}	TRUE	=ASAPREGEXMATCH(A4, B4)

= ASAPREGEXEXTRACT(read_value, regular_expression, optional ignorecase)

Returns the text that matches the regular expression.

Parameters:

- **read_value** = The text to be tested against the regular expression.
- **regular_expression** = The regular expression to test the text against.
- **ignorecase** = Optional. Specifies case-insensitive matching. If omitted it is assumed to be FALSE.

Examples:

value	expression	result	formula
Molenweg 242	[0-9]+	1	=ASAPREGEXEXTRACT(A2, B2)
Today's offer is $99.00	[0-9]*\.[0-9]+[0-9]+	99.00	=ASAPREGEXEXTRACT(A3, B3)
The appointment is at 15:00	\d{2}\:\d{2}	15:00	=ASAPREGEXEXTRACT(A4, B4)

= ASAPREGEXREPLACE(read_value, regular_expression, replacement_value, optional replace_all, optional ignorecase)

Returns a modified version of the text string based on a regular expression.

Parameters:

- **read_value** = The text to be tested against the regular expression.
- **regular_expression** = The regular expression to test the text against.
- **replacement_value** = The text to replace the matched groups with.
- **replace_all** = Optional. Specifies to replace all matches. If omitted it is assumed to be TRUE.
- **ignorecase** = Optional. Specifies case-insensitive matching. If omitted it is assumed to be FALSE.

Examples:

value	expression	replacement	result	formula
Molenweg 242	[0-9]+	200	Molenweg 200	=ASAPREGEXREPLACE(A2,B2,C2)
Today's offer is $99.00	[0-9]*\.[0-9]+[0-9]+	49.99	Today's offer is $49.99	=ASAPREGEXREPLACE(A3,B3,C3)
The appointment is at 15:00	\d{2}\:\d{2}	10:30	The appointment is at 10:30	=ASAPREGEXREPLACE(A4,B4,C4)
The color is (green)	\(([A-Za-z]+)\)	red	The color is red	=ASAPREGEXREPLACE(A4,B4,C4)

=ASAPSHEETNAME(`optional reference`**)**

Returns the name of the worksheet this formula is used on.

Parameters:

- **reference** = Optional, a cell on the sheet that you want to get the name from. If omitted then the name of the current sheet is returned.

=ASAPSPELLNUMBER(`ByVal number, optional strLanguage = "EN", optional blnCurrency = False, optional strSingular, optional strPlural, optional strComma, optional strCentSingular, optional strCentPlural`**)**

Returns a spelled-out number or amount.

A few examples if cell A1 contains the value 142.23

=ASAPSPELLNUMBER(A1,"EN", TRUE, "Dollar", "Dollars", , "Cent", "Cents") returns One Hundred Forty-Two Dollars and Twenty-Three Cents

=ASAPSPELLNUMBER(A1,"EN", FALSE,,,"Comma") returns One Hundred Forty-Two Comma Twenty-Three Hundredths

=ASAPSPELLNUMBER(A1,"NL") returns honderdtweeënveertig en drieëntwintig honderdsten

=ASAPSPELLNUMBER(A1,"FR", TRUE, "euro", "euros", , "cent", "cents") returns cent quarante-deux euros et vingt-trois cents

=ASAPSPELLNUMBER(A1,"DE", TRUE, "Euro", "Euros", , "Cent", "Cent") returns einhundertzweiundvierzig Euros und dreiundzwanzig Cent

If a number contains more than two decimals this function will spell out the number as if it was rounded to two decimals.
A practical example where this function can be useful is to write out amounts on cheques.

Parameters:

- **number** = The number or cell with a number you want to spell.
- **language** = Optional, text string representing in which language the number is spelled out: English = EN or omitted, Dutch = NL, German = DE, French = FR.
- **currency** = Optional, logical value: to spell the number as a currency = TRUE; to spell the number just as a number = FALSE or omitted. For example spell the number 2 as "two dollars and no cents" or just "two".
- **cur_singular** = An optional text string for the currency spelled singular. For example "dollar".
- **cur_plural** = An optional text string for the currency spelled plural. For example "dollars".
- **comma** = An optional text string for the decimal separator used. For example the comma sign (",") or point (".") or the word "comma". If omitted then it will be automatically filled

depending on the given language: English = "comma", Dutch and German = "komma".
- **cur_cent_singular** = An optional text string for the word used with currency for the amount behind the comma, singular. For example "cent".
- **cur_cent_plural** = An optional text string for the word used with currency for the amount behind the comma, plural. For example "cents".

=ASAPSTRIPNUMBERS(text)

Removes all numbers from a text string and removes all spaces at the beginning and end of the result.
For example the formula =ASAPSTRIPNUMBERS("8011 LB") returns "LB".

Parameters:

- **text** = The value or cell address from which you want to strip the numbers.

=ASAPSUMBYCELLCOLOR(reference, color_index_nr)

Adds the cells that have a certain fill color.
If you afterwards change the color in any of the referenced cells, you have to press Ctrl+Alt+F9 to have the formulas recalculated.

Parameters:

- **reference** = The range of cells to search in.
- **color_index_nr** = The cell that has the fill color to sum, or the color index number (1-56) from Excel.

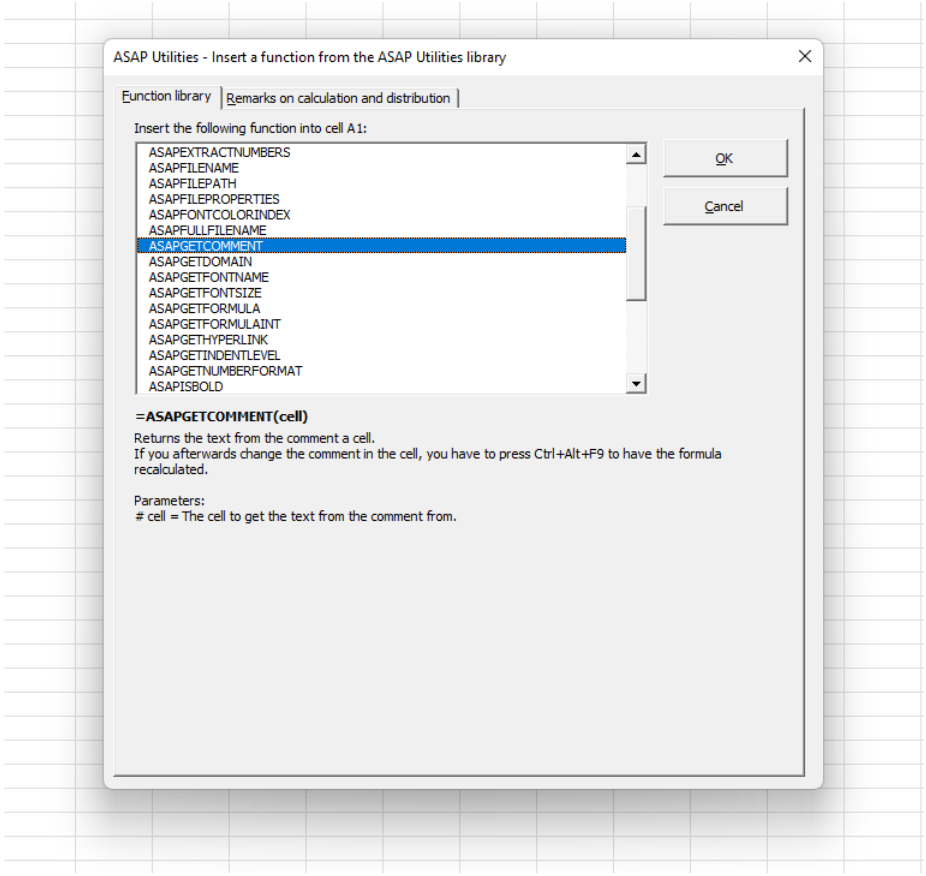
=ASAPSUMBYFONTCOLOR(reference, color_index_nr)

Adds the cells that have a certain font color.
If you afterwards change the font color in any of the referenced cells, you have to press Ctrl+Alt+F9 to have the formulas recalculated.

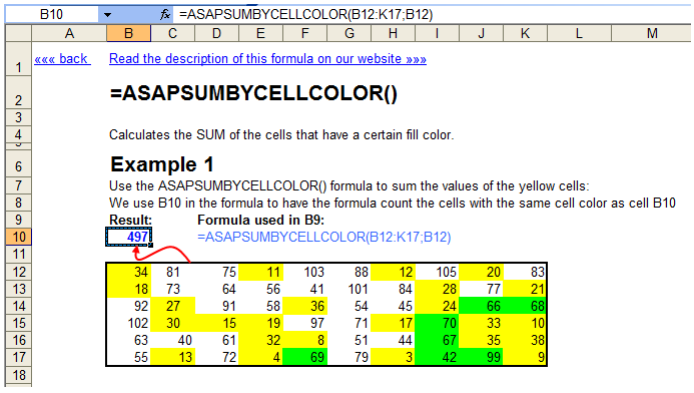
Parameters:

- **reference** = The range of cells to search in.
- **color_index_nr** = The cell that has the font color to sum, or the color index number (1-56) from Excel.

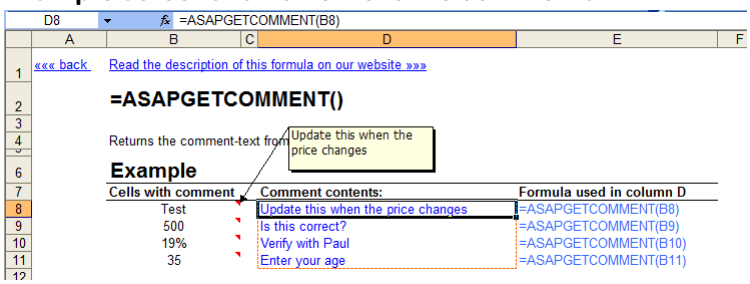
Example screenshot: 1



Example screenshot: 2 Calculate the sum of cells that have a specific color



Example screenshot: 3 Retrieve the comments



Download an example workbook that shows how to use these extra functions

We have created a workbook (in English) that shows practical examples of how to use all these extra worksheet functions:
https://www.asap-utilities.com/functions-workbook.php

Important information on when Excel makes calculations and recalculations.

Excel usually recalculates formulas only if the value in one of the referenced cells changes. For example, if you use the formula =ASAPSUMBYCELLCOLOR() and only change the color in the referenced cells, Excel does not recalculate the formula because the value in the cells has not changed.
If Excel does not automatically recalculate the formulas, you can manually trigger the recalculation of the formulas using Excel's built-in shortcut keys F9 or Control+Alt+F9.

Important to know when sharing a file with these functions.

If you use one or more of these functions from ASAP Utilities in your workbook, there are a few things important to know when sharing the file with others:

- Anyone who wants to use the features of ASAP Utilities also needs ASAP Utilities. You can easily recognize these functions because their names start with "ASAP."
  If you are not sure if you have used a function from ASAP Utilities, you can easily look it up. For example, by searching the formulas in all worksheets at once for "ASAP*(" (without the quotes). This can be done quickly in ASAP Utilities via:

  > ASAP Utilities › Range › Find and/or replace in all sheets...

- If someone without ASAP Utilities needs to start using the file then you can change the formulas to their calculated values. This can be done in Excel via Copy > Paste as values or with ASAP Utilities via:

  > ASAP Utilities » Formulas » Change formulas to their calculated values

- If you see "#NAME?" as the result of the function, it means that either there is a typo in the function name or Excel cannot find that function from ASAP Utilities.
  If you received the file from someone who had ASAP Utilities installed in a different folder, you can easily restore the link to the functions via:

  > ASAP Utilities › Formulas › Correct the link to the ASAP Utilities worksheet functions

Dynamic array formulas and spilling

The following functions can be used in dynamic array formulas and support spilling (if your Excel version supports it too):

- ASAPCELLCOLORINDEX()
- ASAPCOUNTCHAR()
- ASAPEXTRACTFILENAME()
- ASAPEXTRACTFOLDERNAME()
- ASAPEXTRACTNUMBERS()
- ASAPFONTCOLORINDEX()
- ASAPGETCOMMENT()
- ASAPGETDOMAIN()
- ASAPGETFONTNAME()
- ASAPGETFONTSIZE()
- ASAPGETFORMULA()
- ASAPGETFORMULAINT()

- ASAPGETHYPERLINK()
- ASAPGETINDENTLEVEL
- ASAPGETNUMBERFORMAT()
- ASAPISBOLD()
- ASAPISFORMULA()
- ASAPSPELLNUMBER()
- ASAPSTRIPNUMBERS()

Useful links from Microsoft about Dynamic array formulas:

- Microsoft: Excel functions that return ranges or arrays
  https://support.microsoft.com/en-us/office/excel-functions-that-return-ranges-or-arrays-7d1970e2-cbaa-4279-b59c-b9dd3900fc69
- Microsoft: Dynamic array formulas and spilled array behavior
  https://support.microsoft.com/en-us/office/dynamic-array-formulas-and-spilled-array-behavior-205c6b06-03ba-4151-89a1-87a7eb36e531
- Microsoft: Dynamic array formulas vs. legacy CSE array formulas
  https://support.microsoft.com/en-us/office/dynamic-array-formulas-vs-legacy-cse-array-formulas-ca421f1b-fbb2-4c99-9924-df571bd4f1b4
- Microsoft: Dynamic array formulas in non-dynamic aware Excel
  https://support.microsoft.com/en-us/office/dynamic-array-formulas-in-non-dynamic-aware-excel-696e164e-306b-4282-ae9d-aa88f5502fa2

13 Correct the link to the ASAP Utilities worksheet functions

This tool can be used to correct the reference in your workbook to the ASAP Utilities worksheet functions.
This can be useful if your workbook is used on another computer where ASAP Utilities is installed in a different folder. For example, the default installation folder of ASAP Utilities differs between a 32-bit and 64-bit Windows version.

5.5.13 Web

A collection of tools to help you with data imported from websites, hyperlinks, HTML code and more.

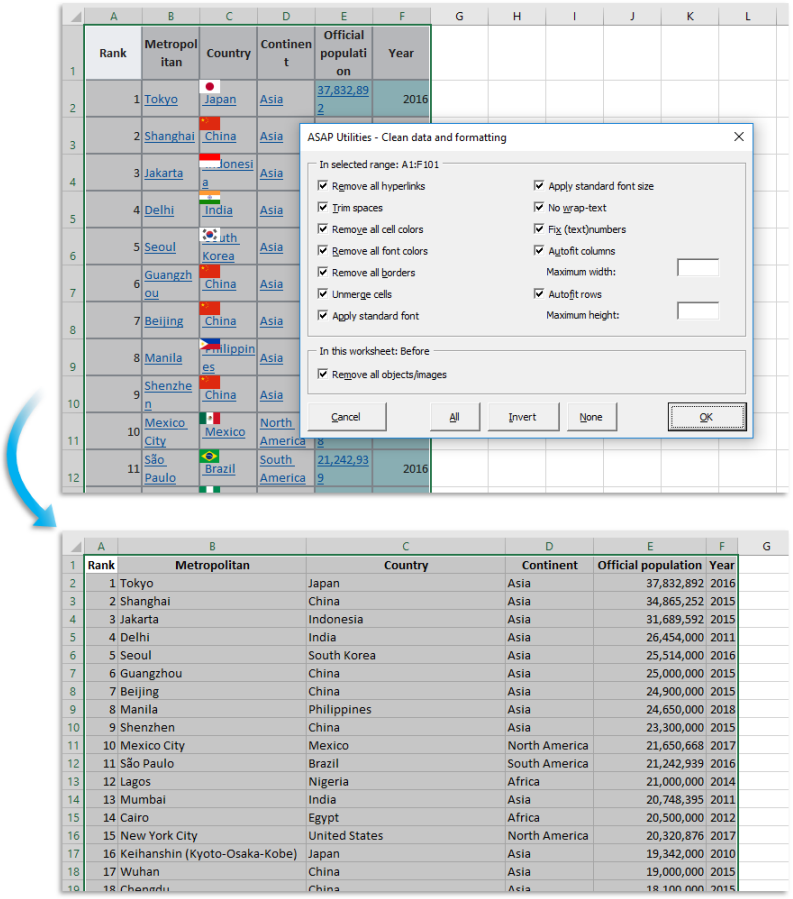
1 Clean data and formatting...

This utility helps you to optimize and clean information that you have copied into Excel.

You can choose the following edits:

- remove all hyperlinks
- trim spaces (removes leading and trailing spaces)
- remove all cell colors
- remove all font colors
- remove all borders
- unmerge cells
- apply standard font
- apply standard font size
- no wrap-text
- fix (text)numbers
- autofit columns
- autofit rows
- remove all objects/images from your worksheet

Your last used settings will be remembered.



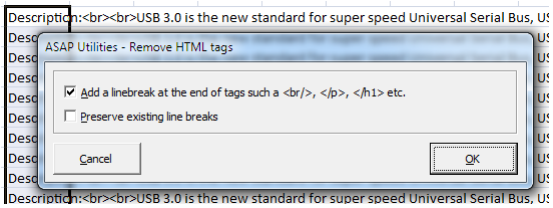
Rank	Metropolitan	Country	Continent	Official population	Year
1	Tokyo	Japan	Asia	37,832,892	2016
2	Shanghai	China	Asia	34,865,252	2015
3	Jakarta	Indonesia	Asia	31,689,592	2015
4	Delhi	India	Asia	26,454,000	2011
5	Seoul	South Korea	Asia	25,514,000	2016
6	Guangzhou	China	Asia	25,000,000	2015
7	Beijing	China	Asia	24,900,000	2015
8	Manila	Philippines	Asia	24,650,000	2018
9	Shenzhen	China	Asia	23,300,000	2015
10	Mexico City	Mexico	North America	21,650,668	2017
11	São Paulo	Brazil	South America	21,242,939	2016
12	Lagos	Nigeria	Africa	21,000,000	2014
13	Mumbai	India	Asia	20,748,395	2011
14	Cairo	Egypt	Africa	20,500,000	2012
15	New York City	United States	North America	20,320,876	2017
16	Keihanshin (Kyoto-Osaka-Kobe)	Japan	Asia	19,342,000	2010
17	Wuhan	China	Asia	19,000,000	2015
18	Chengdu	China	Asia	18,100,000	2015

2 Remove all HTML tags in the selected cells...

This tool will strip all HTML tags in the selected cells, such as for example <br>, , <font>, <script>, etc..
Besides removing the tags, you can choose to:

- Keep existing line breaks
- Add line breaks at the end of tags such as <br/>, , </h1> etc..

In addition it will also convert encoded characters such as   and & to normal characters.



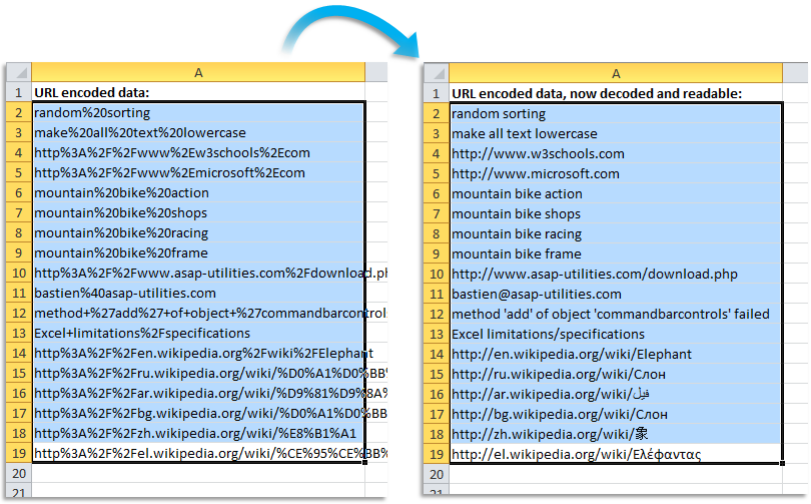
3 Decode all URL and HTML encoded text

This utility decodes all URL-encoded text in your selected cells.

This can be useful when you use Excel for example to analyze reports with website statistics or keyword performances.
The utility will replace the "+" character with a space and it decodes any %## encoded character in the cells.
It will also decode named HTML entities such as   and € and it will decode a string of text such as %c3%84 and %c3%a7 and unicode characters such as © and “.

This utility will for example decode the text "http%3A%2F%2Fwww%2Emicrosoft%2Ecom" to "http://www.microsoft.com", which is more readable.

URL encoding is used when text is place in a query string in the URL to avoid that it gets mixed up with the address of the website and it is usually placed behind a question mark (?) in the address. This technique is often used when the internet browser sends data via a form on the website to the web server.
The cells in your selection with formulas are skipped.



	A
1	URL encoded data:
2	random%20sorting
3	make%20all%20text%20lowercase
4	http%3A%2F%2Fwww%2Ew3schools%2Ecom
5	http%3A%2F%2Fwww%2Emicrosoft%2Ecom
6	mountain%20bike%20action
7	mountain%20bike%20shops
8	mountain%20bike%20racing
9	mountain%20bike%20frame
10	http%3A%2F%2Fwww.asap-utilities.com%2Fdownload.pl
11	bastien%40asap-utilities.com
12	method+%27add%27+of+object+%27commandbarcontrol
13	Excel+limitations%2Fspecifications
14	http%3A%2F%2Fen.wikipedia.org%2Fwiki%2FElephant
15	http%3A%2F%2Fru.wikipedia.org/wiki/%D0%A1%D0%BB'
16	http%3A%2F%2Far.wikipedia.org/wiki/%D9%81%D9%8A9
17	http%3A%2F%2Fbg.wikipedia.org/wiki/%D0%A1%D0%BB
18	http%3A%2F%2Fzh.wikipedia.org/wiki/%E8%B1%A1
19	http%3A%2F%2Fel.wikipedia.org/wiki/%CE%95%CE%BB%
20	
21	

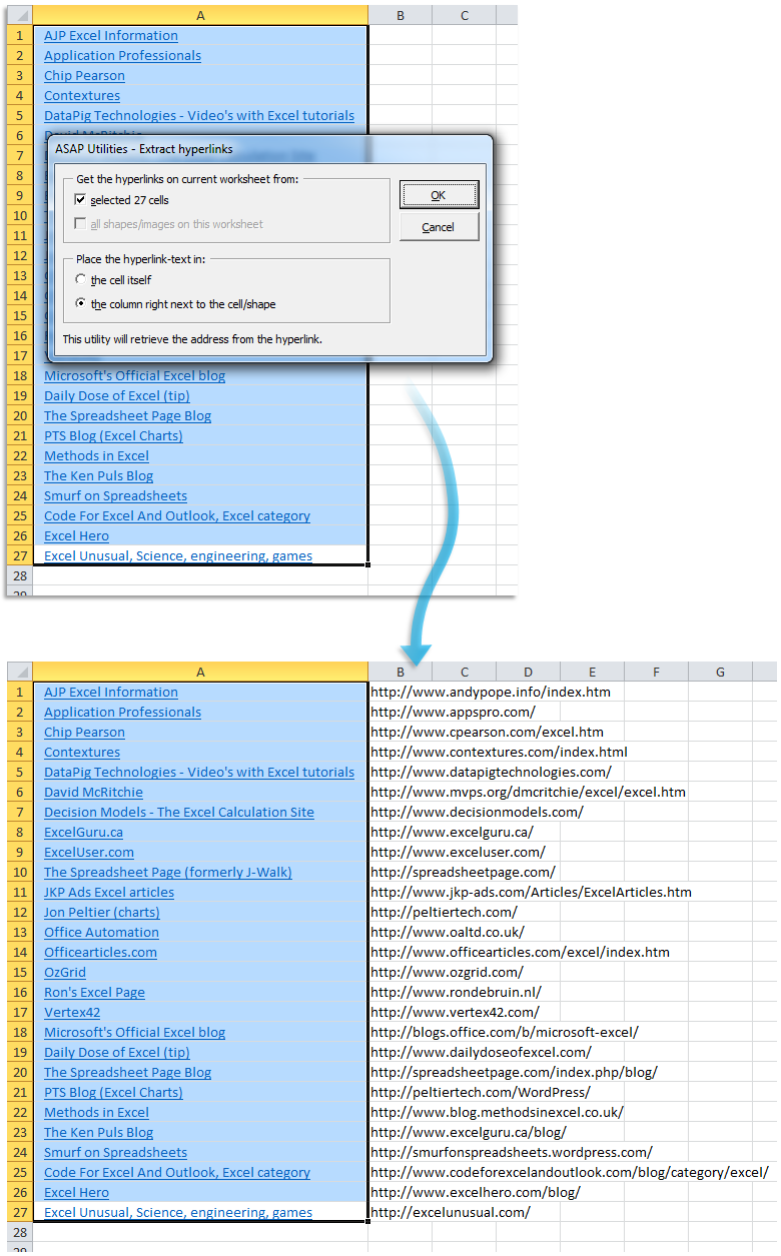
	A
1	URL encoded data, now decoded and readable:
2	random sorting
3	make all text lowercase
4	http://www.w3schools.com
5	http://www.microsoft.com
6	mountain bike action
7	mountain bike shops
8	mountain bike racing
9	mountain bike frame
10	http://www.asap-utilities.com/download.php
11	bastien@asap-utilities.com
12	method 'add' of object 'commandbarcontrols' failed
13	Excel limitations/specifications
14	http://en.wikipedia.org/wiki/Elephant
15	http://ru.wikipedia.org/wiki/Слон
16	http://ar.wikipedia.org/wiki/فيل
17	http://bg.wikipedia.org/wiki/Слон
18	http://zh.wikipedia.org/wiki/象
19	http://el.wikipedia.org/wiki/Ελέφαντας
20	
21	

4 Extract hyperlinks...

This utility extracts the hyperlink addresses from the selected cells and/or extracts them from all shapes on your worksheet.
You can choose to insert the address into the cell itself or in the column right next to the cell or shape.
The shape can be an autoshape, freeform, OLE object, or picture.

Your last used settings will be remembered.

Note:
You can also use the ASAP Utilities worksheet function =ASAPGETHYPERLINK() to read the hyperlink address from a cell.



5 Activate hyperlinks (create from cell values)...

This utility adds a hyperlink in the selected cells based on content of the cell.
You can use this for example to transform website- or email addresses into clickable hyperlinks.

You can configure the following settings:

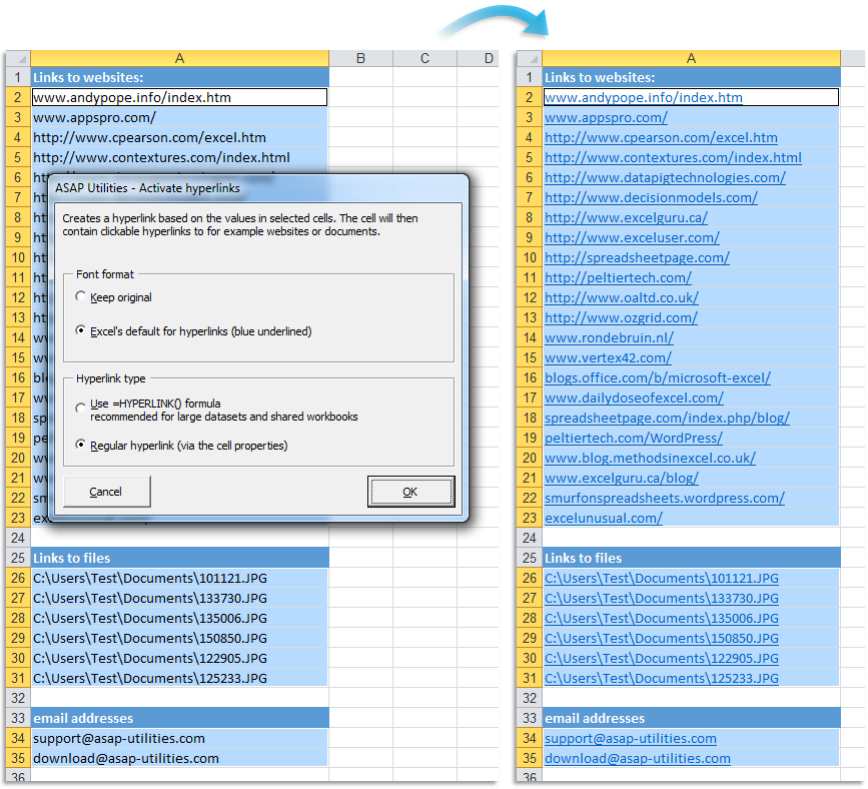
Font format:

- Keep the existing font format in the cells.
- Use Excel's default format for hyperlinks (blue underlined)

Hyperlink type:

- Use the =HYPERLINK() formula. This is recommended if you have a lot of hyperlinks in your file or if you use a shared workbook.
- Regular hyperlinks (via the cell properties)

Your last used settings will be remembered.



6 Change all hyperlinks to =HYPERLINK() formulas

This utility will change all hyperlinks in cells to =HYPERLINK() formulas on the selected worksheets.
The current hyperlink address will be use for the hyperlink part. The text from the screen tips will be lost because screentips are not supported by the =HYPERLINK() formula.

Workbooks in Excel can become slow when they contain too much 'normal' cell with hyperlinks. The =HYPERLINK() formula does not have that problem.

Note:
If the hyperlink address exceeds 255 characters the cell will be skipped, because that is the maximum length allowed by Excel in the =HYPERLINK() formula.

7 Remove all hyperlinks in selected cells

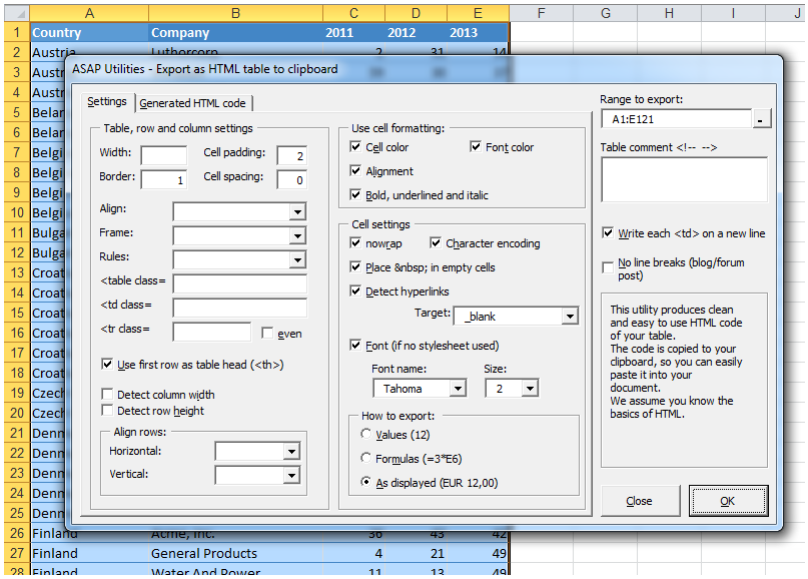
This utility will remove all the hyperlinks in the selected cells.

Note:
This utility will remove regular hyperlink that are set via the cell options. It will not remove =HYPERLINK() formulas.

8 Export selection as HTML table to clipboard...

Export your selected range as a table in clean HTML-code to the clipboard so that you can easily paste it into your webpage.
This utility has advanced options and is recommended to all web developers.
Your last used settings will be remembered.

Example screenshot: Export your range in clean HTML format



9 Visit our website for more Excel tips and tricks

This utility will open our website (www.asap-utilities.com) in your default internet browser.

Note:
The website is in English.
This only works if you are connected to the Internet.

https://www.asap-utilities.com

5.5.14 Information

Collection of "Information" tools

1 Fast calculation on selected cells...

This utility performs a fast calculation on the selected data range.

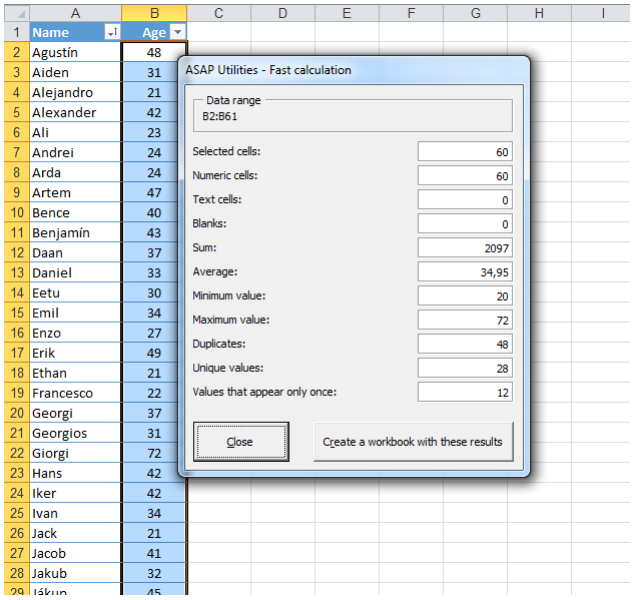
The utility shows you the following information:

- the number of selected cells
- the number of numeric cells
- the number of text cells
- the number of blank cells
- the sum
- the average
- the minimum value
- the maximum values
- the number of duplicates (values that appear more than once)
- the number of unique values
- values that appear only once

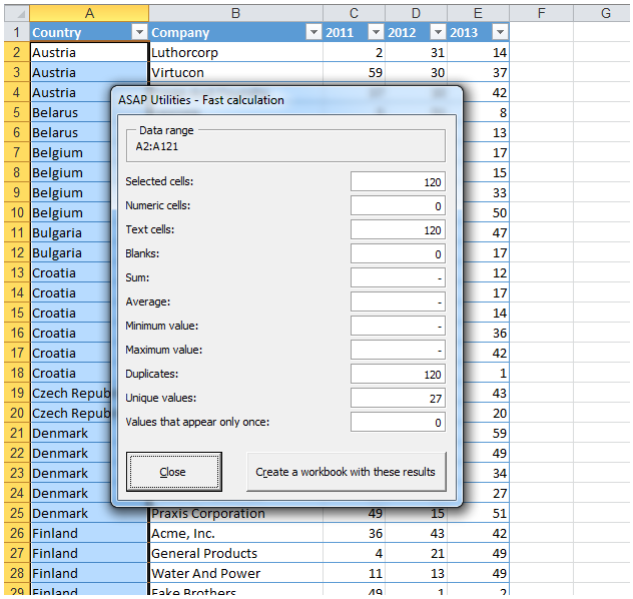
You can choose to have a new workbook created with these results.

Note:
The following rules apply for counting the duplicates and unique values:
The utility is case sensitive which means for example that "Excel" and "EXCEL" is not the same.
If your selection contains formulas then this utility compares the calculated values. This means that this utility considers a cell with the value 12 and a cell with the formula =3*4 as a duplicate.

Example screenshot: 1



Example screenshot: 2

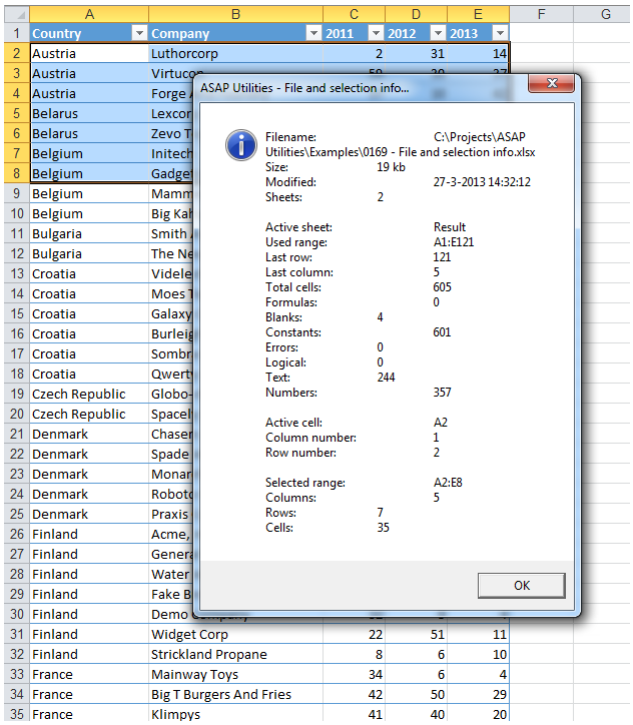


2 File and selection info...

This utility will show you some information about your file, worksheet and current selection.

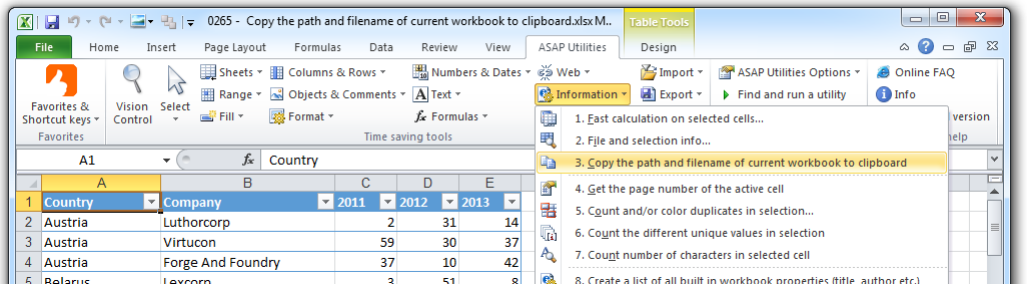
The utility shows the following information:

- Filename
- File size
- Date modified
- Number of sheets
- Name of the active sheet
- Used range address
- Last row
- Last column
- Total cells in the used range
- Total cells with formulas
- Total cells with blanks
- Total cells with constants
- Total cells with errors
- Total cells with logical values
- Total cells with text values
- Total cells with numbers
- Active cell's address
- Column number of the active cell
- Row number of the active cell
- Selected range's address
- Number of columns in the selected range
- Number of rows in the selected range
- Number of cells in the selected range



3 Copy the path and filename of current workbook to clipboard

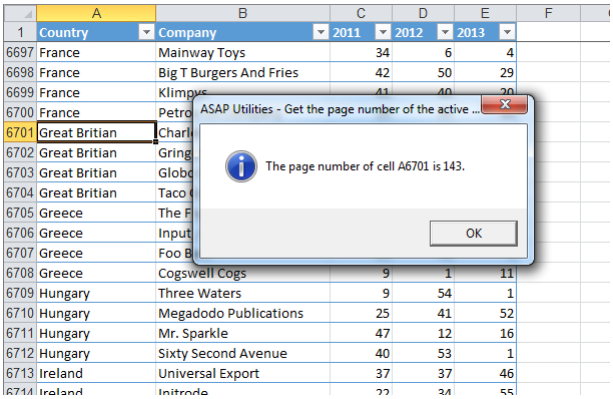
This will put the path and filename of your current workbook to the clipboard. You can then paste it into another application.
This can for example be useful if you're working on a file and want to inform a colleague and tell him/her in an email where he/she can find the file.



4 Get the page number of the active cell

This utility mentions the page number of the page where the active cell is located.

An example of when this is useful is when you only want to print certain pages.

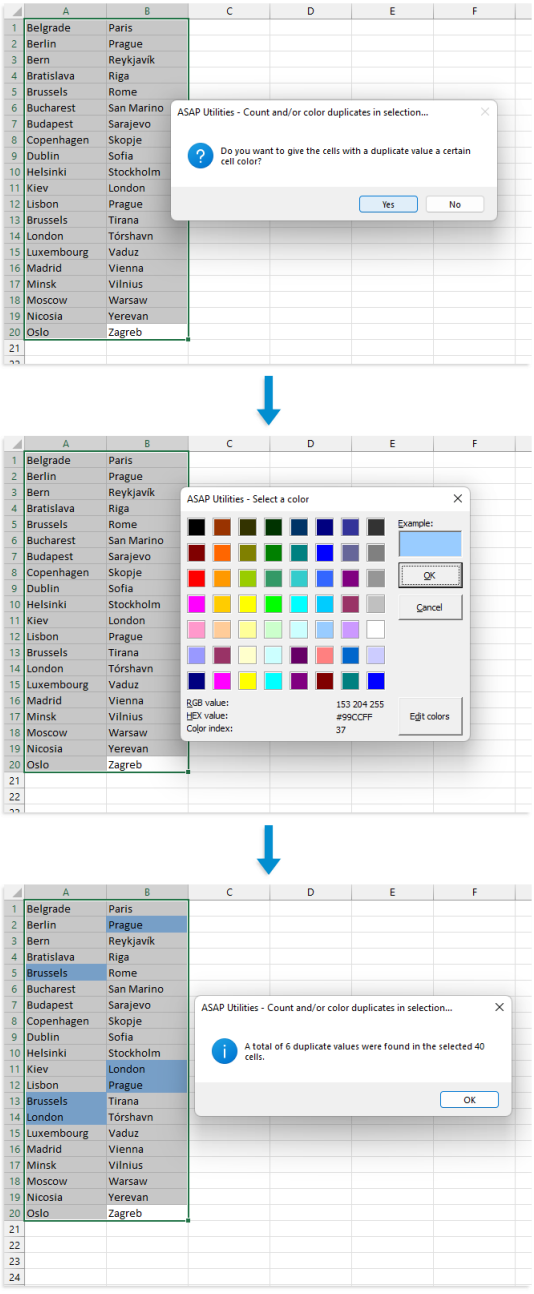


5 Count and/or color duplicates in selection...

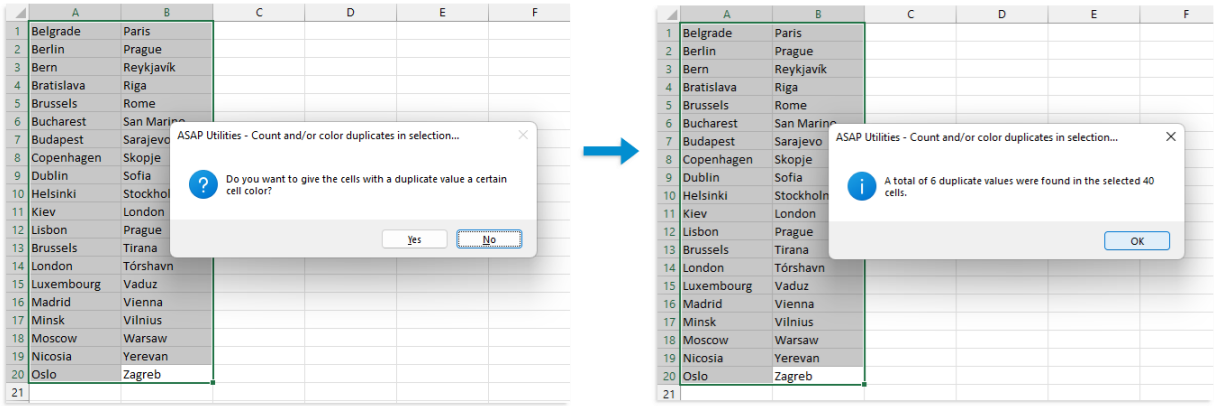
This utility tells you how many duplicate values there are in your selected range.
You can choose to paint all duplicate cells with a certain color.

Note:
The utility is case sensitive which means for example that "Excel" and "EXCEL" are not the same.
If your selection contains formulas then this utility compares the calculated values. This means that this utility considers a cell with the value 12 and a cell with the formula =3*4 as a duplicate.

Example screenshot: 1 Count and color duplicated values



Example screenshot: 2 Just count the duplicates without coloring them



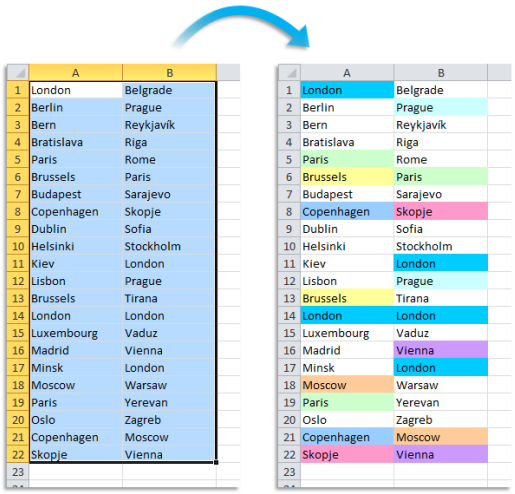
6 Count duplicates and give each set of duplicates its own color

This tool counts and colors the duplicate values in your selection.
Each set of duplicated values is given its own unique color.

This helps to quickly find the duplicated values, by having a set of colors each of which can readily be distinguished from one another.

Example:
If your selection contains 5 cells with the value "London" then those 5 cells will all get the same color, for example blue. And if the value "Paris" exists in 3 cells then those 3 cells will also get the same, but a different color, such as green.

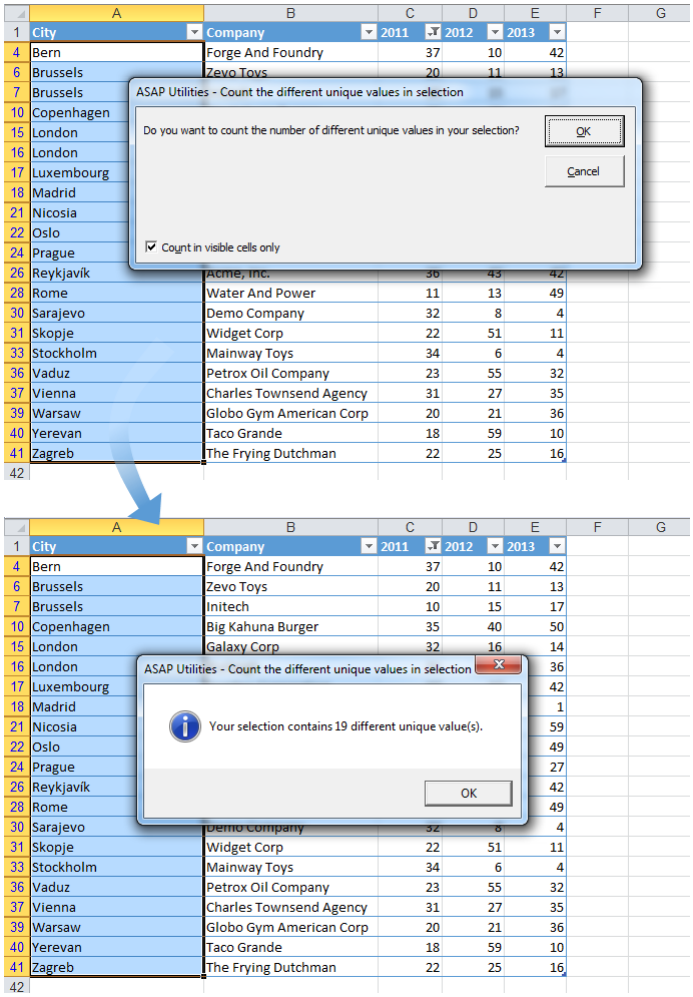
Note:
The utility is case sensitive which means for example that "Excel" and "EXCEL" are not the same.
If your selection contains formulas then this utility compares the calculated values. This means that this utility considers a cell with the value 12 and a cell with the formula =3*4 as a duplicate.



7 Count the different unique values in selection

This utility tells you how many different unique values there are in your selected range.
It counts the values that appear only once in your selection.
You can choose if you want include the hidden cells in your selection.

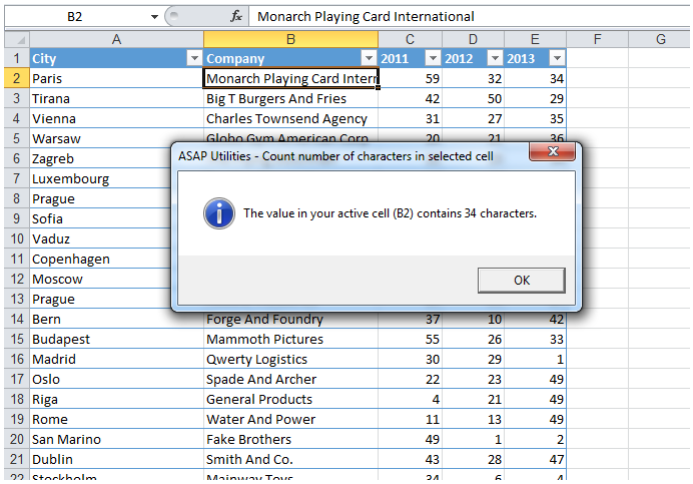
Note:
The utility is case sensitive which means for example that "Excel" and "EXCEL" are not the same.
If your selection contains formulas then this utility compares the calculated values. This means that this utility considers a cell with the value 12 and a cell with the formula =3*4 as a duplicate.



8 Count number of characters in selected cell

This tool will tell you how many characters there are in your active cell.
For example if the cell contains the value 'Microsoft Excel' this tool will tell you it is 15 characters.

In your worksheet you can also use Excel's worksheet function =LEN().



	A	B	C	D	E
1	City	Company	2011	2012	2013
2	Paris	Monarch Playing Card Intern	59	32	34
3	Tirana	Big T Burgers And Fries	42	50	29
4	Vienna	Charles Townsend Agency	31	27	35
5	Warsaw	Globo Gym American Corp	20	21	36
6	Zagreb				
7	Luxembourg				
8	Prague				
9	Sofia				
10	Vaduz				
11	Copenhagen				
12	Moscow				
13	Prague				
14	Bern	Forge And Foundry	37	10	42
15	Budapest	Mammoth Pictures	55	26	33
16	Madrid	Qwerty Logistics	30	29	1
17	Oslo	Spade And Archer	22	23	49
18	Riga	General Products	4	21	49
19	Rome	Water And Power	11	13	49
20	San Marino	Fake Brothers	49	1	2
21	Dublin	Smith And Co.	43	28	47

9 Create a list of all built in workbook properties (title, author etc.)

This utility creates a report with all document properties.
A new workbook will be created which lists all the properties from your workbook (title, author, etc.).

	A	B
1	**File properties from:**	**0174 - Report built in workbook properties.xlsx**
2	Title:	Example to report document properties
3	Subject:	Screenshot example to report document properties
4	Author:	Bastien Mensink
5	Keywords:	document properties, meta information
6	Comments:	my comments go here
7	Template:	
8	Last author:	Bastien Mensink
9	Revision number:	
10	Application name:	Microsoft Excel
11	Last print date:	18-12-2012 15:04:33
12	Creation date:	15-5-2007 7:25:22
13	Last save time:	27-3-2013 15:26:17
14	Total editing time:	
15	Number of pages:	
16	Number of words:	
17	Number of characters:	
18	Security:	0
19	Category:	Screenshots
20	Format:	
21	Manager:	
22	Company:	A Must in Every Office BV
23	Number of bytes:	
24	Number of lines:	
25	Number of paragraphs:	
26	Number of slides:	
27	Number of notes:	
28	Number of hidden Slides:	
29	Number of multimedia clips:	
30	Hyperlink base:	
31	Number of characters (with spaces):	
32	Content type:	
33	Content status:	Completed
34	Language:	
35	Document version:	

10 Create a list of all range names in the workbook

This utility creates a report with all named ranges in your workbook.

A new workbook will be created which lists all the names ranges within your workbook and their cell references.
Starting from Excel version 2007 this utility will also report the name comments.

11 Create a list of all sheet names

This utility creates a report with the names of the sheets in your workbook.

A new workbook will be created which lists all the names of the sheets in your workbook.

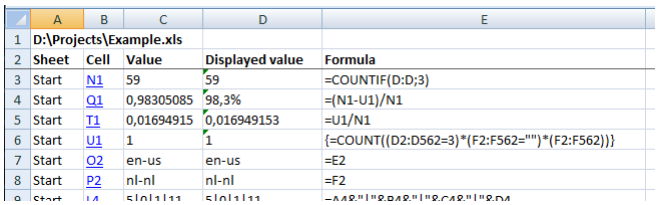
Note:
You might also be interested in the "Create an index page with links to all sheets (clickable)..." utility.

12 Report the formulas used in the worksheets in your workbook

This tool will report all formulas used in the worksheets on your workbook.

The report shows the following information:

- Sheet; The name of the worksheet the formula is on
- Cell; The cell address the formula is in. You can click on the address to jump to it, it is a hyperlink.
- Value; The calculated result
- Displayed value; The displayed result. This uses the cell's number format.
- Formula; The formula



	A	B	C	D	E
1	D:\Projects\Example.xls				
2	Sheet	Cell	Value	Displayed value	Formula
3	Start	N1	59	59	=COUNTIF(D:D;3)
4	Start	O1	0,98305085	98,3%	=(N1-U1)/N1
5	Start	T1	0,01694915	0,016949153	=U1/N1
6	Start	U1	1	1	{=COUNT((D2:D562=3)*(F2:F562="")*(F2:F562))}
7	Start	O2	en-us	en-us	=E2
8	Start	P2	nl-nl	nl-nl	=F2

13 Create a list of all type of cell values

This utility creates a new workbook that reports the data types of your current worksheet.
The new workbook is a copy of your worksheet without the actual data but where the cells with formulas, numbers, text and external links are marked with different colors.
The following colors are used to display which information is stored in a cell:

- Blue: Formula
- Yellow: Number
- Green: Text
- Red: External link

This can for example be useful to quickly see the structure of your worksheet and see where formulas are used.

14 Create a list of filenames and properties in a folder...

This utility will create a list of all filenames in a specified folder.
This way you can for example import on a worksheet the names from all files on a cd-rom.

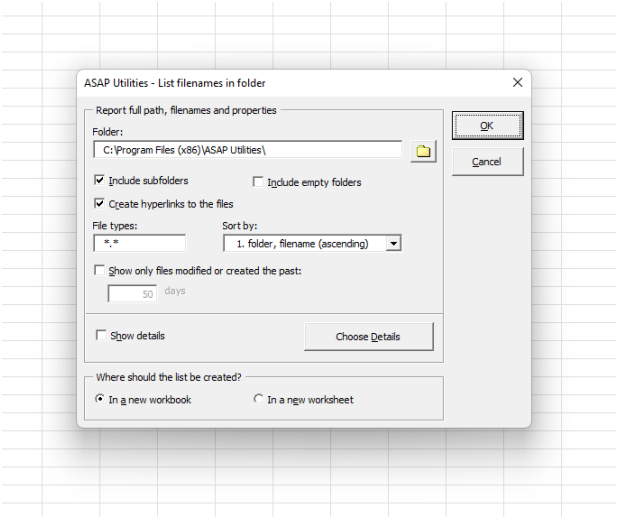
You can configure the following settings:

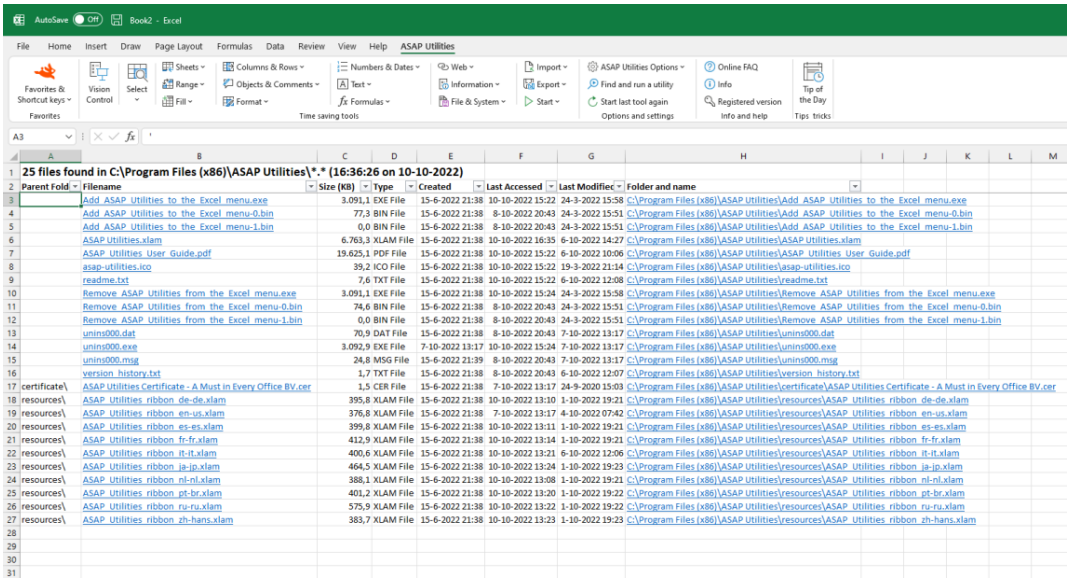
- The folder to be searched.
- Search subfolders.
- Create hyperlinks to the files.
- Show only certain file types. For example to report only Excel files you can enter '*.xl*'.
- Sort the results, for example by filename, foldername, date, etc.
- Show only files modified or created within the past specified number of days.
- Create the list of files in a new workbook or on a new worksheet in your current workbook.

This utility reports the following information about the files:

- Parent Folder
- Filename
- Size (KB)
- Type
- Created (date)
- Last Accessed (date)
- Last Modified (date)
- Full name (foldername and filename together)

By default you can start this utility with the shortcut Ctrl+Alt+F.
Your last used settings will be remembered.



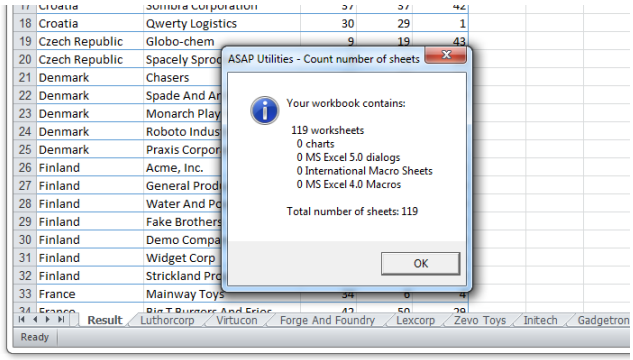


15 Display selection type

This utility tells you the type of the selection you have selected.
These are English names, the utility uses the programming code TypeName(Selection) to get the name.
This can for example be range, chart, rectangle, etc. and it can be useful if you are programming and need to know how something is called.

16 Count number of sheets

This utility tells you how many sheets there are in your workbook.



17 Find bad cell references (#REF!)

This utility selects all cells on your worksheets that have a formula with a bad cell references.
Excel displays the value #REF! in such cells.

18 Find too narrow columns (####)

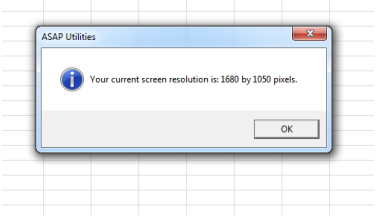
This utility will inspect your worksheet for columns that are too narrow to display the contents.
When a column is too small to display a number or date, Excel will show cross hatches (####) in the cell instead of the actual value.
Especially when your worksheet contains a lot of data then this utility can be useful.

Note:
The utility only reports columns that are too small to display numbers or dates.

19 Display your screen resolution

This utility shows you what your current screen resolution is.
The screen resolution is set in the "Display Properties" in Windows.

For working in Excel generally the bigger these numbers are, the better. This is because you then show more information on your screen at once.



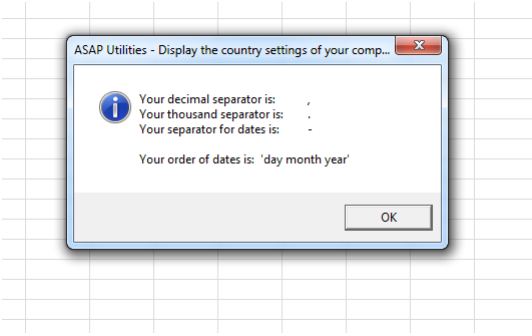
20 Display the country settings of your computer

This utility will display a few of the country settings from your computer.

The utility shows you the following settings that your computer uses:

- the decimal separator;
- the thousand separator;
- the date separator;
- the order in which the dates are shown (for example day-month-year or month-day-year, etc.)

We have created this utility so you can quickly view this information because it is sometimes difficult to quickly find this information on a computer where these settings are blocked by the IT department.



21 Create a list of all add-ins

This utility creates a report with information from the installed add-ins.

A new workbook will be created which lists all installed add-ins, their names, location, type and whether they are active or not.

Example screenshot: Create a list of all add ins

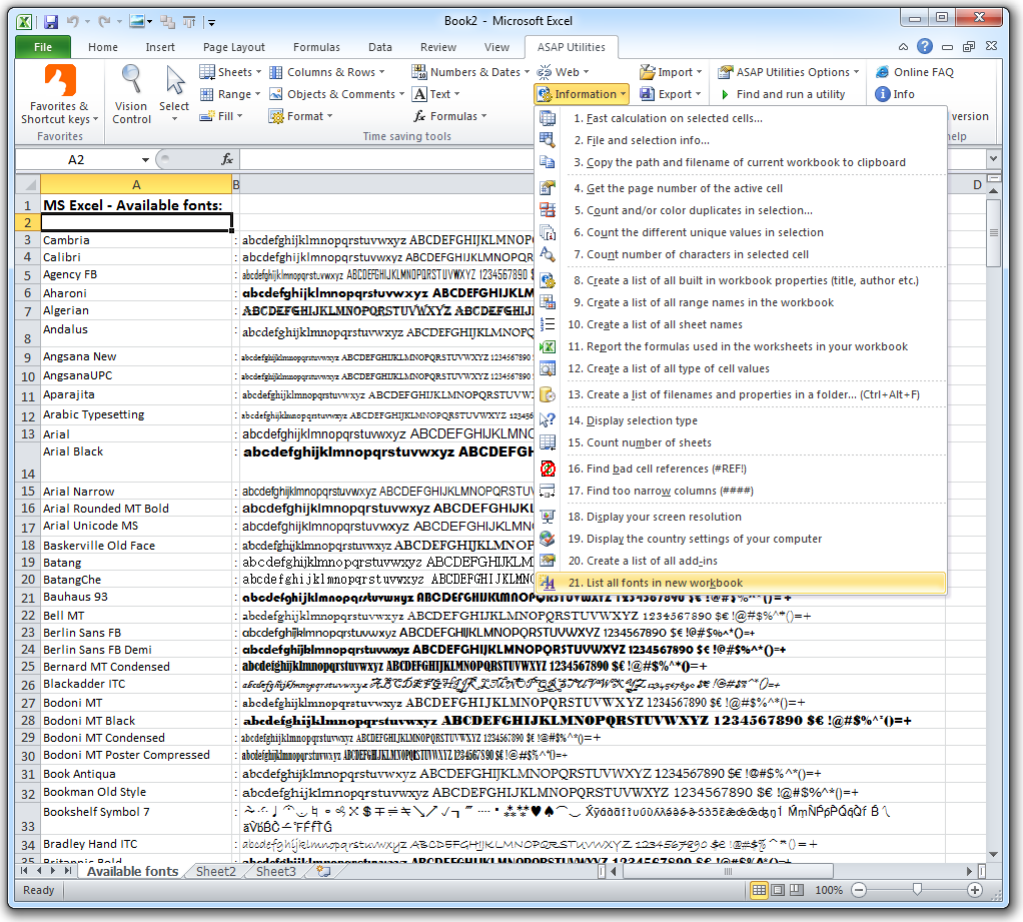
	A	B	C	D	E
1	Title	Active	Name	Full name	Type
2	Analysis ToolPak	FALSE	ANALYS32.XLL	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\ANALYSIS\ANALYS32.XLL	Add-In
3	Analysis ToolPak - VBA	FALSE	ATPVBAEN.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\ANALYSIS\ATPVBAEN.XLAM	Add-In
4	ASAP Utilities	TRUE	ASAP Utilities.xla	C:\Program Files (x86)\ASAP Utilities\ASAP Utilities.xla	Add-In
5	Conditional Sum Wizard	FALSE	SUMIF.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\SUMIF.XLAM	Add-In
6	Euro Currency Tools	FALSE	EUROTOOL.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\EUROTOOL.XLAM	Add-In
7	Internet Assistant VBA	FALSE	HTML.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\HTML.XLAM	Add-In
8	Lookup Wizard	FALSE	LOOKUP.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\LOOKUP.XLAM	Add-In
9	Solver Add-in	FALSE	SOLVER.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\SOLVER\SOLVER.XLAM	Add-In
10	ASAP Utilities library component	TRUE	ASAP_Utilities.adConnect	not available	COM Add-In

22 List all fonts in new workbook

This utility reports all fonts that are available in Excel on your computer.

A new workbook is creates that shows all font names and an example of the display of the fonts.
You can use this for example as a quick reference to see the fonts available, or to see how

text will look in certain fonts.



5.5.15 File & System

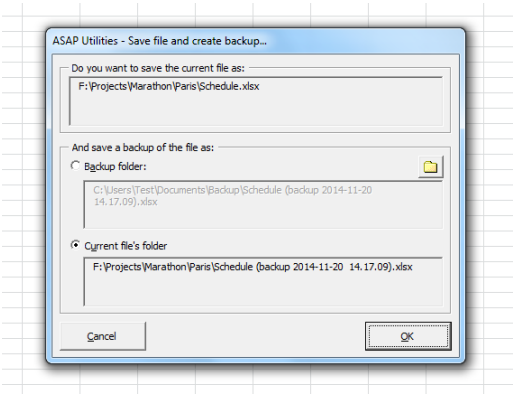
Collection of "File and System" tools

1 Save file and create backup...

This utility saves your file and automatically creates a backup copy in a given folder.

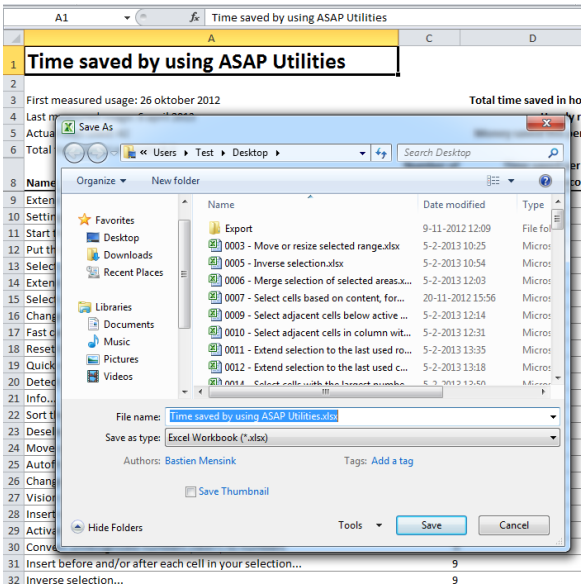
ASAP Utilities will add the date and time to the filename of the backup copy so that you can easily see when it was saved.
For example if you have a file named "Sales.xls" then the name of the backup copy will be for example "Sales (backup 2012-08-24 15.28.12).xls".

Example screenshot: Save the file and create a backup copy



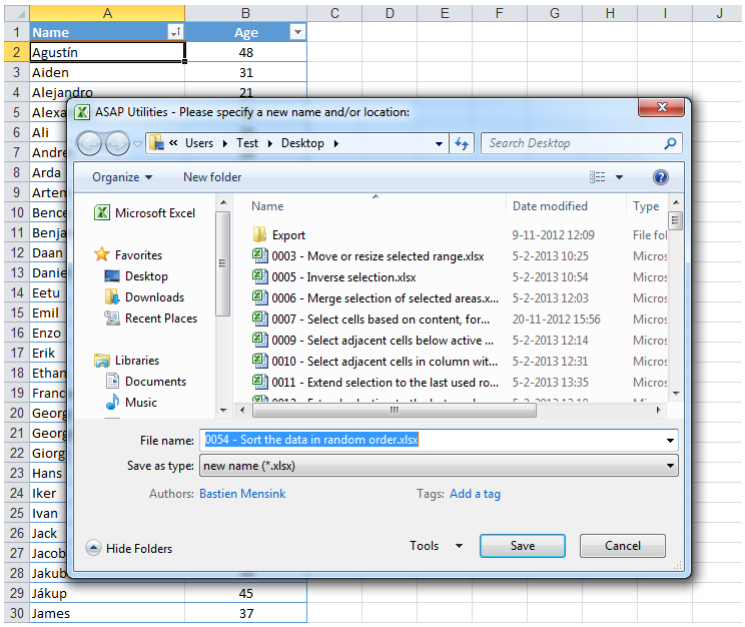
2 Save file as... and use the first cell as the suggested filename

This tool will launch Excel's "save as..." dialog and uses the value of the first filled cell on your worksheet as the suggested filename.



3 Rename current file...

Rename your current file without having to close it first.



4 Reopen current file without saving changes

This utility closes your current workbook without saving the changes and then it opens the last saved copy of your file.

This can be useful when quickly want to revert to the last saved version of your workbook. Which can be for example when you made temporary or incorrect changes that you don't want to save.

5 Export selection or active sheet as new file...

With this utility you can save your selected data range or the entire worksheet as a new file. You can choose not to include hidden cells in your export.

The data can be exported in the following file formats:

- Excel 97-2003 Workbook (*.xls)
- Excel Workbook (*.xlsx)
- Excel Binary Workbook (*.xlsb)
- PDF (*.pdf)
- Formatted text (space delimited)
- Tab delimited text file
- Tab delimited unicode text file
- JSON (*.json)
- CSV (comma separated value or custom separated)
- CSV unicode, UTF-16LE / UTF-8 (comma separated value or custom separated)

You can also use the CSV option to create your own custom separated file by setting your own field separator, field encloser and decimal separator. This way you can for example create pipe (|) delimited text files.

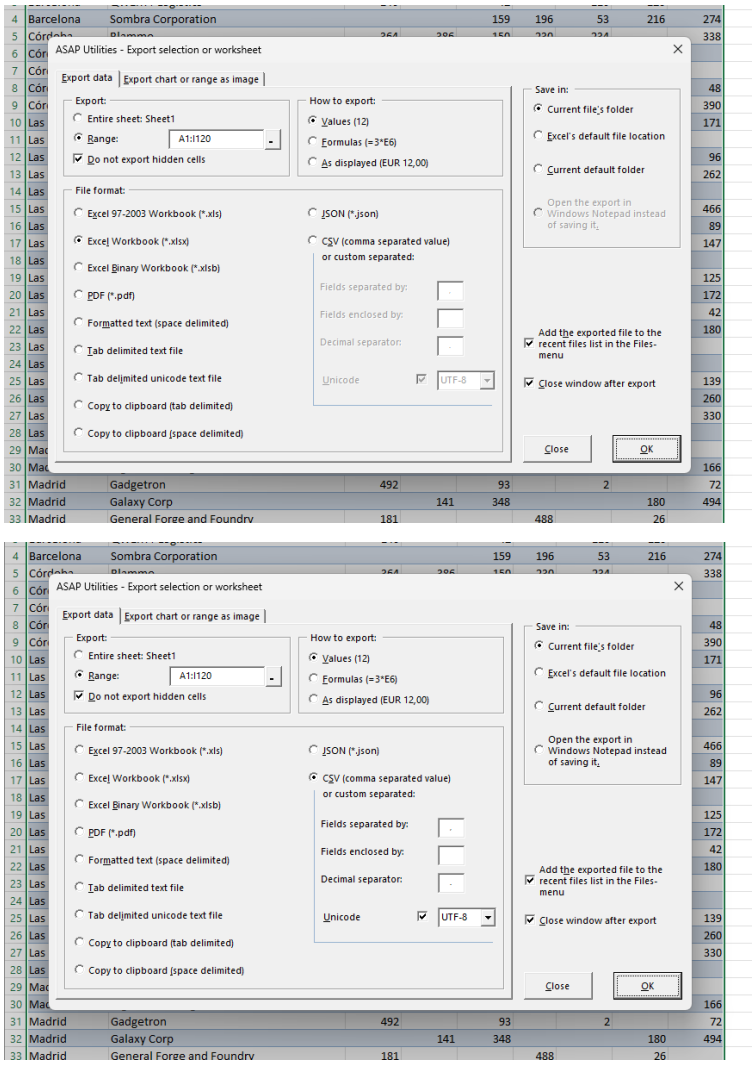
You can also choose to copy the information directly to your clipboard in the following formats:

- tab delimited
- space delimited

You can choose to export the contents of the cells as:

- Values (for example 12)
- Formulas (for example =3*E6)
- As displayed (for example EUR 12,00)

Your last used settings will be remembered.



6 Export worksheets as separate files...

With this utility you can save all or the selected worksheets in your workbook as separate files.
You can choose a folder in which you want the worksheets to be saved.

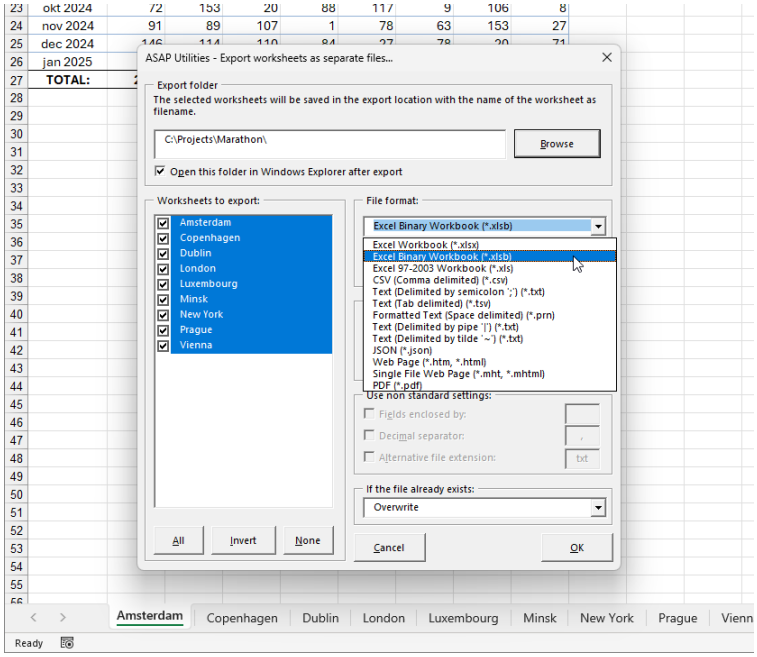
The worksheets can be saved in the following file formats:

- Excel Workbook (*.xlsx)
- Excel Binary Workbook (*.xlsb)
- Excel 97-2003 Workbook (*.xls)
- CSV (Comma delimited) (*.csv)
- Text (Delimited by semicolon ';') (*.txt)
- Text (Tab delimited) (*.tsv)
- Formatted Text (Space delimited) (*.prn)
- Text (Pipe (|) delimited) (*.txt)
- Text (Delimited by tilde '~') (*.txt)
- JSON (*.json)
- Web Page (*.htm, *.html)
- Single File Web Page (*.mht, *.mhtml)
- PDF (*.pdf)

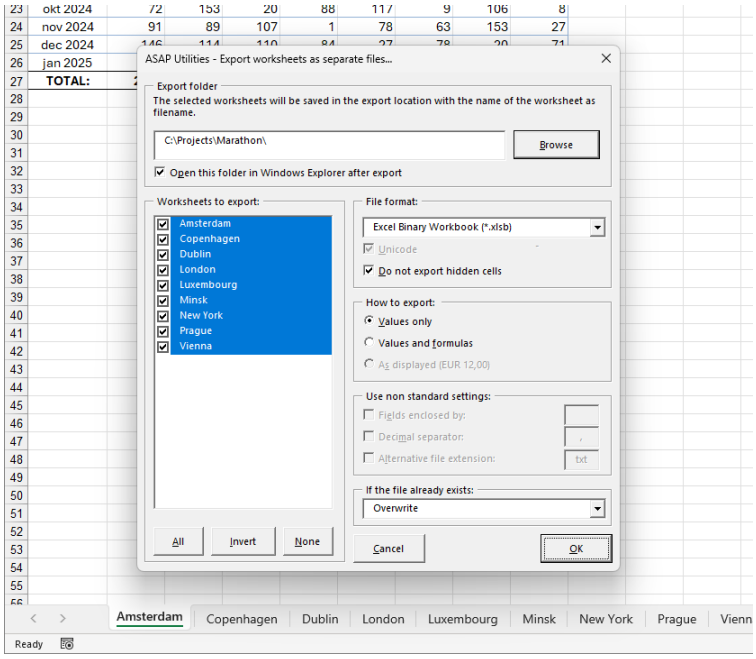
When exporting text files in Unicode format, you can choose between the standard UTF-16 character coding from Excel, or the commonly used UTF-8 character coding.

Your last used settings will be remembered.

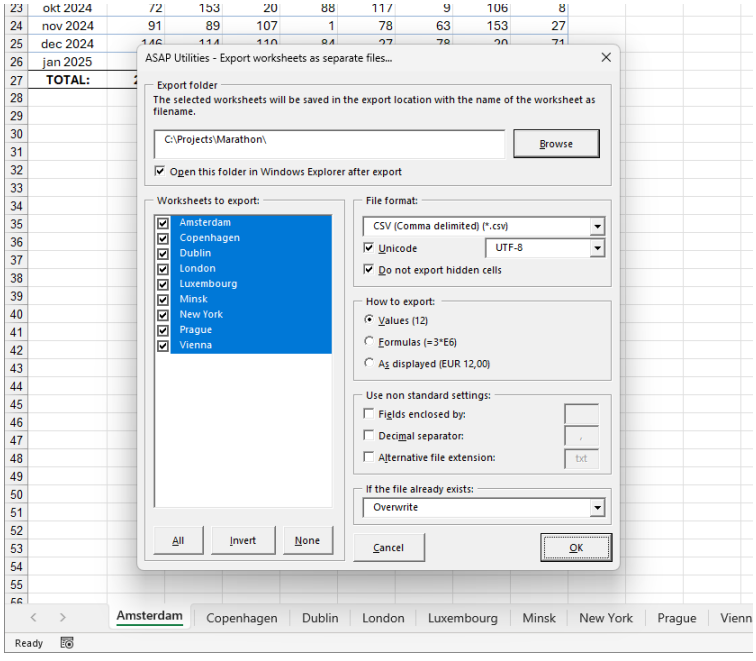
Example screenshot: 1



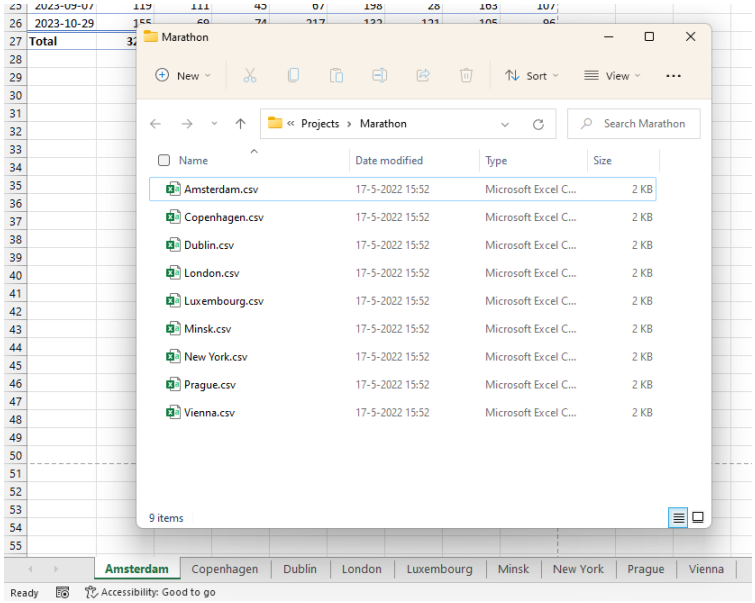
Example screenshot: 2



Example screenshot: 3

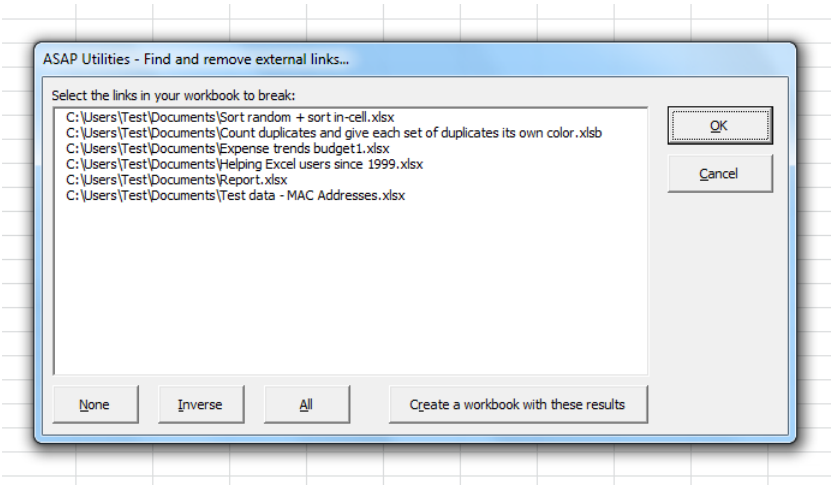


Example screenshot: 4



7 Find and remove external links...

This utility shows the links in your workbook to other files and it allows you to remove them. When a link to another workbook exists in a formula and the link is removed, then the formula will be replaced with its calculated value.



8 Change Excel's default file location (browse)...

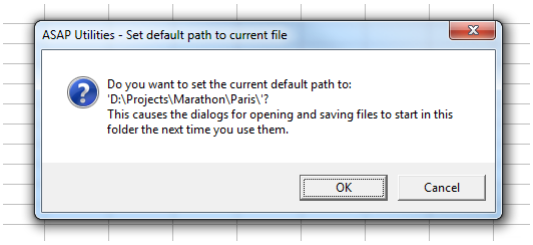
With this utility you can easily change Excel's default file location.
This is the folder that Excel uses by default when it opens or saves files.

You can also change this folder in Excel via File > Excel Options > Save > Default file location).

The disadvantage of changing this in Excel is that you have to type in the full path manually. This utility makes it easier by letting you browse and pick the folder from the list.

9 Set default path to current file

This utility will set the default folder to the path of your workbook.
This causes the dialogs for opening and saving files to start in this folder the next time you use them.

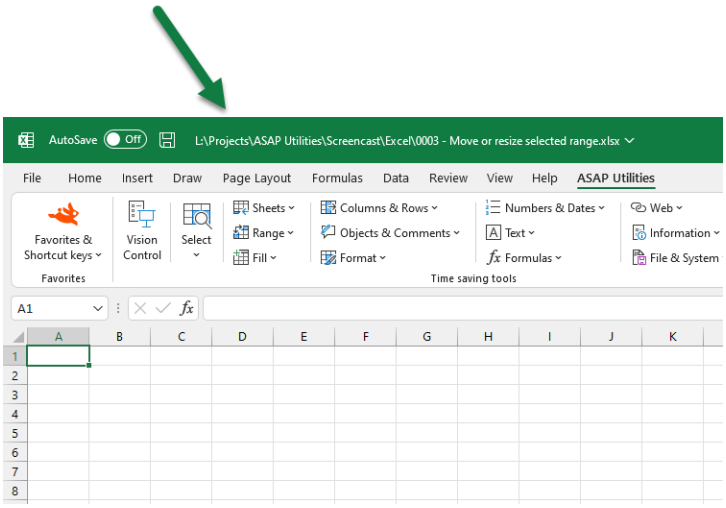


10 Display the full path and file name in the title bar

This utility displays both the folder and the name of your workbook in Excel's title bar.
An example of when this is useful is when you work on files with similar names but stored in different folders.

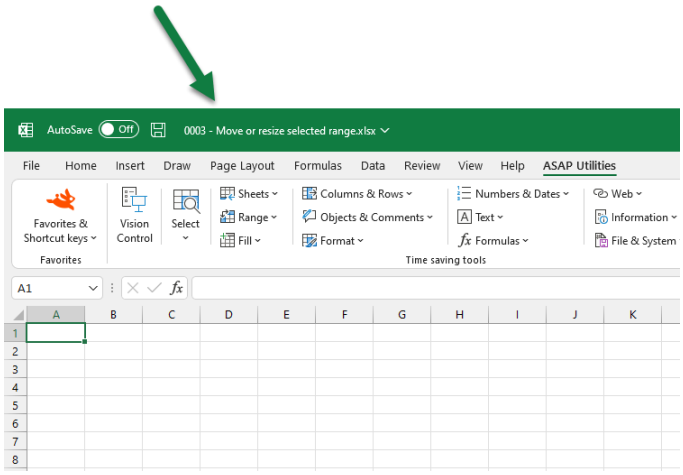
Note:
The information isn't automatically updated.
You have to run the utility again if you, change the filename, change the folder where the file is stored, open a file or create a new one or restart Excel.

If you use this utility often it is useful to include it in your favorites menu and assign a shortcut to it.



11 Display file name in title bar

This utility displays the name of your workbook in Excel's title bar.
This is what Excel would normally show in the title bar.



12 Close and delete current file

This utility will close your current workbook and delete it.
If possible then the file will be sent to your Recycle Bin. If that is not possible then you will be asked if you want to permanently delete the file.

13 Close all saved files

This utility closes all files that have been saved.
Only the files that have been saved and not changed thereafter will be closed.

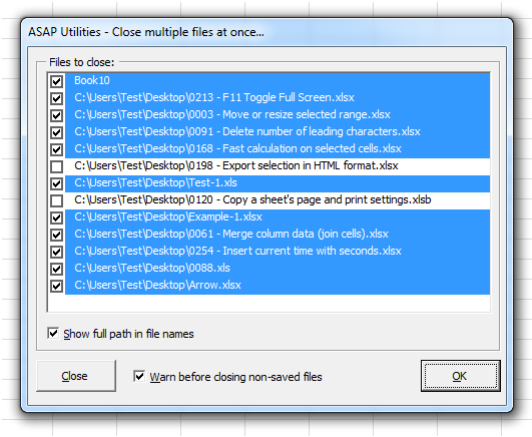
This can be useful, for example when you have opened a lot of files, looked without making any changes, and then quickly want to close them all together.

14 Close multiple files at once...

This utility makes it easier to close multiple files at once.
The utility shows a list of all open workbooks and you can choose which once to close.

When you start the utility then by default all files except for the active workbook are selected to be closed.
You can set the utility give you a warning before a file is closed from which the changes haven't been saved yet. In such a case you can choose to save the file first before it is closed, not save the changes, or cancel the closing of it.

The utility is useful when you work with a lot of files that are opened in Excel and for example when you want to close all files, except for a few.



15 Close all open files without saving changes

This utility closes all workbooks without saving any changes or asking you if you want to save them.

Note:
Pay good attention when you use this utility because it will also close files that might not have been saved.

16 Add current file to recent files list

This utility will add your current file to Excel's recent files list.
This is useful when Excel doesn't add an opened file to the list. This can happen for example sometimes when you open a file by double-clicking on it in the Windows Explorer.

17 Clear recently used files list in the Excel menu

This utility will reset the recent files in the Excel menu.

This can be useful if you don't want other people on your computer to see which files you have been working on.

18 Remove all macros (VBA code) from current file

This utility removes all macros (vba-code) from your current workbook.

This can be useful if you want to clean up your workbook before you give it to someone else.
It can also be useful when you get a macro-warning when you open a workbook but you don't use any macros from the file.

Note:

This utility will only remove the macros in the VBA project. Excel 4.0 macro-sheets and Excel 5.0 dialogs are not removed.

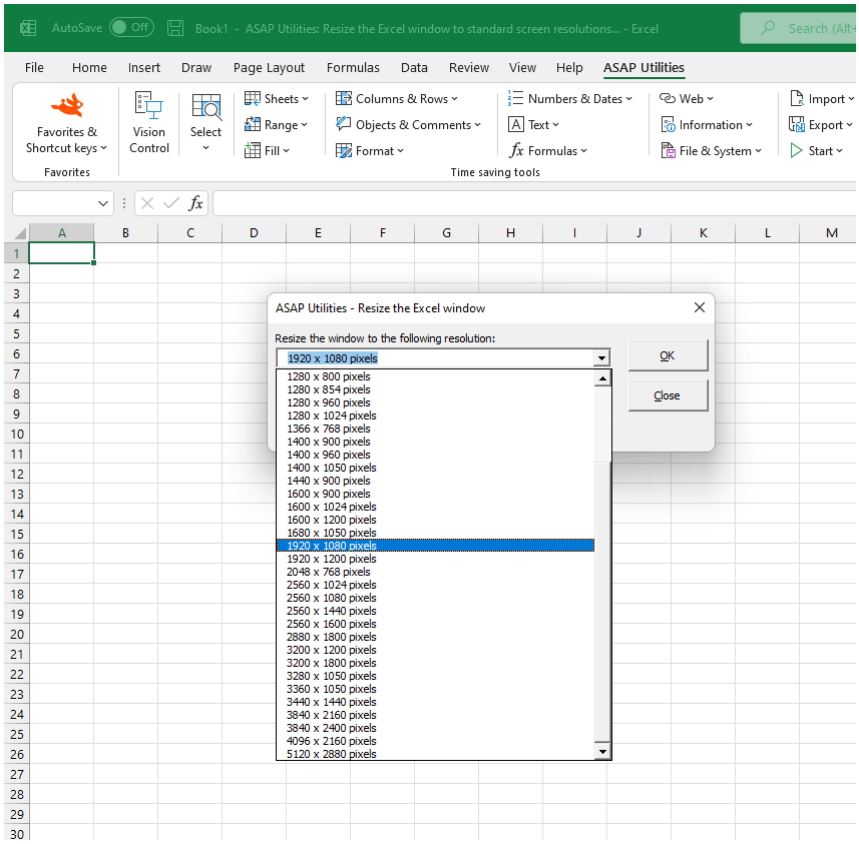
19 Macro/VBA information (beta, English)...

This utility shows you information on the macro's that are in a workbook.
You can quickly see the references the vba-project has, view the modules and you can export the code or remove the comment lines in your code.
This utility is in English because the Visual Basic Editor and the vba macro code is also in English.

20 Resize the Excel window to standard screen resolutions...

This utility allows you to change the size of the Excel window to the most commonly used screen resolutions.
This way you can easily test and see how your document or application will look on computers with different screen resolutions.

Note:
The maximum size of the window is limited (by Excel) to your current screen resolution.



21 Save current file (developers)...

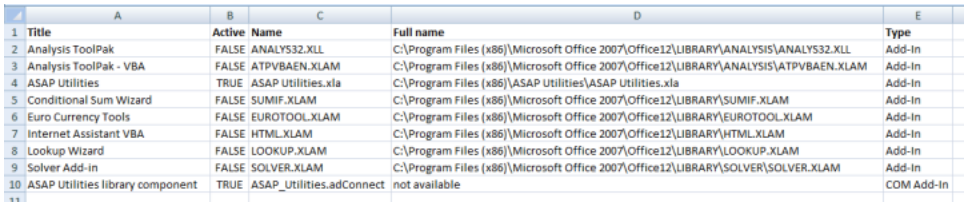
This utility enables you to save your workbook if saving is disabled by a macro.
It does this by ignoring the workbook's Workbook_BeforeSave event.

22 Create a list of all add-ins

This utility creates a report with information from the installed add-ins.

A new workbook will be created which lists all installed add-ins, their names, location, type and whether they are active or not.

Example screenshot: Create a list of all add ins



	A	B	C	D	E
1	Title	Active	Name	Full name	Type
2	Analysis ToolPak	FALSE	ANALYS32.XLL	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\ANALYSIS\ANALYS32.XLL	Add-In
3	Analysis ToolPak - VBA	FALSE	ATPVBAEN.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\ANALYSIS\ATPVBAEN.XLAM	Add-In
4	ASAP Utilities	TRUE	ASAP Utilities.xla	C:\Program Files (x86)\ASAP Utilities\ASAP Utilities.xla	Add-In
5	Conditional Sum Wizard	FALSE	SUMIF.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\SUMIF.XLAM	Add-In
6	Euro Currency Tools	FALSE	EUROTOOL.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\EUROTOOL.XLAM	Add-In
7	Internet Assistant VBA	FALSE	HTML.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\HTML.XLAM	Add-In
8	Lookup Wizard	FALSE	LOOKUP.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\LOOKUP.XLAM	Add-In
9	Solver Add-in	FALSE	SOLVER.XLAM	C:\Program Files (x86)\Microsoft Office 2007\Office12\LIBRARY\SOLVER\SOLVER.XLAM	Add-In
10	ASAP Utilities library component	TRUE	ASAP_Utilities.adConnect	not available	COM Add-In

23 Reload all installed add-ins (rebuilds the menu)

This utility rebuilds the Excel menu.
The worksheet- and the chart menu bar (the main menu bars) are reset and then all active add-ins will be reloaded.

24 Create a list of filenames and properties in a folder...

This utility will create a list of all filenames in a specified folder.
This way you can for example import on a worksheet the names from all files on a cd-rom.

You can configure the following settings:

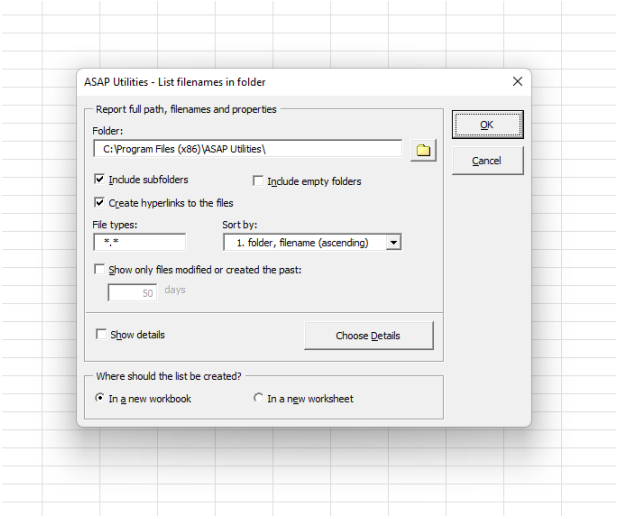
- The folder to be searched.
- Search subfolders.
- Create hyperlinks to the files.
- Show only certain file types. For example to report only Excel files you can enter '*.xl*'.
- Sort the results, for example by filename, foldername, date, etc.
- Show only files modified or created within the past specified number of days.
- Create the list of files in a new workbook or on a new worksheet in your current workbook.

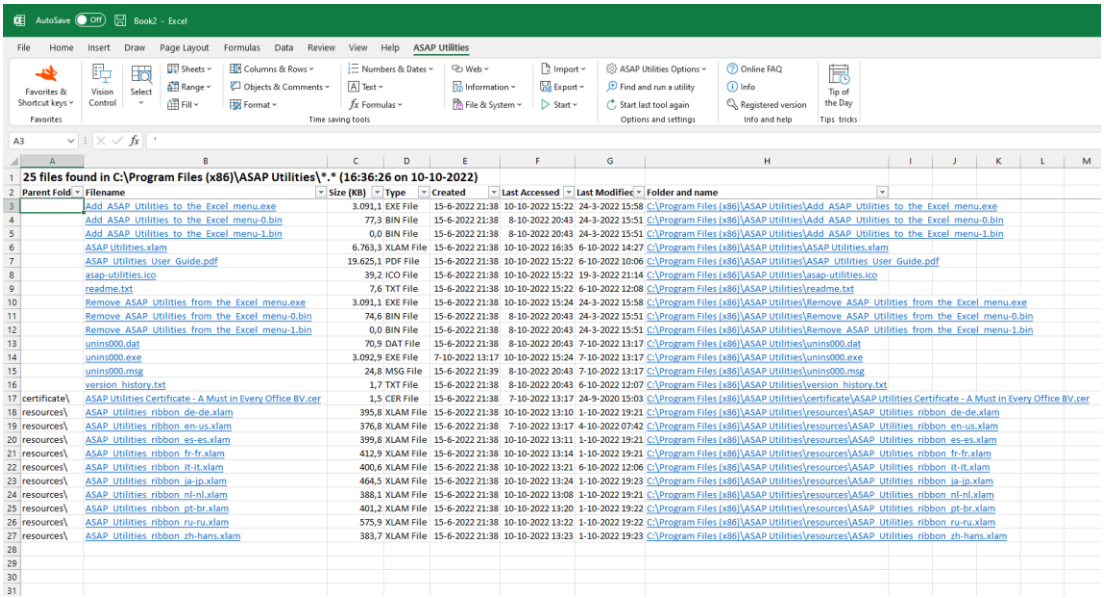
This utility reports the following information about the files:

- Parent Folder
- Filename
- Size (KB)
- Type

- Created (date)
- Last Accessed (date)
- Last Modified (date)
- Full name (foldername and filename together)

By default you can start this utility with the shortcut Ctrl+Alt+F.
Your last used settings will be remembered.



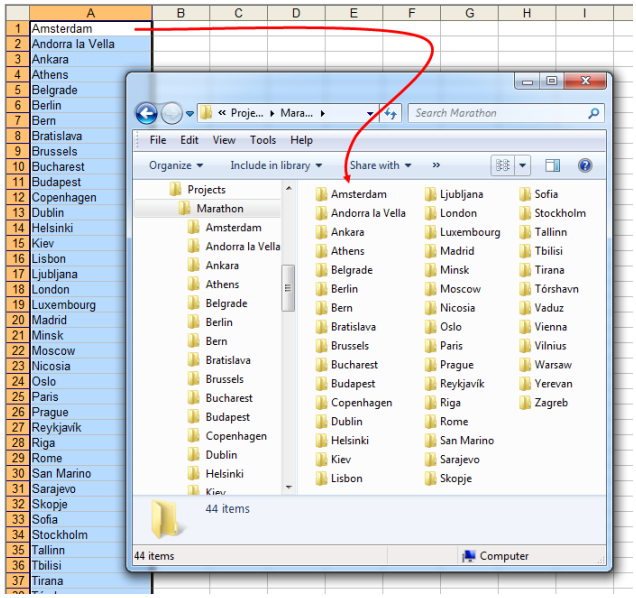


25 Easily create a lot of folders based on the values in selected cells...

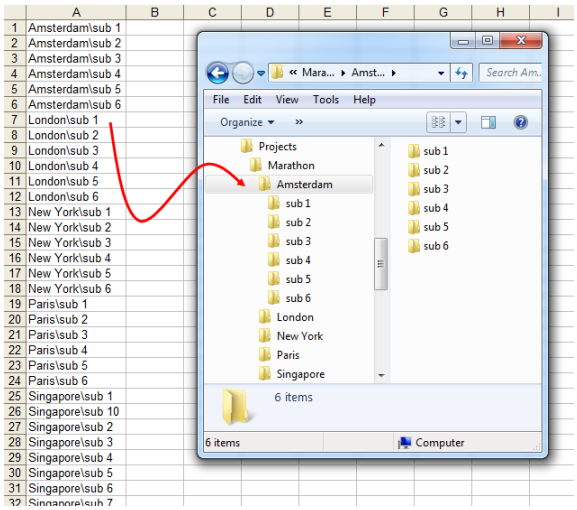
This utility allows you to quickly create multiple folders, based on the cell contents.

The utility asks you to pick a folder. In this folder it will then create a new folder for each cell in your select and used the value in the cell for the folder name.

Example screenshot: 1 Create folders from cell values



Example screenshot: 2 Create folders and subfolders by using the backslash character in the cells



5.5.16 Import

A collection of tools that help you with importing and merging data.

1 Insert Excel file...

With this utility you can import an Excel file into your workbook.

The sheets of the imported file will be placed at the end of your workbook.
If the name of a sheet already exists then an incrementing number between parenthesis () is added to the end of the name.

Note:
Any macros that might exist in the file that is imported are ignored and not imported.

2 Insert (delimited) text file...

With this utility you can import a (delimited) text file into your worksheet at the position of your active cell.

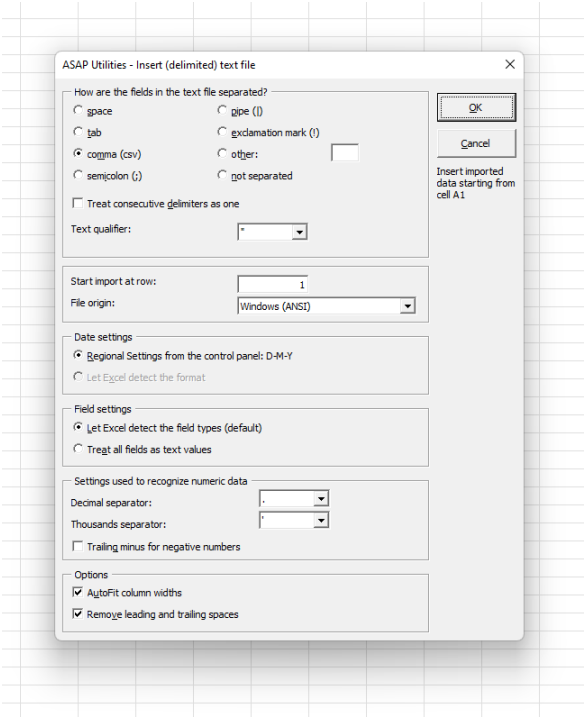
You can configure the following settings:

- How are the fields in the text file separated:
  - space
  - tab
  - comma (csv)
  - semicolon (;)
  - pipe (|)
  - exclamation mark (!)
  - other: you can specify a custom delimiter
  - not separated

  Text qualifier: none, ' or "
  Start import at row
  File origin
- Date settings
  - The utility uses the date settings as set in the Regional Settings in the Windows control panel.
- Field settings
  - Let Excel detect the field types (default)
  - Treat all fields as text values (this can for example help when you have problems with leading zeros that are lost).
- Settings used to recognize numeric data
  - Decimal separator
  - Thousand separator
  - Trailing minus for negative numbers
- Options
  - AutoFit column widths
  - Remove leading and trailing spaces

Your last used settings will be remembered.

Example screenshot: Import a delimited text file



3 Insert dBASE file...

This utility inserts a dBASE file into your worksheet at the position of your active cell.

4 Insert text file separated by space...

This utility inserts a space separated text file into your worksheet at the position of your active cell.

5 Insert text file separated by tab...

This utility inserts a tab separated text file into your worksheet at the position of your active cell.

6 Insert text file separated by comma (csv file)...

This utility inserts a comma separated text file (CSV) into your worksheet at the position of your active cell.

7 Insert text file separated by "|" (pipe/bar)...

This utility inserts a pipe (|) delimited text file into your worksheet at the position of your active cell.

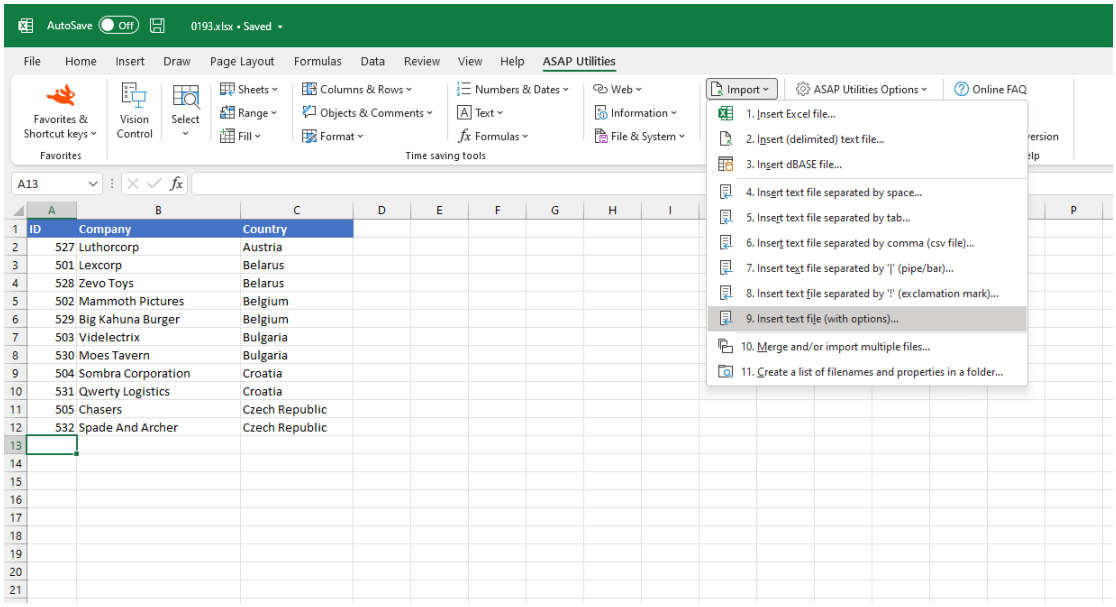
From Wikipedia: Although not as common as commas or tabs, the vertical bar can be used as a delimiter in a text file. The symbol "|" has various names.
Source: https://en.wikipedia.org/wiki/Vertical_bar

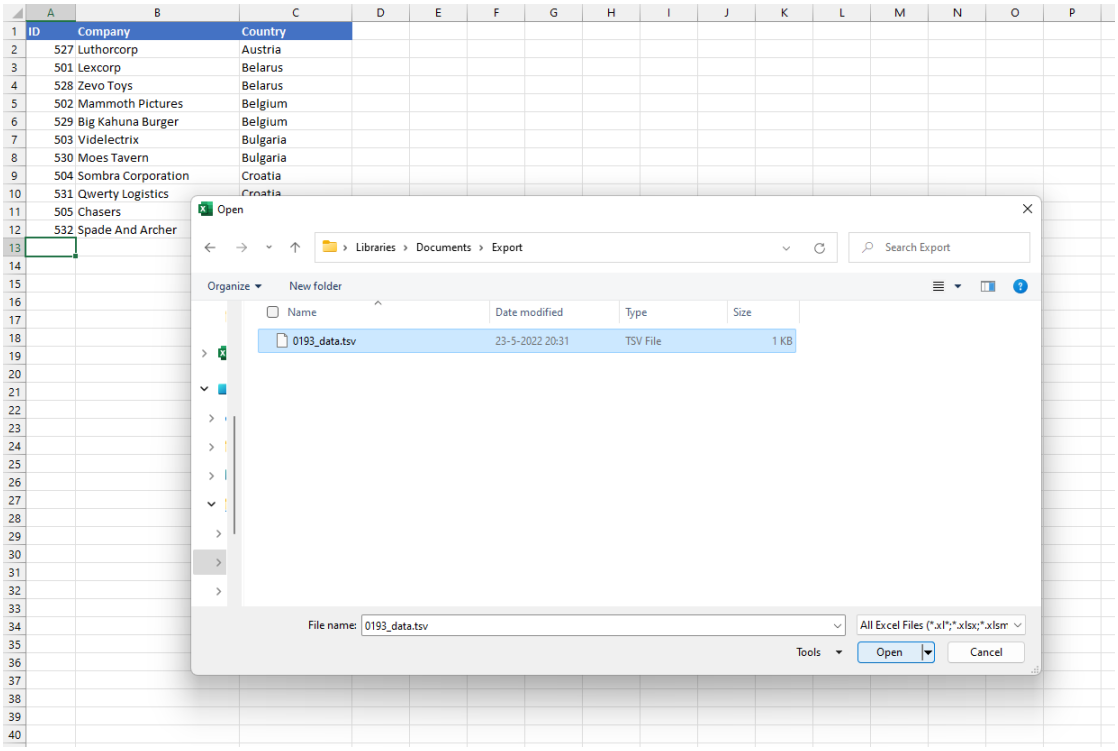
8 Insert text file separated by "!" (exclamation mark)...

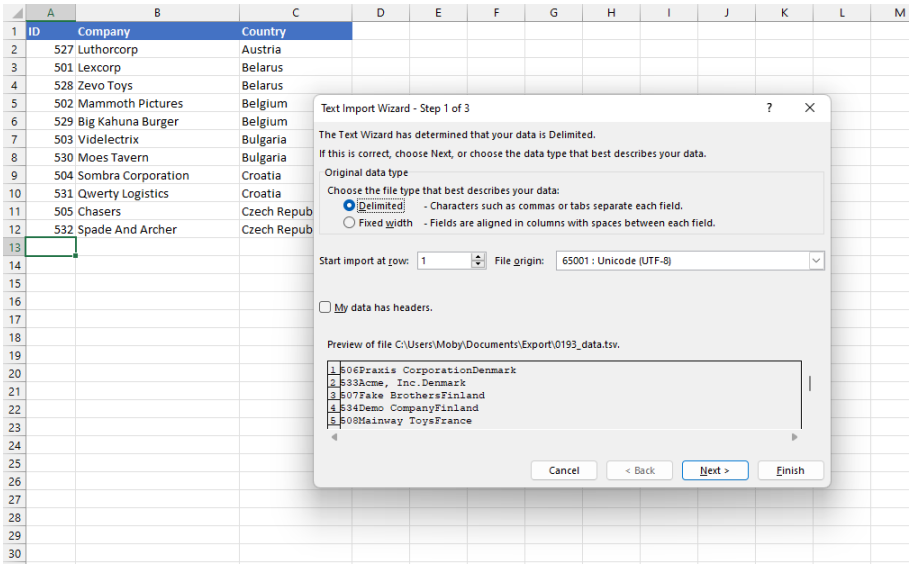
This utility inserts a text file that is delimited by an exclamation mark (!) into your worksheet at the position of your active cell.

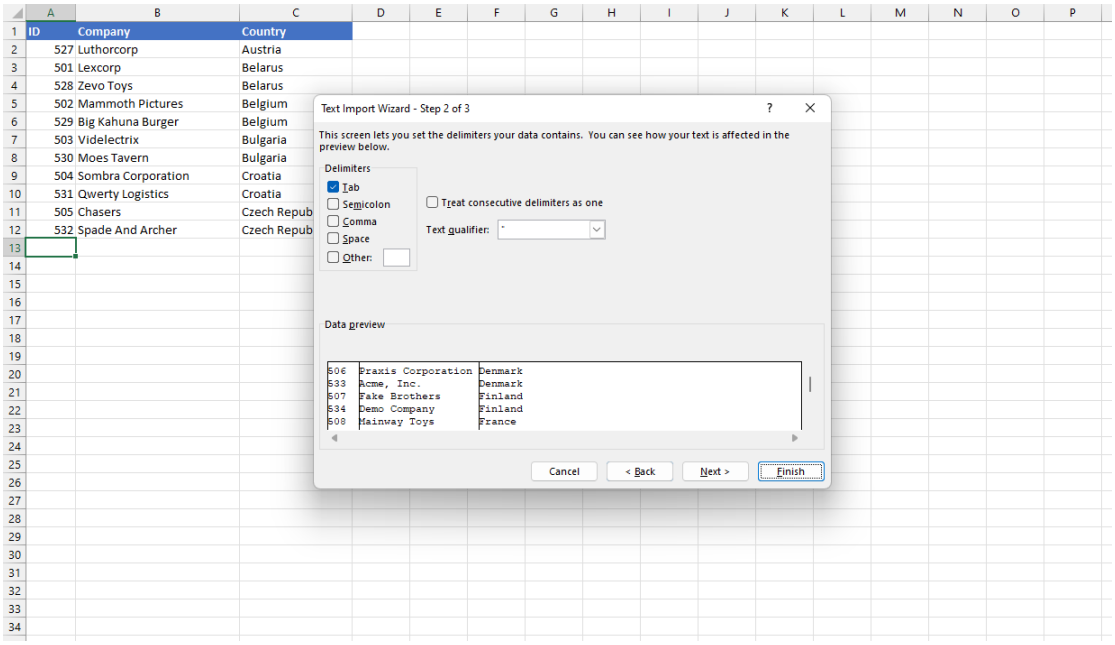
9 Insert text file (with options)...

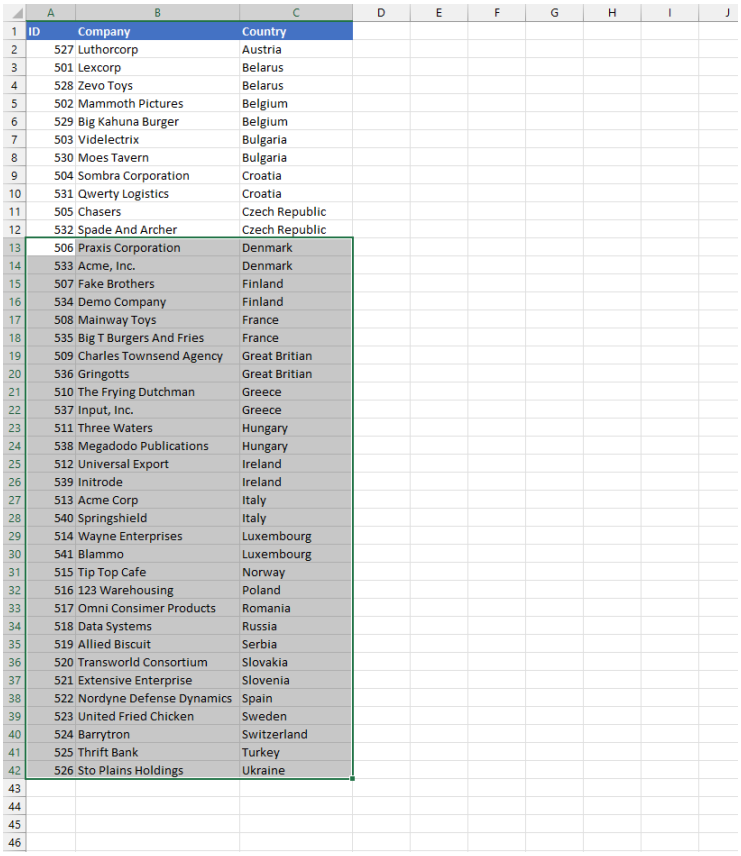
This utility inserts a text file into your worksheet at the position of your active cell.
The Excel "Text Import Wizard" will ask you to specify how the file is built.




ID Company Country
527 Luthorcorp Austria
501 Lexcorp Belarus
528 Zevo Toys Belarus
502 Mammoth Pictures Belgium
529 Big Kahuna Burger Belgium
503 Videlectrix Bulgaria
530 Moes Tavern Bulgaria
504 Sombra Corporation Croatia
531 Qwerty Logistics Croatia
505 Chasers
532 Spade And Archer
Open
Libraries › Documents › Export
Search Export
Organize
New folder
Name
Date modified
Type
Size
0193_data.tsv
23-5-2022 20:31
TSV File
1 KB
File name: 0193_data.tsv
All Excel Files (*.xl*;*.xlsx;*.xlsm
Tools
Open
Cancel


ID Company Country
527 Luthorcorp Austria
501 Lexcorp Belarus
528 Zevo Toys Belarus
502 Mammoth Pictures Belgium
529 Big Kahuna Burger Belgium
503 Videlectrix Bulgaria
530 Moes Tavern Bulgaria
504 Sombra Corporation Croatia
531 Qwerty Logistics Croatia
505 Chasers Czech Repub
532 Spade And Archer Czech Repub
Text Import Wizard - Step 1 of 3
The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.
Original data type
Choose the file type that best describes your data:
Delimited - Characters such as commas or tabs separate each field.
Fixed width - Fields are aligned in columns with spaces between each field.
Start import at row: 1
File origin: 65001 : Unicode (UTF-8)
My data has headers.
Preview of file C:\Users\Moby\Documents\Export\0193_data.tsv.
1 506Praxis CorporationDenmark
2 533Acme, Inc.Denmark
3 507Fake BrothersFinland
4 534Demo CompanyFinland
5 508Mainway ToysFrance
Cancel
< Back
Next >
Finish





ID	Company	Country
527	Luthorcorp	Austria
501	Lexcorp	Belarus
528	Zevo Toys	Belarus
502	Mammoth Pictures	Belgium
529	Big Kahuna Burger	Belgium
503	Videlectrix	Bulgaria
530	Moes Tavern	Bulgaria
504	Sombra Corporation	Croatia
531	Qwerty Logistics	Croatia
505	Chasers	Czech Republic
532	Spade And Archer	Czech Republic
506	Praxis Corporation	Denmark
533	Acme, Inc.	Denmark
507	Fake Brothers	Finland
534	Demo Company	Finland
508	Mainway Toys	France
535	Big T Burgers And Fries	France
509	Charles Townsend Agency	Great Britian
536	Gringotts	Great Britian
510	The Frying Dutchman	Greece
537	Input, Inc.	Greece
511	Three Waters	Hungary
538	Megadodo Publications	Hungary
512	Universal Export	Ireland
539	Initrode	Ireland
513	Acme Corp	Italy
540	Springshield	Italy
514	Wayne Enterprises	Luxembourg
541	Blammo	Luxembourg
515	Tip Top Cafe	Norway
516	123 Warehousing	Poland
517	Omni Consimer Products	Romania
518	Data Systems	Russia
519	Allied Biscuit	Serbia
520	Transworld Consortium	Slovakia
521	Extensive Enterprise	Slovenia
522	Nordyne Defense Dynamics	Spain
523	United Fried Chicken	Sweden
524	Barrytron	Switzerland
525	Thrift Bank	Turkey
526	Sto Plains Holdings	Ukraine

10 Merge and/or import multiple files...

This utility will merge multiple files from a folder together into one new file. You can also use it to import multiple files at once into your workbook.

Excel has no built-in method for merging files. It can therefore be time consuming and

frustrating if you for example need to import or merge 200 Excel or CSV files. Fortunately you can use ASAP Utilities to do this quick and easy.

You can configure the following settings:

- Start the import from a certain row, with the option to make an exception for the first file. This can be useful if you have files with fieldnames and only want these listed once.
- Import the files into your current workbook or a new workbook.
- Create a new worksheet for each file, or merge the data into one new sheet. With this second option the data from the files will be placed below each other.

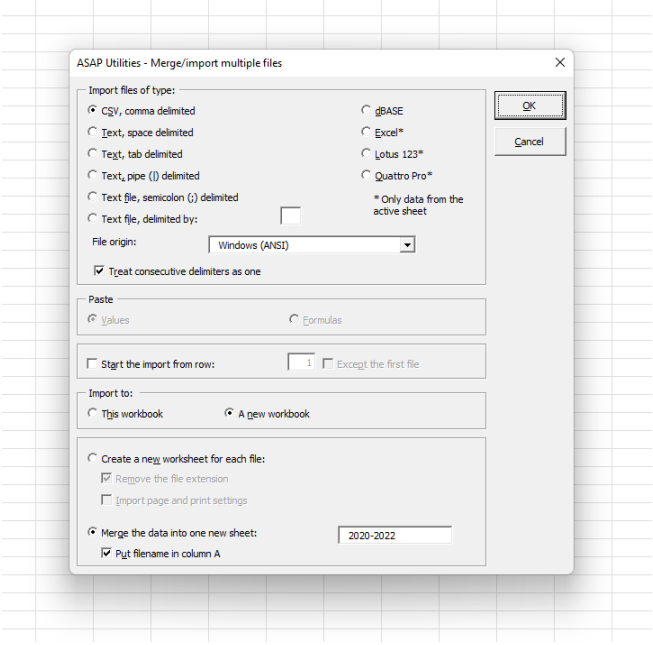
You can import/merge the following file formats:

- CSV, comma delimited
- Text, space delimited
- Text, tab delimited
- Text, pipe (|) delimited
- Text file, semicolon (;) delimited
- Text file, delimited by specified character
- dBASE
- Excel*
- Lotus 123*
- Quattro Pro*

* Only data from the active sheet is imported

Your last used settings and chosen folder will be remembered.

Example screenshot: Import multiple files



11 Create a list of filenames and properties in a folder...

This utility will create a list of all filenames in a specified folder.
This way you can for example import on a worksheet the names from all files on a cd-rom.

You can configure the following settings:

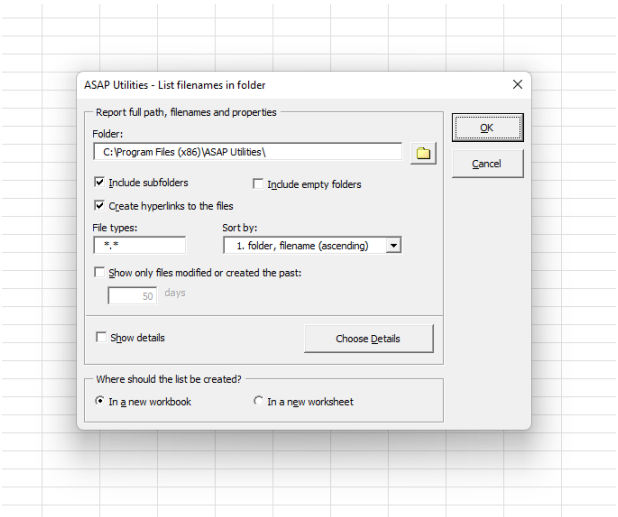
- The folder to be searched.
- Search subfolders.
- Create hyperlinks to the files.
- Show only certain file types. For example to report only Excel files you can enter '*.xl*'.
- Sort the results, for example by filename, foldername, date, etc.
- Show only files modified or created within the past specified number of days.
- Create the list of files in a new workbook or on a new worksheet in your current workbook.

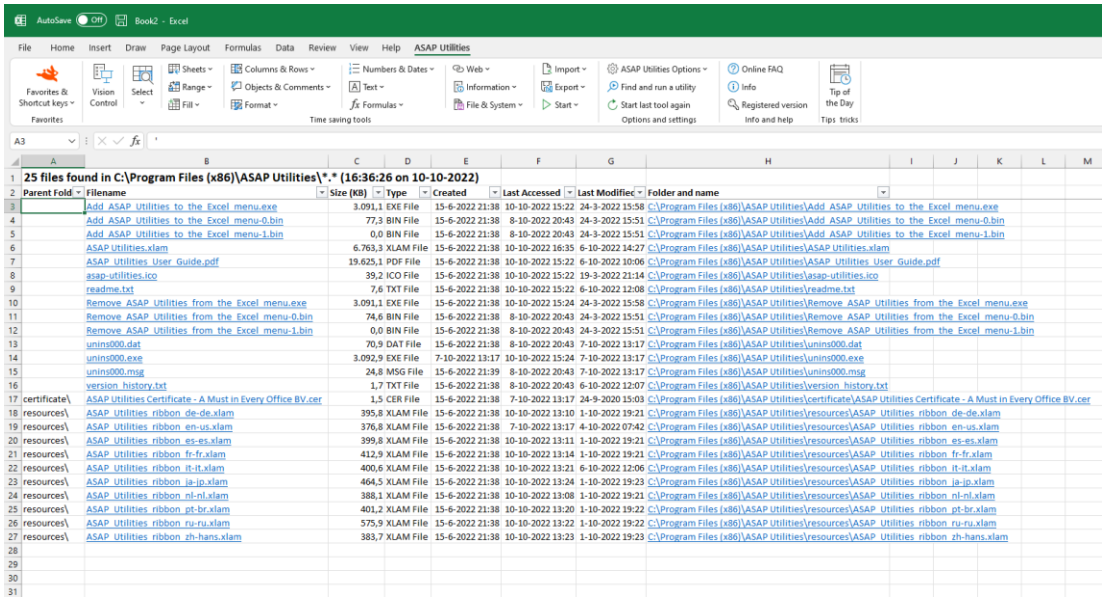
This utility reports the following information about the files:

- Parent Folder
- Filename
- Size (KB)
- Type
- Created (date)
- Last Accessed (date)
- Last Modified (date)
- Full name (foldername and filename together)

By default you can start this utility with the shortcut Ctrl+Alt+F.
Your last used settings will be remembered.

Example screenshot: Create a list of filenames and properties in a folder





AutoSave Off Book2 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help ASAP Utilities

Favorites & Shortcut keys | Vision Control | Select | Sheets | Range | Fill | Columns & Rows | Objects & Comments | Format | Numbers & Dates | Text | Formulas | Web | Information | File & System | Import | Export | Start | ASAP Utilities Options | Find and run a utility | Start last tool again | Online FAQ | Info | Registered version | Tip of the Day

Favorites | Time saving tools | Options and settings | Info and help | Tips tricks

A3

25 files found in C:\Program Files (x86)\ASAP Utilities*.* (16:36:26 on 10-10-2022)

Parent Fold	Filename	Size (KB)	Type	Created	Last Accessed	Last Modifiec	Folder and name
	Add_ASAP_Utilities_to_the_Excel_menu.exe	3.091,1	EXE File	15-6-2022 21:38	10-10-2022 15:22	24-3-2022 15:58	C:\Program Files (x86)\ASAP Utilities\Add_ASAP_Utilities_to_the_Excel_menu.exe
	Add_ASAP_Utilities_to_the_Excel_menu-0.bin	77,3	BIN File	15-6-2022 21:38	8-10-2022 20:43	24-3-2022 15:51	C:\Program Files (x86)\ASAP Utilities\Add_ASAP_Utilities_to_the_Excel_menu-0.bin
	Add_ASAP_Utilities_to_the_Excel_menu-1.bin	0,0	BIN File	15-6-2022 21:38	8-10-2022 20:43	24-3-2022 15:51	C:\Program Files (x86)\ASAP Utilities\Add_ASAP_Utilities_to_the_Excel_menu-1.bin
	ASAP Utilities.xlam	6.763,3	XLAM File	15-6-2022 21:38	10-10-2022 16:35	6-10-2022 14:27	C:\Program Files (x86)\ASAP Utilities\ASAP Utilities.xlam
	ASAP_Utilities_User_Guide.pdf	19.625,1	PDF File	15-6-2022 21:38	10-10-2022 15:22	6-10-2022 10:06	C:\Program Files (x86)\ASAP Utilities\ASAP_Utilities_User_Guide.pdf
	asap-utilities.ico	39,2	ICO File	15-6-2022 21:38	10-10-2022 15:22	19-3-2022 21:14	C:\Program Files (x86)\ASAP Utilities\asap-utilities.ico
	readme.txt	7,6	TXT File	15-6-2022 21:38	10-10-2022 15:22	6-10-2022 12:08	C:\Program Files (x86)\ASAP Utilities\readme.txt
	Remove_ASAP_Utilities_from_the_Excel_menu.exe	3.091,1	EXE File	15-6-2022 21:38	10-10-2022 15:24	24-3-2022 15:58	C:\Program Files (x86)\ASAP Utilities\Remove_ASAP_Utilities_from_the_Excel_menu.exe
	Remove_ASAP_Utilities_from_the_Excel_menu-0.bin	74,6	BIN File	15-6-2022 21:38	8-10-2022 20:43	24-3-2022 15:51	C:\Program Files (x86)\ASAP Utilities\Remove_ASAP_Utilities_from_the_Excel_menu-0.bin
	Remove_ASAP_Utilities_from_the_Excel_menu-1.bin	0,0	BIN File	15-6-2022 21:38	8-10-2022 20:43	24-3-2022 15:51	C:\Program Files (x86)\ASAP Utilities\Remove_ASAP_Utilities_from_the_Excel_menu-1.bin
	unins000.dat	70,9	DAT File	15-6-2022 21:38	8-10-2022 20:43	7-10-2022 13:17	C:\Program Files (x86)\ASAP Utilities\unins000.dat
	unins000.exe	3.092,9	EXE File	7-10-2022 13:17	10-10-2022 15:24	7-10-2022 13:17	C:\Program Files (x86)\ASAP Utilities\unins000.exe
	unins000.msg	24,8	MSG File	15-6-2022 21:39	8-10-2022 20:43	7-10-2022 13:17	C:\Program Files (x86)\ASAP Utilities\unins000.msg
	version_history.txt	1,7	TXT File	15-6-2022 21:38	8-10-2022 20:43	6-10-2022 12:07	C:\Program Files (x86)\ASAP Utilities\version_history.txt
certificate\	ASAP Utilities Certificate - A Must in Every Office BV.cer	1,5	CER File	15-6-2022 21:38	7-10-2022 13:17	24-9-2020 15:03	C:\Program Files (x86)\ASAP Utilities\certificate\ASAP Utilities Certificate - A Must in Every Office BV.cer
resources\	ASAP_Utilities_ribbon_de-de.xlam	395,8	XLAM File	15-6-2022 21:38	10-10-2022 13:10	1-10-2022 19:21	C:\Program Files (x86)\ASAP Utilities\resources\ASAP_Utilities_ribbon_de-de.xlam
resources\	ASAP_Utilities_ribbon_en-us.xlam	376,8	XLAM File	15-6-2022 21:38	7-10-2022 13:17	4-10-2022 07:42	C:\Program Files (x86)\ASAP Utilities\resources\ASAP_Utilities_ribbon_en-us.xlam
resources\	ASAP_Utilities_ribbon_es-es.xlam	399,8	XLAM File	15-6-2022 21:38	10-10-2022 13:11	1-10-2022 19:21	C:\Program Files (x86)\ASAP Utilities\resources\ASAP_Utilities_ribbon_es-es.xlam
resources\	ASAP_Utilities_ribbon_fr-fr.xlam	412,9	XLAM File	15-6-2022 21:38	10-10-2022 13:14	1-10-2022 19:21	C:\Program Files (x86)\ASAP Utilities\resources\ASAP_Utilities_ribbon_fr-fr.xlam
resources\	ASAP_Utilities_ribbon_it-it.xlam	400,6	XLAM File	15-6-2022 21:38	10-10-2022 13:21	6-10-2022 12:06	C:\Program Files (x86)\ASAP Utilities\resources\ASAP_Utilities_ribbon_it-it.xlam
resources\	ASAP_Utilities_ribbon_ja-jp.xlam	464,5	XLAM File	15-6-2022 21:38	10-10-2022 13:24	1-10-2022 19:23	C:\Program Files (x86)\ASAP Utilities\resources\ASAP_Utilities_ribbon_ja-jp.xlam
resources\	ASAP_Utilities_ribbon_nl-nl.xlam	388,1	XLAM File	15-6-2022 21:38	10-10-2022 13:08	1-10-2022 19:21	C:\Program Files (x86)\ASAP Utilities\resources\ASAP_Utilities_ribbon_nl-nl.xlam
resources\	ASAP_Utilities_ribbon_pt-br.xlam	401,2	XLAM File	15-6-2022 21:38	10-10-2022 13:20	1-10-2022 19:22	C:\Program Files (x86)\ASAP Utilities\resources\ASAP_Utilities_ribbon_pt-br.xlam
resources\	ASAP_Utilities_ribbon_ru-ru.xlam	575,9	XLAM File	15-6-2022 21:38	10-10-2022 13:22	1-10-2022 19:22	C:\Program Files (x86)\ASAP Utilities\resources\ASAP_Utilities_ribbon_ru-ru.xlam
resources\	ASAP_Utilities_ribbon_zh-hans.xlam	383,7	XLAM File	15-6-2022 21:38	10-10-2022 13:23	1-10-2022 19:23	C:\Program Files (x86)\ASAP Utilities\resources\ASAP_Utilities_ribbon_zh-hans.xlam

5.5.17 Export

A collection of tools that help you with the exporting of data and pictures or charts in various file formats.

1 Export selection or active sheet as new file...

With this utility you can save your selected data range or the entire worksheet as a new file. You can choose not to include hidden cells in your export.

The data can be exported in the following file formats:

- Excel 97-2003 Workbook (*.xls)
- Excel Workbook (*.xlsx)
- Excel Binary Workbook (*.xlsb)
- PDF (*.pdf)
- Formatted text (space delimited)
- Tab delimited text file
- Tab delimited unicode text file
- JSON (*.json)
- CSV (comma separated value or custom separated)
- CSV unicode, UTF-16LE / UTF-8 (comma separated value or custom separated)

You can also use the “CSV” option to create your own custom separated file by setting your own field separator, field encloser and decimal separator. This way you can for example create pipe (|) delimited text files.

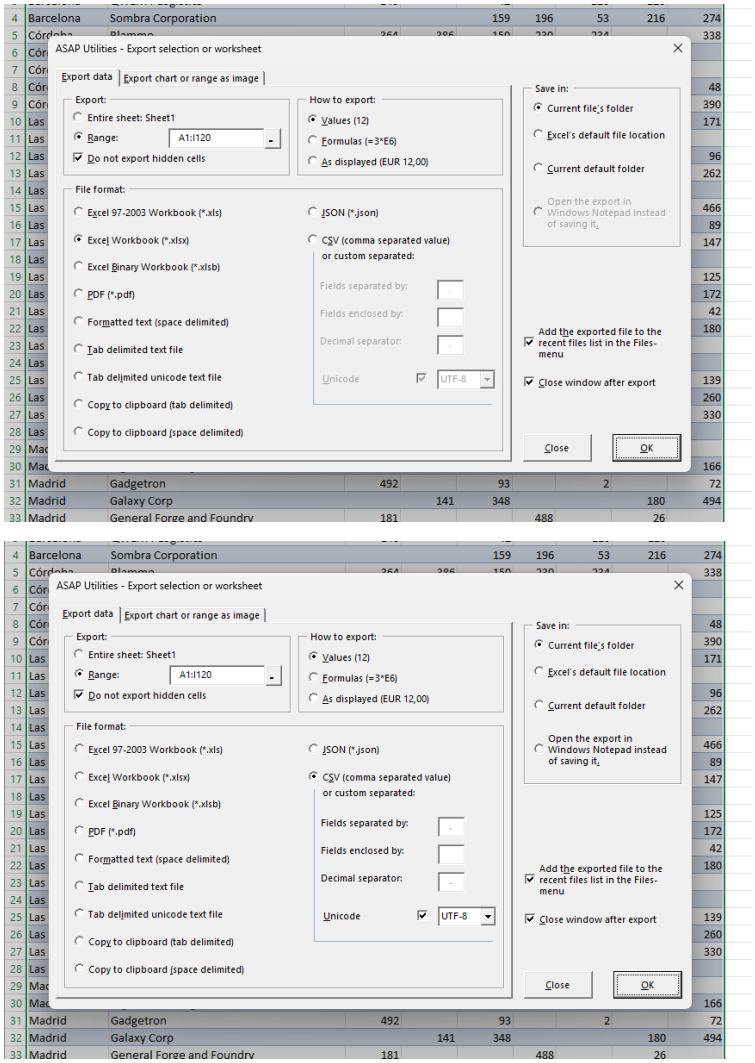
You can also choose to copy the information directly to your clipboard in the following formats:

- tab delimited
- space delimited

You can choose to export the contents of the cells as:

- Values (for example 12)
- Formulas (for example =3*E6)
- As displayed (for example EUR 12,00)

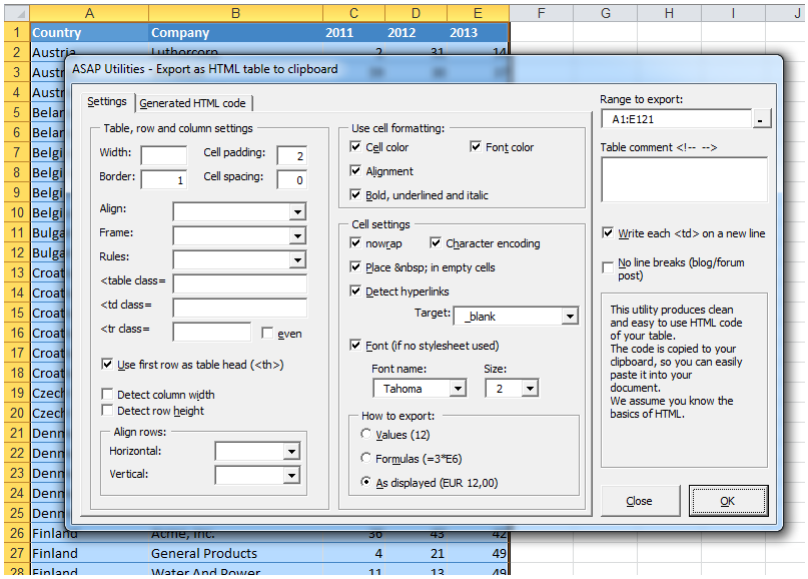
Your last used settings will be remembered.



2 Export selection as HTML table to clipboard...

Export your selected range as a table in clean HTML-code to the clipboard so that you can easily paste it into your webpage.
This utility has advanced options and is recommended to all web developers.
Your last used settings will be remembered.

Example screenshot: Export your range in clean HTML format



3 Export selected chart or range as image (file)...

With this utility you can save your selected range or chart as a picture in GIF-, PNG-, JPG-, TIF or EMF-format.

You can use the following file formats:

- GIF: Recommended when your selection or chart has only a few different colors. Perfect for publications on the internet.
- JPG: Recommended when your selection of chart has a lot of different colors (as in a photo). Perfect for publications on the internet.
- PNG: Better quality then JPG, but not yet supported by all software (email). Works in all recent internet browsers.
- EMF: A vector graphic in EMF (enhanced version of WMF) format can be scaled and fully edited in MS Office and other Windows applications.

Your last used settings will be remembered.

Note:
When you export a large range or a large chart a part of the exported image might be truncated or colors might be lost. This is not an ASAP Utilities bug, Excel has a limit on the size of the exported images. This limit depends on your Windows and Excel version (Microsoft KB185001).

In some cases when your image gets truncated then exporting your image as EMF file might be a solution.

TOTAL AND TOP 5 PRODUCTS
PER PRODUCT
TOTAL SALES
TOTAL
QUARTER 1
QUARTER 2
QUARTER 3
QUARTER 4
ASAP Utilities - Export selection or worksheet
Export data
Export chart or range as image
Export selected charts as:
GIF
JPG
PNG
EMF
Scale:
100% (Default)
Save in:
Current file's folder
Excel's default file location
Current default folder
Open exported image with default viewer
Close window after export
Close
OK
Quarterly Sales Report TotalAndTopProducts.png
100%
FRAMES
SADDLE BAGS
HANDLE BARS
GRIPS
GRIP TAPE

4 Export worksheets as separate files...

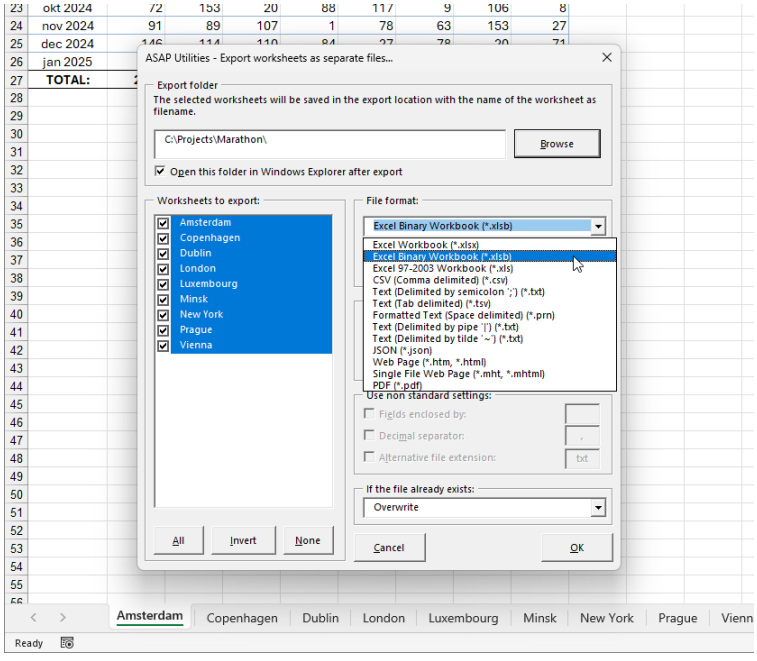
With this utility you can save all or the selected worksheets in your workbook as separate files.
You can choose a folder in which you want the worksheets to be saved.

The worksheets can be saved in the following file formats:

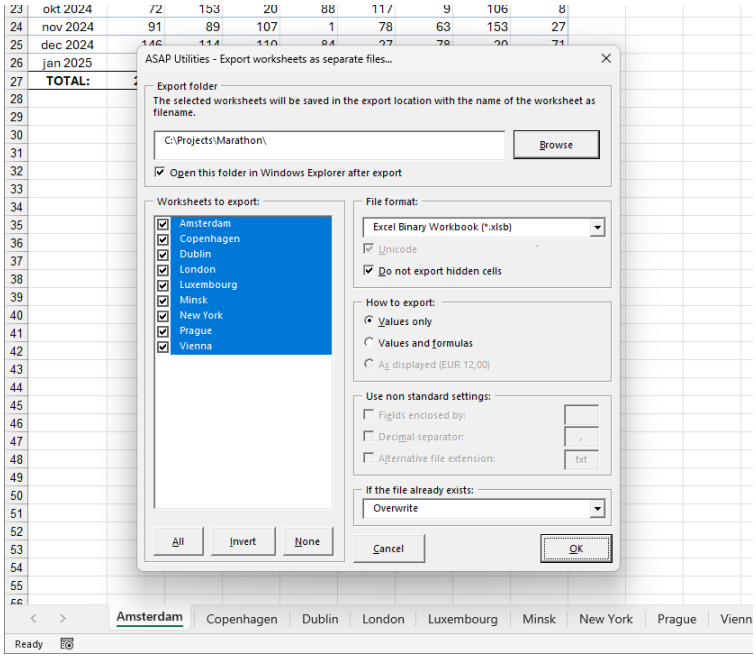
- Excel Workbook (*.xlsx)
- Excel Binary Workbook (*.xlsb)
- Excel 97-2003 Workbook (*.xls)
- CSV (Comma delimited) (*.csv)
- CSV unicode (Comma delimited) (*.csv)
- Text (Delimited by semicolon ';') (*.txt)
- Text unicode (Delimited by semicolon ';') (*.txt)
- Text (Tab delimited) (*.tsv)
- Text unicode (Tab delimited) (*.tsv)
- Formatted Text (Space delimited) (*.prn)
- Text (Pipe (|) delimited) (*.txt)
- Text unicode (Pipe delimited) (*.txt)
- Text (Delimited by tilde '~') (*.txt)
- Text unicode (Delimited by tilde '~') (*.txt)
- JSON (*.json)
- Web Page (*.htm, *.html)
- Single File Web Page (*.mht, *.mhtml)
- PDF (*.pdf)

Your last used settings will be remembered.

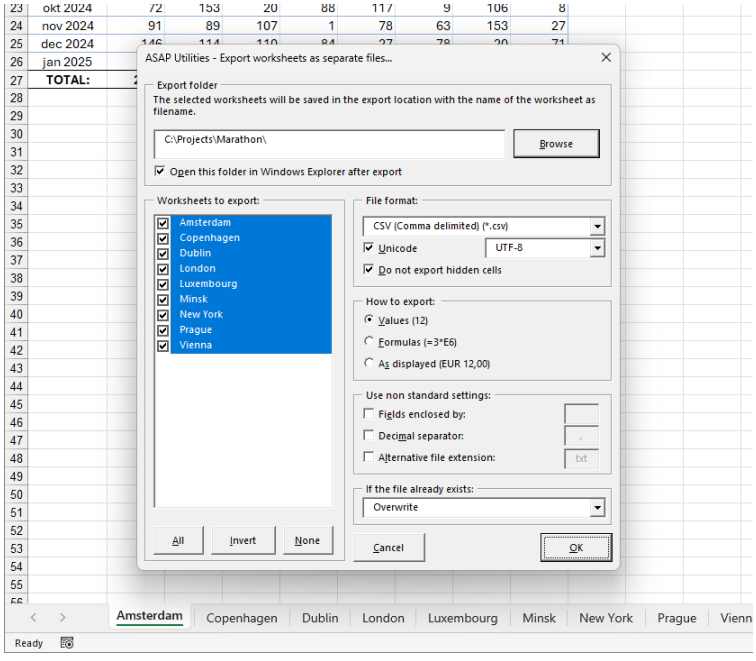
Example screenshot: 1



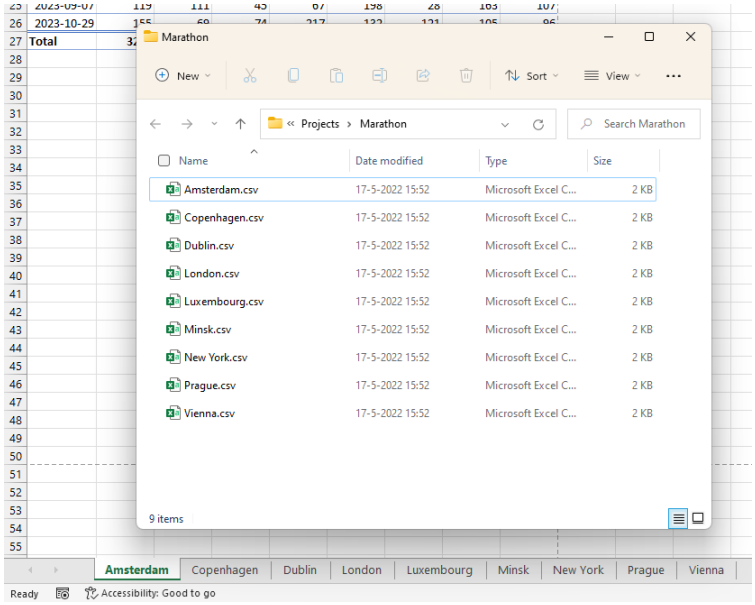
Example screenshot: 2



Example screenshot: 3



Example screenshot: 4



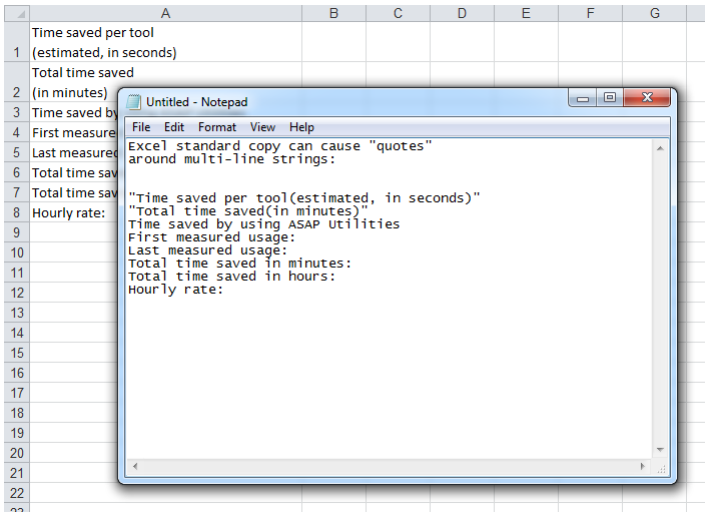
5 Copy selection as values to clipboard

This utility copies the values of the selected cells to your clipboard.

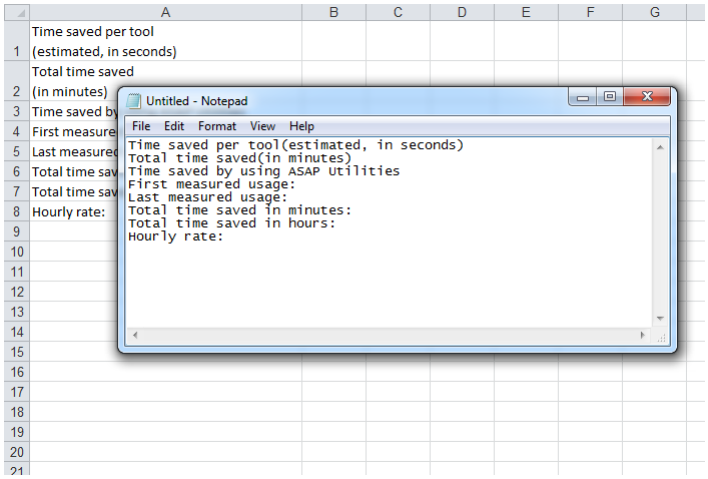
You might experience that Excel sometimes resets the range you have copied and then you cannot paste the information without first having to copy it again.
This utility puts the values of the selected range in your clipboard and can make it easier to copy the information.

Sometimes Excel puts double quotes (") around the data when you want to paste it into another application. This utility doesn't do that and can be useful in such cases too.

Example screenshot: 1 Standard copy in Excel can cause double quotes around the data



Example screenshot: 2 The result of copying with ASAP Utilities



6 Copy sum of selection to clipboard

Copy the calculated sum of selected cells to your clipboard. Just like you can see in the statusbar of Excel.

7 Copy average of selection to clipboard

Copy the calculated average of selected cells to your clipboard. Just like you can see in the statusbar of Excel.

8 Put the selection as bitmap-image on the clipboard (as on screen)

This utility places the selection as it looks on the screen as a bitmap-image on the clipboard.
You can then paste the picture into a program such as for example MS Word or a photo-editor.

You can also do this in Excel itself but the advantage of having it in ASAP Utilities is that it takes less steps and you can assign a shortcut to it.

9 Put the selection as image on the clipboard (as on screen)

This utility places the selection as it looks on the screen as an image on the clipboard.
You can then paste the picture into a program such as for example MS Word.

You can also do this in Excel itself but the advantage of having it in ASAP Utilities is that it takes less steps and you can assign a shortcut to it.

10 Put the selection as image on the clipboard (as on printer)

This utility places the selection as it would look when printed as an image on the clipboard. You can then paste the picture into a program such as for example MS Word.

You can also do this in Excel itself but the advantage of having it in ASAP Utilities is that it takes less steps and you can assign a shortcut to it.

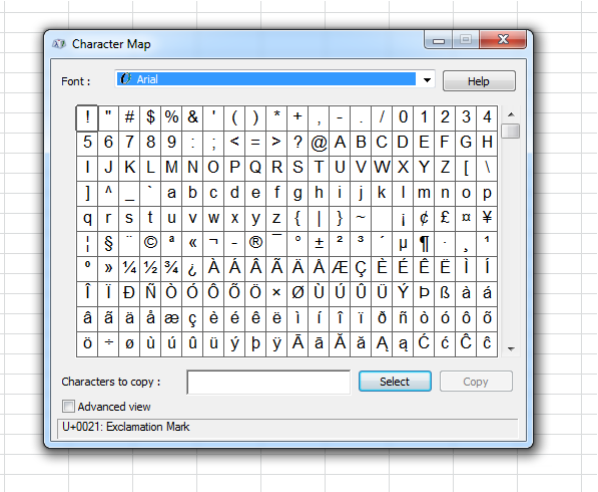
5.5.18 Start

A collection of tools to quickly start the most used standard Windows applications.

1 Special Characters

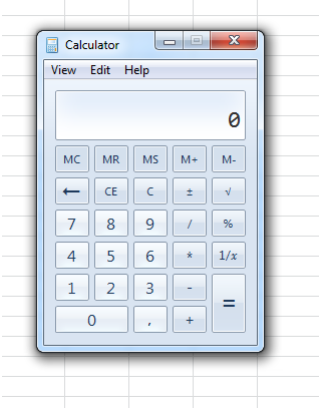
This utility will start the MS Windows "Special Character" program.

We have added this to ASAP Utilities so that you can easily select special characters from Excel.
Remember that if you use special characters from another font than used in your cell, then you have to adjust the font in your cell too.



2 Calculator

This utility starts the MS Windows Calculator program.
Perhaps unnecessary in Excel, but some people find this easy to make a quick calculation or to check their formula results.



3 Windows Explorer

This utility starts the MS Windows Explorer program.

This can be easy on computers in some companies where the link to the Windows Explorer is removed from the start menu.

4 Windows Explorer (start in current file's folder)

This utility will start the MS Windows Explorer program and opens it with the folder where your current file is stored.
You will be surprised how useful this is.

5 Clipboard Viewer

This utility starts the MS Windows Clipboard Viewer program.

6 Notepad

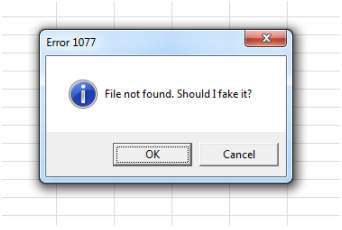
This utility start the MS Windows Notepad program.

7 Funny (error) messages (English)

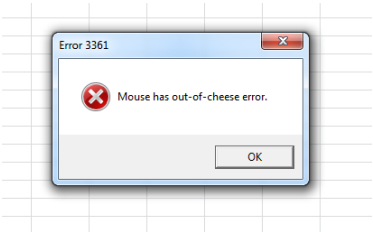
This utility displays random funny (error) messages.
These will make you smile (at least some of them should...) and give you a little distraction from your work in Excel.

The messages are in English.

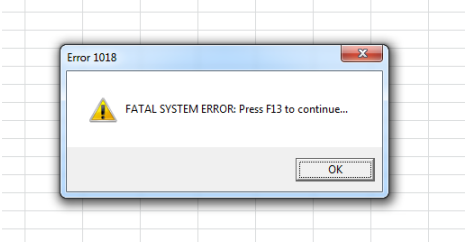
Example screenshot: File not found



Example screenshot: Mouse error



Example screenshot: Press F13...



5.5.19 ASAP Utilities Options

A collection of tools specific to ASAP Utilities such as changing the settings and help information.

1 Settings, language and contact information...

Here you can change the settings of ASAP Utilities.

When you press the "OK" button the changes will be saved, except for the language. If you change the language this is immediately saved.

General

General

- Ask for confirmation before starting certain utilities (recommended)
  You can switch on/off the question that sometimes is asked before running the utility. For example a question such as "Do you want to convert all text in the selected cells to UPPERCASE?".
- Enable undo where available (recommended)
  Turn the undo on or off. Sometimes to increase the speed you might want to turn off the undo.
- Use the F11 key to switch between full screen and normal view.
  Excel does not have a shortcut to switch between full screen and normal view. In most internet browsers you can use the F11 key to do this.
  You can now choose to use the F11 key to switch between full screen mode in Excel with ASAP Utilities. By default, Excel uses the F11 key inserts a chart sheet in Excel but you can also do that with the key combination Alt+F1.

Mouse settings

- Enable mouse wheel scrolling for dialog boxes
  By default, Excel does not have the ability for users to scroll with the mouse in dialog boxes created in Excel's Visual Basic for Applications (VBA) programming language. (Added per user request. However, due to a bug in certain Excel builds this can cause those Excel builds to sometimes crash with error 35010.)

ASAP Utilities menu

- Show the ASAP Utilities menu also in the Add-ins tab ('classic' menu).

Ribbon

- ASAP Utilities Ribbon keyboard shortcut (when changed, Excel needs to be restarted manually).

Help improve ASAP Utilities

- Allow ASAP Utilities to report anonymous usage statistics.
  These usage statistics do not include personal information, such as the data you work with. Usage statistics do include the following information from your computer: Windows version and language, Excel version and language, ASAP Utilities version and language, and the id's of the 10 tools used most often and your anonymized ip address. This information helps with the further development of ASAP Utilities and its documentation and translations.

Language used in menus and dialogs

- Here you can change the language of ASAP Utilities into one of the available languages.

Folder settings

This tab shows you in which folder ASAP Utilities is installed.

- Folder to store your "Favorites and shortcuts" file.
  Here you can specify the folder where your favorites menu file is stored. If you work on multiple computers it can be useful to store the favorites menu file on a network folder so that it is accessible from both computers.
  If you pick a folder that doesn't have a favorites menu file yet, a file with the default settings will be created.
- Default path to save a backup.
  Here you can specify where the backups are saved that are created with the "Save file and create backup" utility.

Contact information

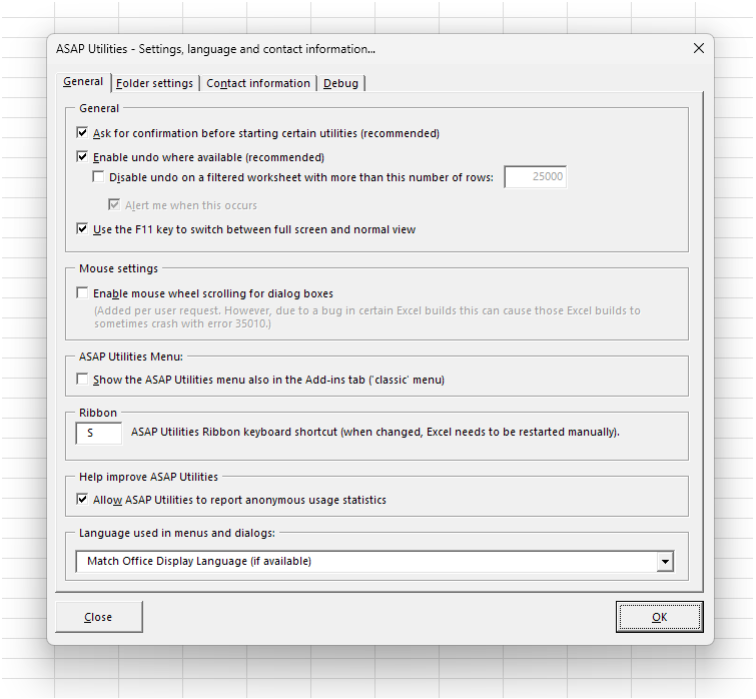
If you encounter problems and you contact us, then please provide the information displayed here.
It will give us information about the version of Excel and ASAP Utilities that you use, including some other important information.
When you click on the button "Copy info to clipboard for use in email" the information will be put on your clipboard and you can easily paste it into an email to use where you describe the problem.
More information about contacting us is written in Chapter 8, Troubleshooting FAQ of the User Guide (English).
The following page on our website shows how to report a bug:
https://www.asap-utilities.com/contact-support-bug-report.php
https://www.asap-utilities.com/contact.php

Important: We can only help you if you communicate in English or Dutch.

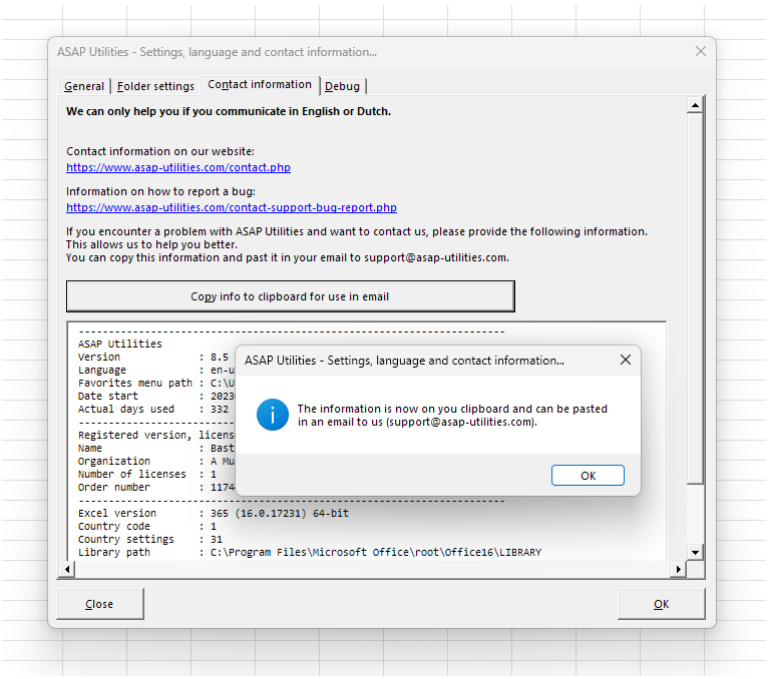
Debug

In some cases, you will be advised by the ASAP Utilities support team to turn on this debug setting to help solve specific problems.
This log file records certain steps in ASAP Utilities and can help detect at which point something goes wrong.

Example screenshot: 1 General settings



Example screenshot: 2 Contact information



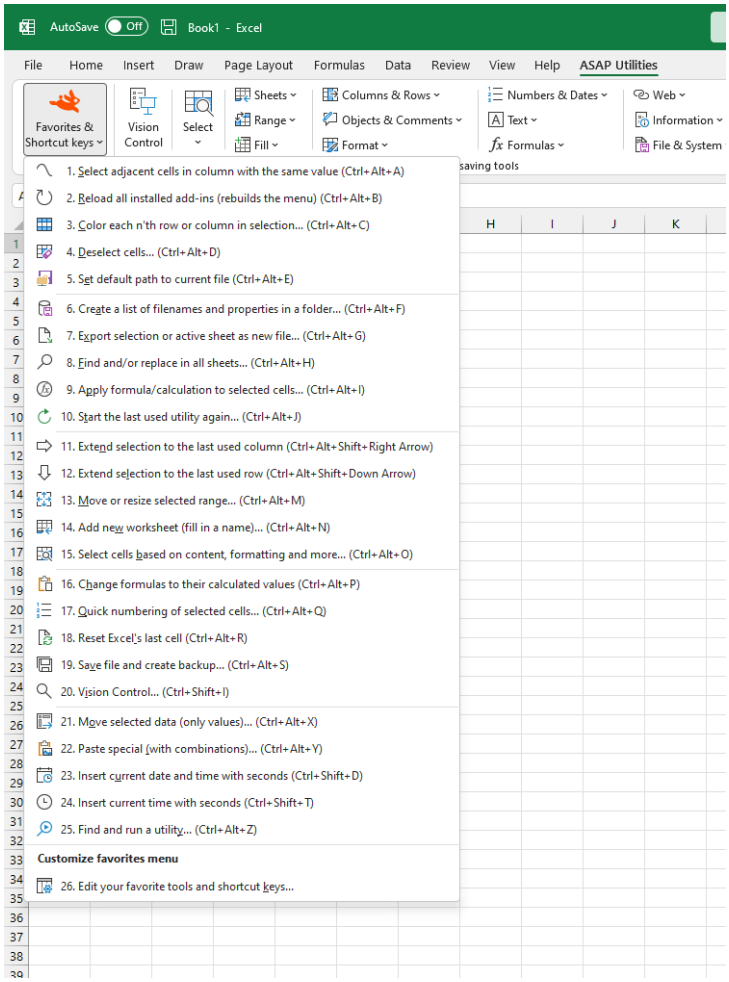
2 Edit your favorite tools and shortcut keys...

ASAP Utilities contains a lot of different tools.
With the "Favorite tools" you can add the tools from ASAP Utilities that you use most frequently and assign your own shortcuts to them.

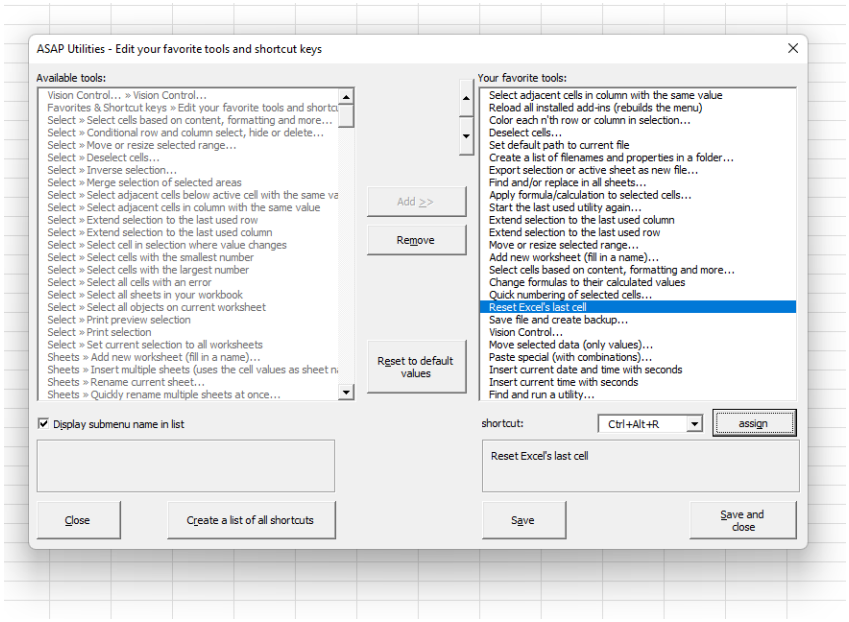
By default, ASAP Utilities uses the following shortcuts (which you can customize):

Shortcut	Action
Ctrl+Alt+A	Select adjacent cells in column with the same value
Ctrl+Alt+B	Reload all installed add-ins (rebuilds the menu)
Ctrl+Alt+C	Color each n'th row or column in selection...
Ctrl+Alt+D	Deselect cells...
Ctrl+Alt+E	Set default path to current file
Ctrl+Alt+F	Create a list of filenames and properties in a folder...
Ctrl+Alt+G	Export selection or active sheet as new file...
Ctrl+Alt+H	Find and/or replace in all sheets...
Ctrl+Alt+I	Apply formula/calculation to selected cells...
Ctrl+Alt+J	Start the last used utility again...
Ctrl+Alt+Shift+Right Arrow	Extend selection to the last used column
Ctrl+Alt+Shift+Down Arrow	Extend selection to the last used row
Ctrl+Alt+M	Move or resize selected range...
Ctrl+Alt+N	Add new worksheet (fill in a name)...
Ctrl+Alt+O	Select cells based on content, formatting and more...
Ctrl+Alt+P	Change formulas to their calculated values
Ctrl+Alt+Q	Quick numbering of selected cells...
Ctrl+Alt+R	Reset Excel's last cell
Ctrl+Alt+S	Save file and create backup...
Ctrl+Shift+I	Vision Control...
Ctrl+Alt+X	Move selected data (only values)...
Ctrl+Alt+Y	Paste special (with combinations)...
Ctrl+Shift+D	Insert current date and time with seconds
Ctrl+Shift+T	Insert current time with seconds
Ctrl+Alt+Z	Find and run a utility...

Example screenshot: 1 The favorites and shortcuts menu

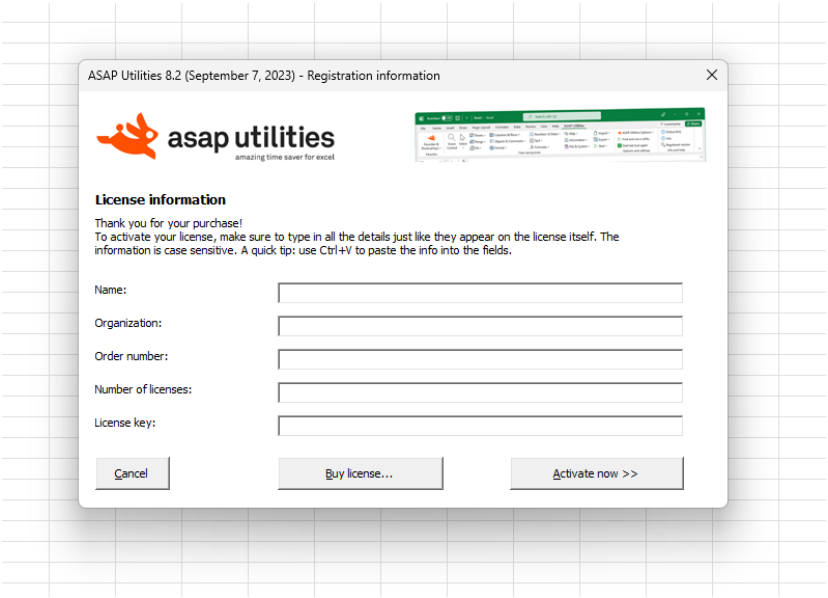


Example screenshot: 2 Change your favorite utilities and assign your own shortcut



3 Enter license

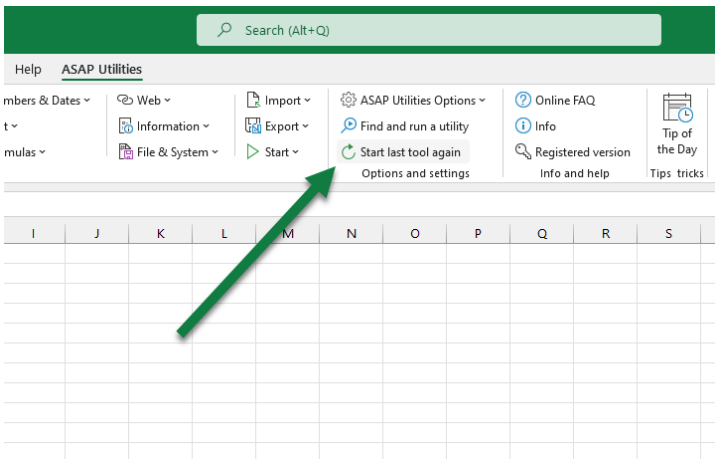
Enter license information.



4 Start the last used utility again...

Start the utility you last used from ASAP Utilities.

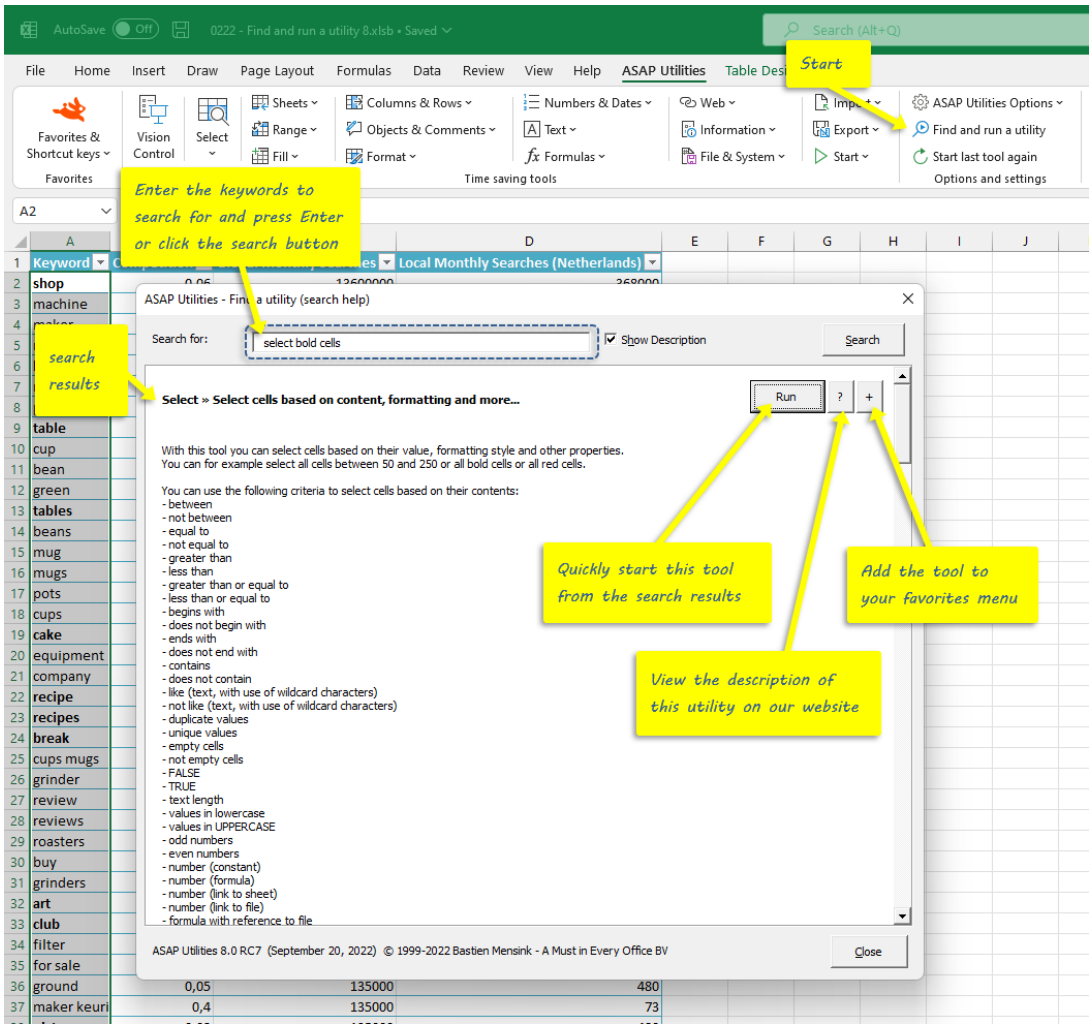
By default you can start this utility with the shortcut Ctrl+Alt+J.



5 Find and run a utility...

Quickly find the utility you need.

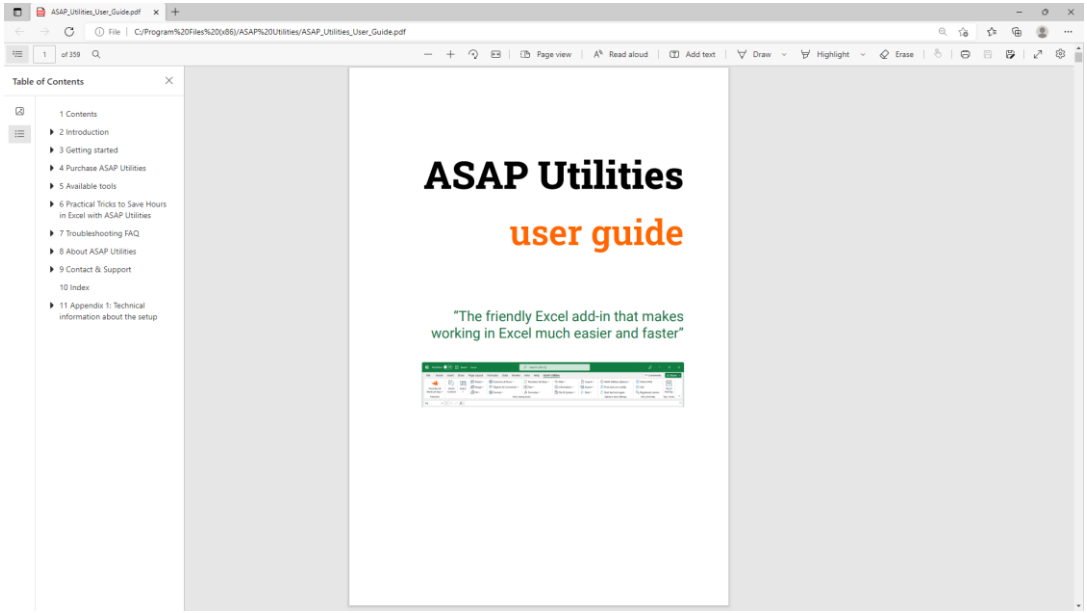
With this utility you can search in the names and descriptions of all available tools in ASAP Utilities.
You can also immediately run the utility from the results box or click the ?-button to view the details and a screenshot (if available) on our website.



6 Open the ASAP Utilities User Guide (English, PDF)...

Start the English User Guide (PDF-document) of ASAP Utilities.

In my opinion a good program should be easy to use without the use of documentation. During the last years the need for documentation has increased. In this document you will find detailed information about the installation, the use of the tools and a chapter where we show you how to solve frequently occurring problems (or challenges) with the help of ASAP Utilities.



7 Tip of the Day - View online

ASAP Utilities contains an incredible amount of small handy tools and it might be hard to remember them all.

Each day we show you a handy tool that you may have forgotten about or never knew existed.

8 Read the latest news on ASAP Utilities

This utility will open the news section from our website (www.asap-utilities.com) in your default internet browser.

Notes:
The news is in English.
This only works if you are connected to the Internet.

9 Visit the online FAQ: Frequently Asked Questions about ASAP Utilities

This utility will open the support section from our website (www.asap-utilities.com) in your default internet browser.
Do you have a question about ASAP Utilities or do you encounter a problem? Then please first read our list of frequently asked questions (FAQ) on our website because chances are big that you will find the answer there.

Notes:
The support section is in English.
This only works if you are connected to the Internet.

10 Check for new version on the ASAP Utilities website

This utility will open our website (www.asap-utilities.com) in your default internet browser and shows you if there is a newer version of ASAP Utilities available.
If you want to be informed by email when a new version is released, you can subscribe to our newsletter:
https://www.asap-utilities.com/asap-utilities-newsletter.php

Notes:
The website is in English.
This only works if you are connected to the Internet.

11 New tools in development (English only)

New tools that are currently in development. These tools are available in English because they are still in development.

Bulk replace: replace multiple values at once

This tool allows you to do multiple replacements at once.
You can specify a range with 2 columns with search and replace values, which allows you to do many replacements automatically after each other. The target can be a certain range, your current worksheet, all selected worksheets, the entire workbook or any other workbook that is opened.
The search/replace is done in both cell values and hyperlinks.
The range with these search and replace values are always excluded from the target range.
Your last used settings are remembered.

Change cells to MAC Address formatting...

This tool changes the MAC addresses (such as 0123456789ab) in your selected cells into a more readable and standardized format.

You can choose between the following styles:

- 01:23:45:67:89:ab
- 01-23-45-67-89-ab
- 0123.4567.89ab

If required this tool will automatically remove any spaces, hyphens (-), colons (:) or points(.) first, so that you can also easily convert it from one format to another.

Clear Pivot Tables cache and refresh

Clears the cache from the pivot tables on the current worksheet or in the entire workbook.

Convert long HEX values to ASCII text in selected cells

This tool converts (long) HEX values in the selected cells to ASCII text.

For example, it converts "446f6e277420796f75207468696e6b207468617420457863656c20697320677265617 43f" to "Don't you think that Excel is great?".

It converts values like the following:

- 446f6e277420796f75207468696e6b207468617420457863656c20697320677265617 43f
- 44-6f-6e-27-74-20-79-6f-75-20-74-68-69-6e-6b-20-74-68-61-74-20-45-78-63-65-6c-20-69-73-20-67-72-65-61-74-3f
- 44~6f~6e~27~74~20~79~6f~75~20~74~68~69~6e~6b~20~74~68~61~74~20~45~78~63~65~6c~20~69~73~20~67~72~65~61~74~3f
- 44 6f 6e 27 74 20 79 6f 75 20 74 68 69 6e 6b 20 74 68 61 74 20 45 78 63 65 6c 20 69 73 20 67 72 65 61 74 3f
- 44:6f:6e:27:74:20:79:6f:75:20:74:68:69:6e:6b:20:74:68:61:74:20:45:78:63:65:6c:20:69:73:20:67:72:65:61:74:3f

Delete all empty columns, including the columns that have a field name in row 1, but no data

This will remove all completely empty columns on your worksheet, including the columns that have a field name in row 1, but no data.

Detect adjacent row/column data and merge cells

This tool detects adjacent cells with the same value and merges those cells into a single merged cell using Excel's merge.
You can choose to:

- merge cells vertically, per column, merge cells with the same value below it
- merge cells horizontally, per row, merge cells with the same value next to it
- set the alignment
- add borders

Useful for quick styling of tables for presentation purposes.

Import data from copied Word Table without splitting cells at line breaks

When you copy a table from Word to Excel, Excel splits cells with line breaks into separate cells.
This tool helps you transfer your table to Excel while maintaining its original structure.

Insert a space before Capital Letters (e.g. 'BigBearLake' > 'Big Bear Lake')

This tool puts a space in front of Captital letters in the text in your selected cells.
For example "NewYork" becomes "New York".

This tool is smart enough to detect when a space should be inserted and when not.
A space is only inserted before uppercase characters when it is not already preceded by a space and also when it is not preceded by any of the following characters: - " ' (| = ` [{ < " ?

Keep or delete certain Rich Text formatted characters...

This tool allows you to keep or delete the characters inside the cells in your selection that have a certain formatting applied (* Rich text formatting).
You can choose to either keep or delete bold charters, italic characters, strikethrough characters, single underline characters, double underlined characters or normal characters within each cell in your selection.
(* Rich text formatting is a combination of font, font size, font style (for example, bold or italic) and underlining formatting in a single cell.)

List all possible combinations from two or more lists/columns

This will create a list of all possible combinations from the data in two or more columns

Manage duplicated records

With this utility you can easily remove the duplicated records from your sheet.
You can also have it remove records from your sheet that already exist on another sheet, which can for example be useful if you are working with mailing lists.

Put all data from the worksheet into one single column

This tool takes the data in each of the columns on your worksheet and puts this data below each other in column A.

Refresh all external data ranges and PivotTable reports

This tool refreshes all pivot tables and external data ranges in your entire workbook.

Remove duplicated values per row in your selection

This will remove the duplicated values per row in your selection.

Report pivot table(s) information

This tool creates a report in a new workbook with information about the pivot tables in your workbook.
The report shows the following information: Sheet, Data Source, Name, DataBodyRange, DataLabelRange, RowRange, ColumnRange, TableRange1, TableRange2, Date last refreshed, Refreshed by, RefreshOnFileOpen, Fields in source, Record in source, Fields shown, SourceType, SourceDataFile, Connection, CommandText.

Select all shapes within the selected range

Selects all shapes that are inside or touch the selected range. Both visible and hiddens shapes will be selected.

Clear Pivot Tables cache and refresh

Clears the cache from the pivot tables on the current worksheet or in the entire workbook.

Show indented structure of formula in current cell

This tool shows the indented structure of your formula.
This is useful when you have a nested formula. That way you can more easily see if the brackets are placed properly. You can also edit the formula.

Show or hide formatting marks in selected cells

With this tool you can make spaces, tabs and linebreaks visible. This can be useful because sometimes characters such as these mess up your lookup formulas.
The following characters are used to show these characters:
? = space
¬ = tab
¶ = line breaks
This tool changes your data when you choose "Show" but you can quickly switch back to the original when you choose "Hide". Basically the method is quite simple. It replaces spaces, tabs and line-breaks with a unique character. Then the "Hide" option changes these special characters back to spaces, tabs or linebreaks again.
Unfortunately it is not possible to make it work without changing the values like the hide/show formatting marks in MS Word. However we think that this tool is a useful alternative.

Sort each column in selection individually ascending (top to bottom)

This tool sorts each column in your selection individually from top to bottom.

Sort each row in selection individually ascending (left to right)

This tool sorts each row in your selection individually from left to right.

Text to Columns based on in-cell formatting changes (split by bold, italic, color etc.)

This tool allows you to split the values inside the cells into separate columns, based on a change in the applied formatting (* Rich text formatting).
It is a similar to Excel's Data > Text to Columns, however in this case the splitting is done based on changes in the applied formatting.
For example, cell with the value "Drum [in bold] Tambour [normal] (f) [italic]" is then split into three columns; Bold, Tambour, (f)
(* Rich text formatting is a combination of font, font size, font style (for example, bold or italic) and underlining formatting in a single cell.)

Transform table into 3 column matrix (reverse pivot table)

This tool transforms a table into a 3 column table that you can easily use as a source for for example a pivot table.

Trim leading and trailing line breaks

This will trim all leading and trailing line break characters in the selected cells.

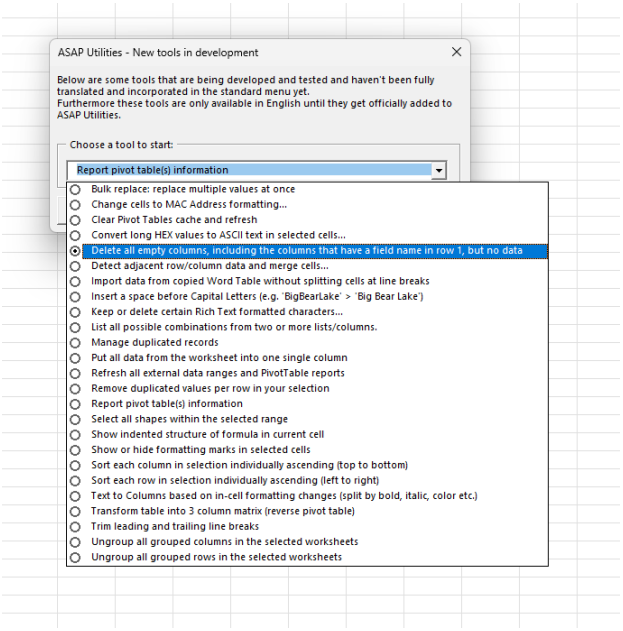
Ungroup all grouped columns in the selected worksheets

This tool ungroups all the grouped columns in the selected worksheets.

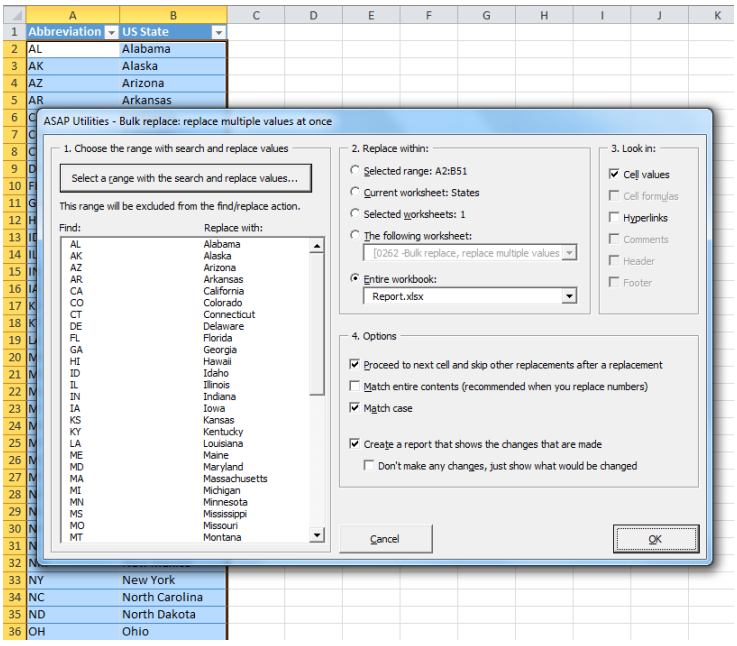
Ungroup all grouped rows in the selected worksheets

This tool ungroups all the grouped rows in the selected worksheets.

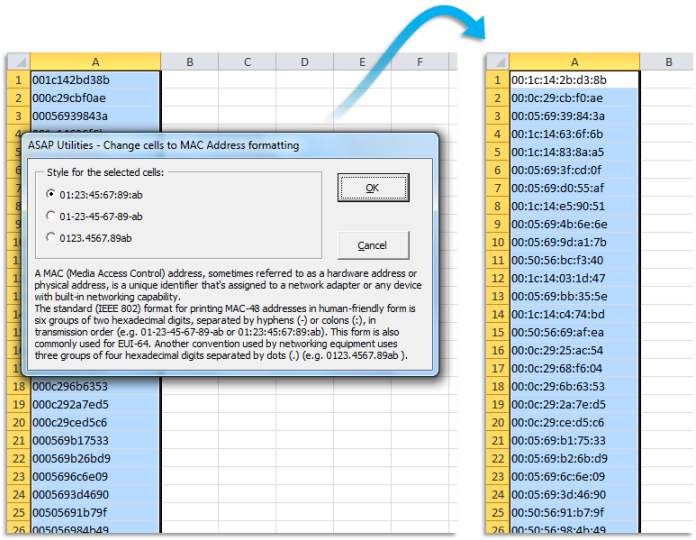
Example screenshot: 01 New tools in development



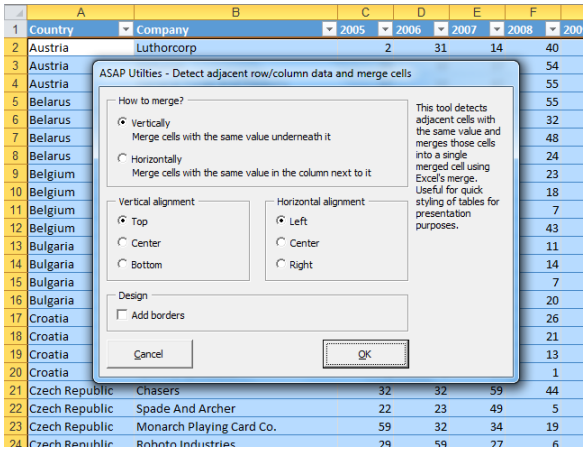
Example screenshot: 02 Bulk replace. Multiple find and replace actions at once



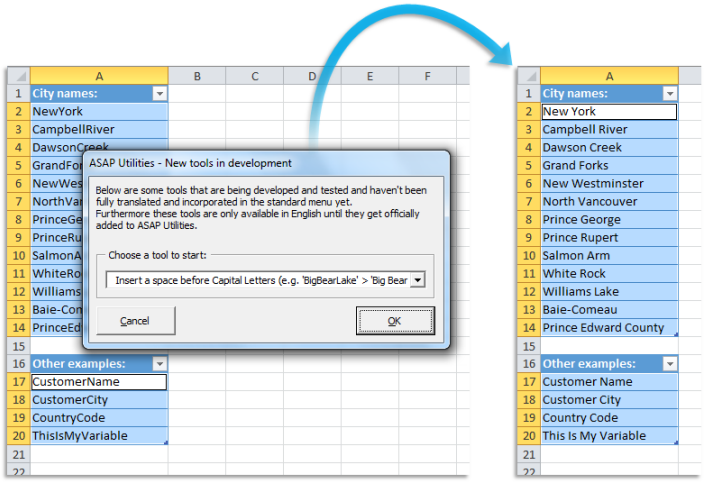
Example screenshot: 03 Change cells to MAC Address formatting



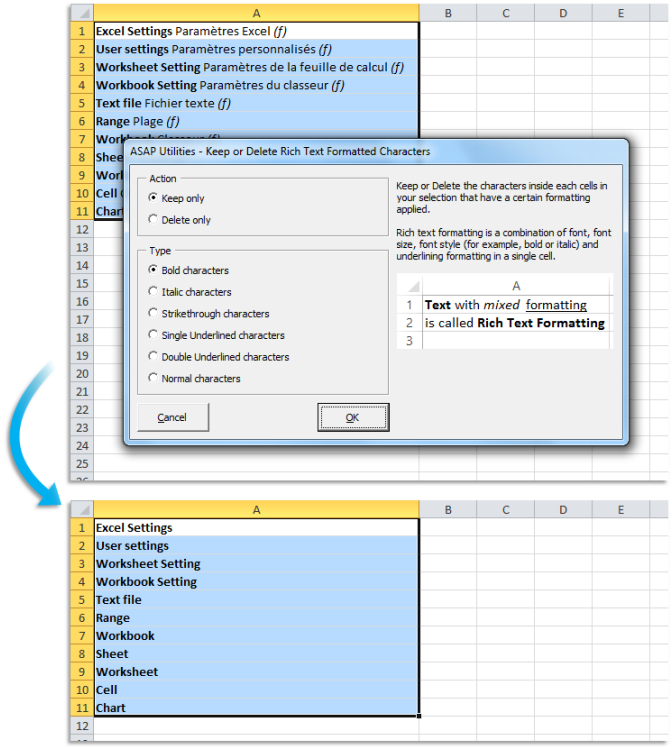
Example screenshot: 04 Detect adjacent row column data and merge cells



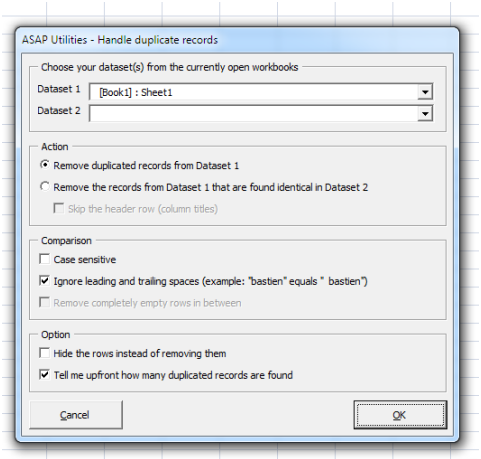
Example screenshot: 05 Insert a space before Capital Letters



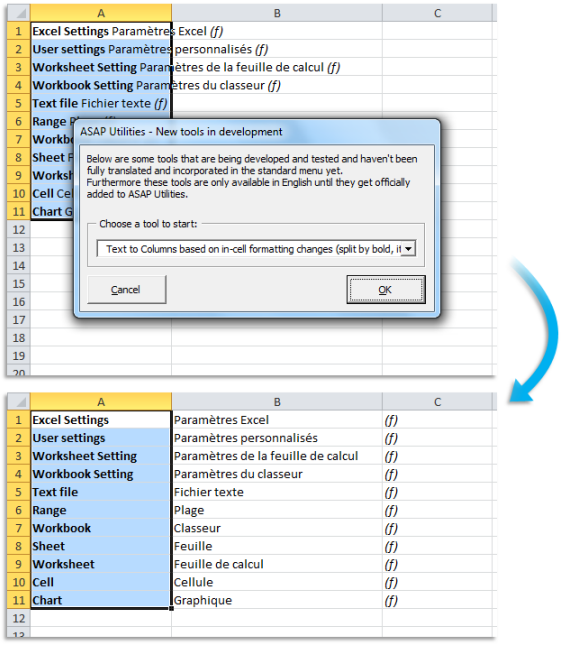
Example screenshot: 06 Keep or delete certain Rich Text formatted characters



Example screenshot: 07



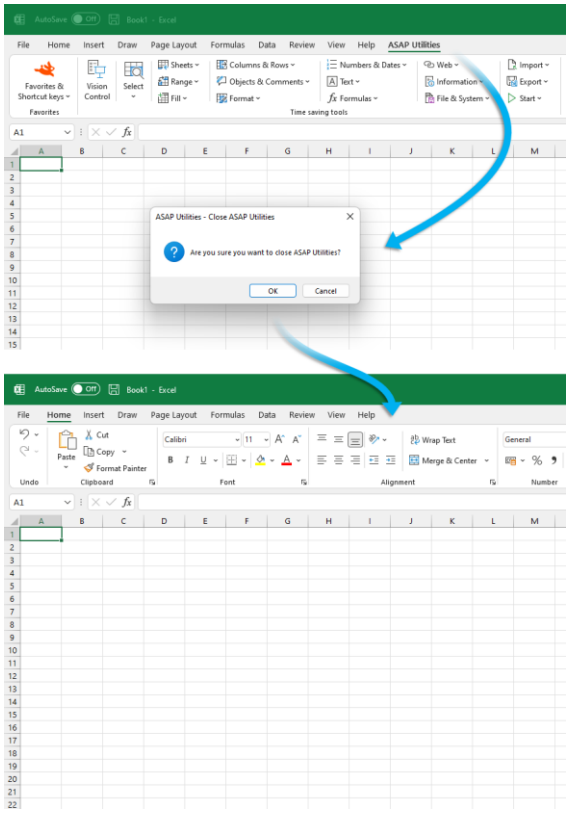
Example screenshot: 08 Text to Columns based on in cell formatting changes split by bold italic color etc



	A	B	C
1	**Excel Settings**	Paramètres Excel	*(f)*
2	**User settings**	Paramètres personnalisés	*(f)*
3	**Worksheet Setting**	Paramètres de la feuille de calcul	*(f)*
4	**Workbook Setting**	Paramètres du classeur	*(f)*
5	**Text file**	Fichier texte	*(f)*
6	**Range**	Plage	*(f)*
7	**Workbook**	Classeur	*(f)*
8	**Sheet**	Feuille	*(f)*
9	**Worksheet**	Feuille de calcul	*(f)*
10	**Cell**	Cellule	*(f)*
11	**Chart**	Graphique	*(f)*
12			

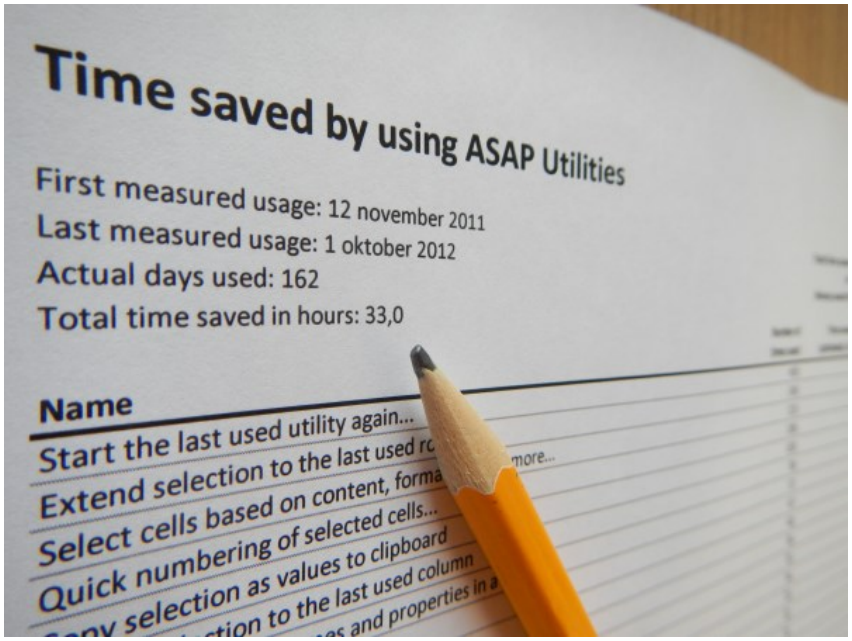
12 Close ASAP Utilities

Close ASAP Utilities.
ASAP Utilities will be closed and disappears from the menu bar.



13 Show me the time that I saved by using ASAP Utilities

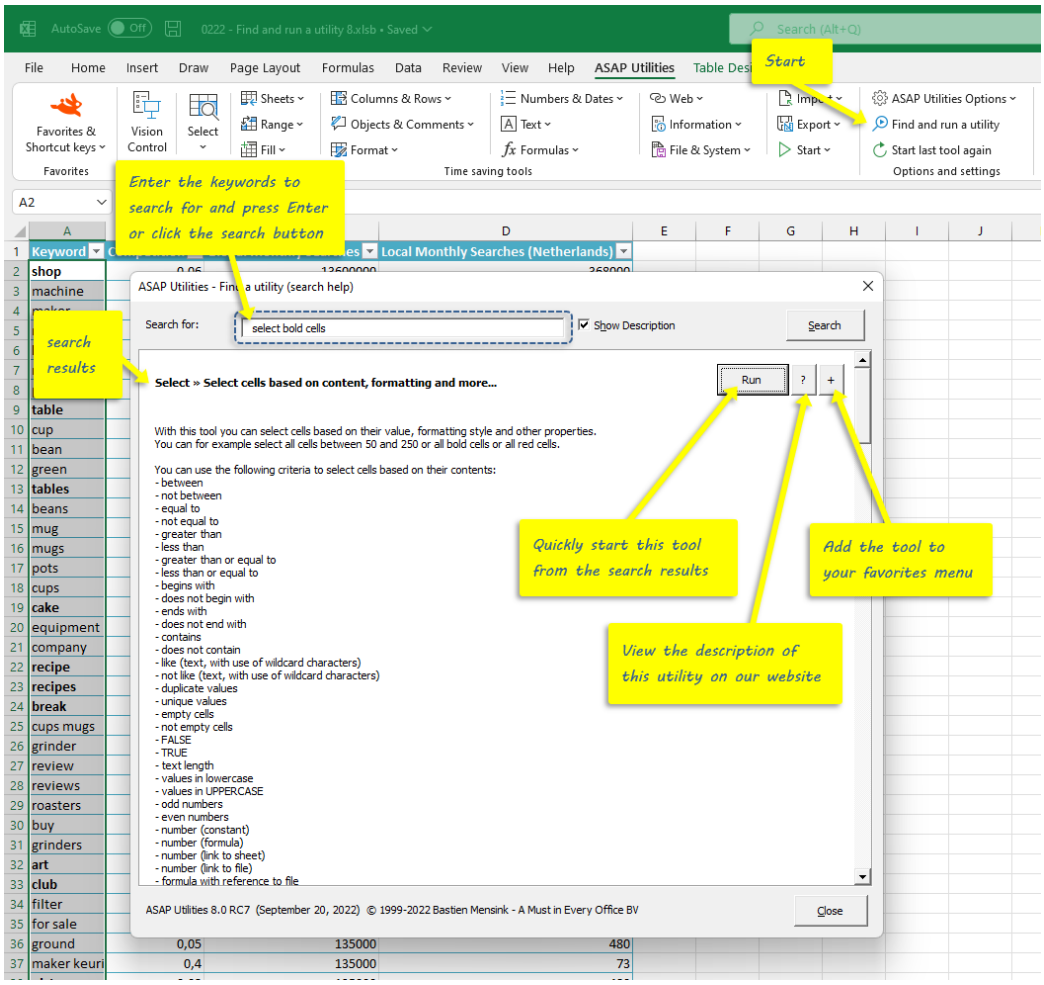
This tool creates a report in a new workbook with in it which tools you have used, how often you used them and how much time this has saved you approximately. (Only completely executed tools are counted.)
You can enter your hourly rate to estimate how much money you have saved.
You can also use this report to show your colleagues and friends which tools you use the most.



5.5.20 Find and run a utility...

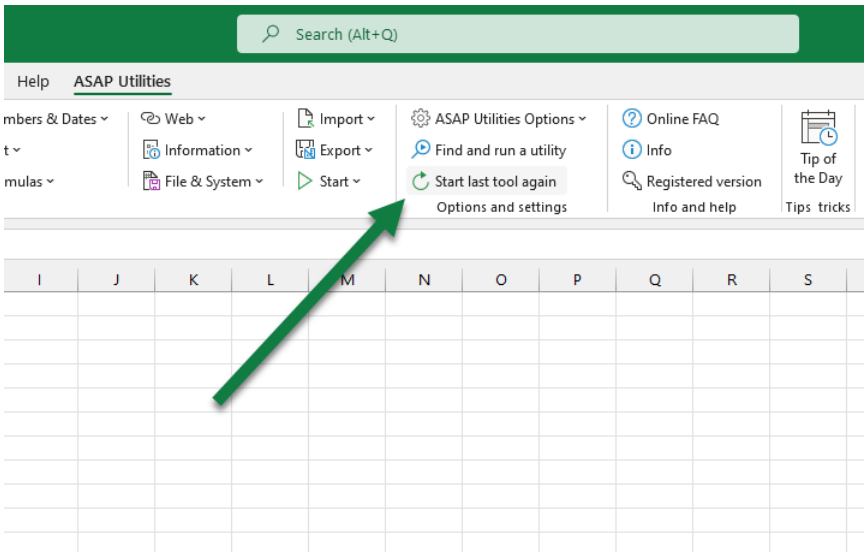
Quickly find the utility you need.

With this utility you can search in the names and descriptions of all available tools in ASAP Utilities.
You can also immediately run the utility from the results box or click the ?-button to view the details and a screenshot (if available) on our website.



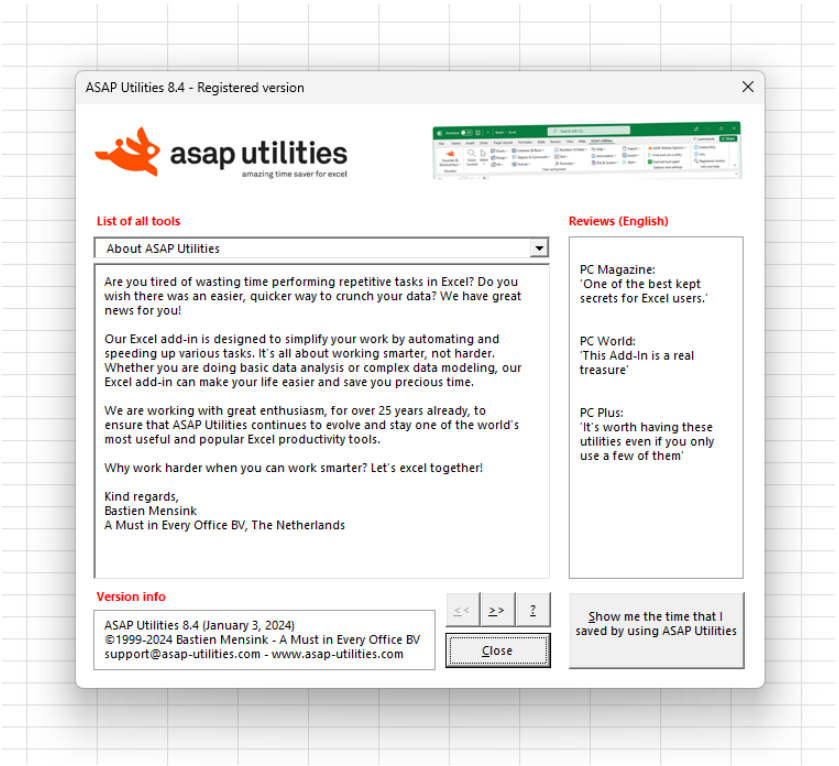
5.5.21 Start the last utility again

Start the utility you last used from ASAP Utilities.
By default you can start this utility with the shortcut Control+Alt+J.



5.5.22 Info...

Information about the tools available in ASAP Utilities, version number etc..



6 Practical Tricks to Save Hours in Excel with ASAP Utilities

6.1 Latest tips on our website

Discover how ASAP Utilities makes YOU rock in Excel.
These short tutorials are guaranteed to save you time and speed up your work in Excel:

https://www.asap-utilities.com/tips.php

https://www.asap-utilities.com/discover.php

6.2 How to... examples

In this paragraph we show you some of the most asked questions we received either by email or found in the newsgroups or online forums, and that can be (or have been) solved by using ASAP Utilities.

Several questions can be similar here and have the same answer. Despite, we still list them all because in those cases the problem was described in a different way.

We would like to use this opportunity to say a big THANK YOU to everybody who is active on the Excel newsgroups and forums answering questions; especially those writing how to solve problems with the help of ASAP Utilities.

We think reading this chapter might give you an idea how to solve certain issues with the use of ASAP Utilities.

1 Delete only the even rows in your spreadsheet

Is there a way I can delete only the even rows in my spreadsheet?

I have over 6000 rows and I only need the odd ones

ASAP Utilities » Select » Select cells based on content, formatting and more...

In the form choose "even rows" then "select". When selected right-click on a cell in your selection and choose "Delete..." and select "Entire row"

2 Automatically alternate row colors

How can I set up alternating row colors in Excel? I don't want to have to change the row colors every time I insert, delete, or move a row

ASAP Utilities » Columns & Rows » Color each n’th row or column in selection...

3 Create a hyperlink to each sheet

ASAP Utilities » Sheets » Create an index page with links to all sheets (clickable)...

4 Copy a long list of file names

I have a long list of file names (240 from a search) that I need to put into Excel. Copy won't do it. How now?

ASAP Utilities » Fill » Create a list of filenames and properties in a folder...

5 How can I importing a folder of filenames into Excel?

I would like to download file names from a directory to MS Excel.

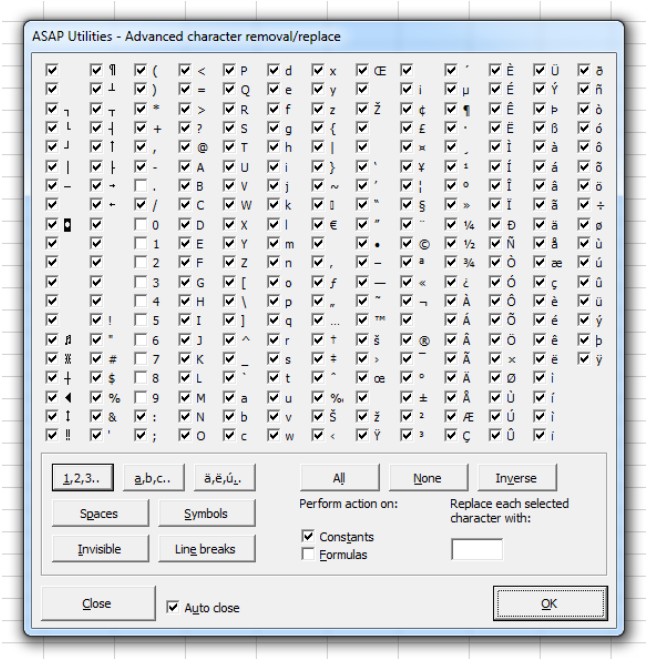
ASAP Utilities » Fill » Create a list of filenames and properties in a folder...

6 Extract value

How can I get the numeric value from the cell: "$4.57 dividend"?

ASAP Utilities » Text » Advanced character remove or replace...

Then select all except the numbers and the decimal character, which in this case is a point.



7 Removing spaces in cells with data in it

We have a personnel roster that is kept in a database. Occasionally, this roster is exported into Excel and sent out to members of the department. In one column are dates that each person was employed. When I try to sort the entire roster, it doesn't come up right because most of the cells that contain the date have spaces in front of it.

Sometimes it is 1 or 2, sometime more, other times there are no spaces.

In order for me to sort the entire roster correctly, I'm having to manually remove the spaces in front of the date, then sort the roster according to date.

There are over 500 entries in this roster, is there a better way to remove the spaces other than manually?

ASAP Utilities » Text » Delete leading, trailing and excessive spaces

8 Extracting Text only

I'm trying to extract text only from a column of cells with varying text and number strings. Sometimes the cell starts with numbers, other times text. There is no constant for the number at the beginning of the cells.

ASAP Utilities » Text » Delete all numbers in selection

or

ASAP Utilities » Text » Advanced character remove or replace...

Then select all except the letters.

9 Strip leading spaces from cell

I need a formula to remove/delete leading spaces from a cell. Column b contains data imported from another application. Unfortunately, some of these cells have padded leading blanks added. I need to remove these, but 3000+ cells individually will take hours.

ASAP Utilities » Text » Delete leading and trailing spaces.

(note: this will also delete trailing spaces in each cell).

10 How to make duplicate entries blank

I want to make a column that lists "city name" to only show each name once, and then leave each repeat of the name blank. Is there a formula for this?

ASAP Utilities » Range » Clear duplicated values in selection (leave one original)

11 Printing a Column in Multiple Segments on One Page

I have a list of names in a spreadsheet column. The data takes up, say, ¼ of the page horizontally. Let's say I have 200 names, and want to print them in columns of 50. In other words, they should all be able to fit on one page - 1-50 in column 1, etc. I can cut and paste, but that's rather labor intensive. I can print 4-up, but that reduces the font size so that it's practically invisible.

Is there anything else I can do?

ASAP Utilities » Format » The paper saver (split columns)

12 Trailing negatives imported from ASCII file

How do I change a column of trailing negatives for example 123- to -123?

ASAP Utilities » Numbers & Dates » Move minus sign from back to front (e.g. 65- to -65)

13 Deleting empty rows

Is there an easy (quick) way of deleting empty rows in a large spreadsheet?

ASAP Utilities » Columns & Rows » Delete all empty rows

14 Delete rows if Col C has a 0 value in it

What formula please will delete rows if Col C has a 0 value in the cell?

ASAP Utilities » Columns & Rows » Conditional row and column select, hide or delete...

15 Inserting rows

I have a spreadsheet that is approx. 200 rows long and I need to insert a new row after each existing row.

ASAP Utilities » Columns & Rows » Insert empty rows or columns in between...

16 White Space in a Cell

I 'm collating a lot of spreadsheets that many other people have filled in onto one big spreadsheet template.

My problem is that there is a free text cell and, because people don’t know about the 'alt & enter' option, they've hit the space bar many, many times make it look like a new point starts on a new line.

In Word, you have the option of showing all the keyboard strokes so you can tell what people have done - but I'm finding I have to go into each free text cell and hit delete, then the cell magically shifts up so that there is no white space.

Any ideas? My document is currently 200 pages long and I'm nowhere near done!

ASAP Utilities » Text » Delete leading, trailing and excessive spaces

17 How do I conditionally delete rows based on cell contents?

ASAP Utilities » Columns & Rows » Conditional row and column select, hide or delete...

18 Coloring every other row in a range

ASAP Utilities » Columns & Rows » Color each n'th row or column in selection...

19 Removing Carriage Returns in Excel

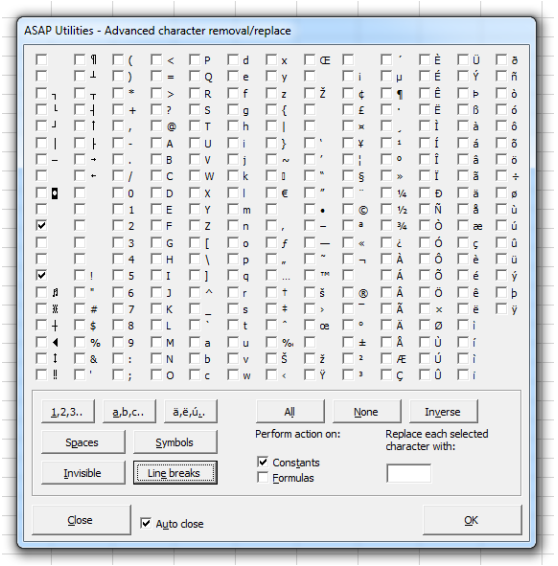
To remove only trailing carriage returns:

ASAP Utilities » Text » Remove ending carriage return (alt+enter character)

To remove all carriage returns (the so called character 10 and 13):

ASAP Utilities » Text » Advanced character remove or replace...

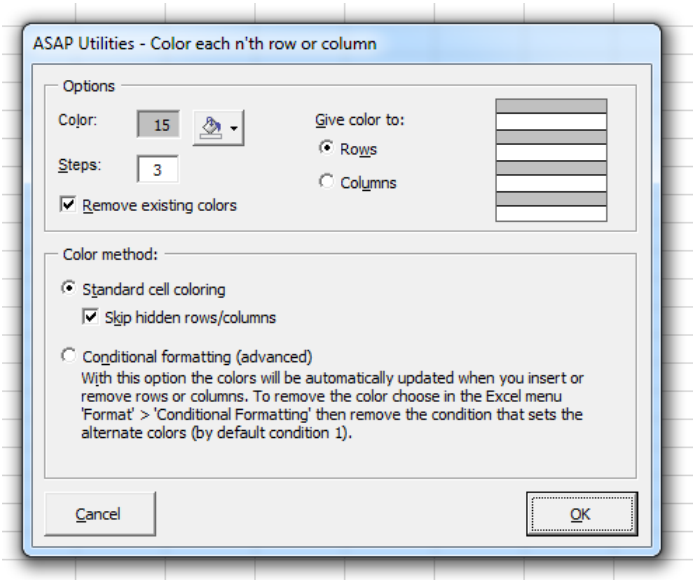
Then select the "line breaks" button:



20 How to shade every third row?

ASAP Utilities » Columns & Rows » Color each n’th row or column in selection...

Choose a color and set the steps to 3.



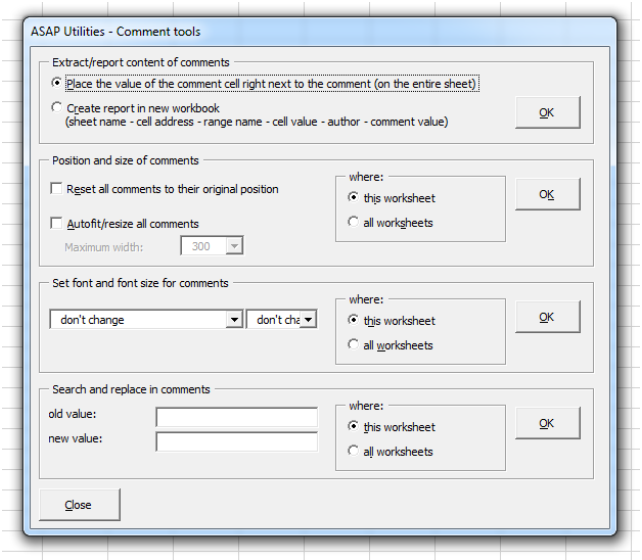
21 How can I translate a comment to text in a cell?

You can the function =ASAPGETCOMMENT() to read the comment of a cell.

Or you can use:

Objects & Comments » Comment tools...

And then choose “Extract/report content of comments”



22 How to convert Excel imported numbers from text to numbers?

We have a software package from which we can export data to MS Excel. However, when exported it arrives in Excel as text. Even though they are numbers, they act like text. The only way to convert them text to numbers is to edit the cell (press F2) and hit enter. I've tried every other method of copying and pasting (even pasting special), but nothing seems to work.

ASAP Utilities » Numbers & Dates » Convert unrecognized numbers (text?) to numbers

23 Sorting Excel worksheets by worksheet title

ASAP Utilities » Sheets » Sort all sheets...

24 Beginning zeros won't hold in field when saving as .CSV

When saving an Excel spreadsheet as a .CSV (comma delimited) file, beginning zeros disappear. The only way I know to keep the zeros is to format the field as 'text.' However, .CSV files wipe out all formatting. Is there a way to KEEP the zero in the number '08' instead of '8' when saving as .CSV?

ASAP Utilities » Export » Export selection or active sheet as new file...

In the "How to export" select "As displayed", and in the "Format to export" select CSV.

25 Print multiple sheets in one print job

I want to print several worksheets (e.g. sheet1, sheet 4, and sheet5) in one print job. This is a frequent task for users of one spreadsheet and would be much more convenient for them. I could probably write a macro to print each sheet individually, but it would be nice to print all at one time and have the printer staple them together.

ASAP Utilities » Sheets » Print multiple sheets at once...

26 Reverse the sign in a range of cells?

I have a spreadsheet that is generated from an accounting program. It generates the debits as positive numbers and the credits as negative numbers. Is there a way to highlight a group of cells and reverse the sign on that group or range?

There a few ways to do this. You can either multiply all values with -1:

ASAP Utilities » Formulas » Apply formula/calculation to selected cells...

or

ASAP Utilities » Numbers & Dates » Change negative numbers to positive and vice versa...

27 Ending spaces need to be removed

I have exported an SQL database table to a text file and need to do some work on it in Excel. Each field is comma-delimited. However, the table must have used fixed field lengths because the data now has blank spaces at the end of every field. I want to remove the extra spaces.

ASAP Utilities » Text » Delete leading and trailing spaces.

(note: this will also delete leading spaces each cell).

28 Auto-naming of Sheets?

I have a list of numbers all 8 digits in length (roughly 200 numbers). I need a separate worksheet for each number. Is there a way of taking each number, inserting a worksheet and naming it according to the number?

Select the cells with the numbers and then:

ASAP Utilities » Sheets » Insert multiple sheets (uses the cell values as sheet names)...

29 Printing question on a long list

I have a fairly long excel sheet, it's about 800-something rows but there aren't too many columns. How can I make it wrap up and print what would normally be 2 pages on to one page? The printer settings aren't working right and I’m getting it to be terribly small when I try and change those to fit. Do any of you know how i could do this? I’m pretty sure this is a really simple task and I just have never had to use excel for anything this long before or cared about manipulating it so that it could be done again.

ASAP Utilities » Columns & Rows » The paper saver (split columns)...

30 Mass Remove Hyperlinks

I want to remove 1200 Hyperlinks, is it possible to do it mass?

ASAP Utilities » Web » Remove all hyperlinks in selected cells

31 Automate naming of tabs

In Excel 2002 XP I have a workbook with 13 spreadsheets. I need to automate the naming of the tabs on each spreadsheet so that each spreadsheet assumes the name of the

contents of cell P1 for that respective spreadsheet. For instance, if the contents of cell P1 are 1999, the tab needs to be 1999. If the contents of cell P1 are changed to 2000, I need the tab to be 2000.

ASAP Utilities » Sheets » Change name of selected sheets to selected cell's value

32 Leading zero conversion problem

I have exported data from Outlook 2002 Contacts into an Excel file. In the export process, all the leading zeros in the zip codes have become "". For example, a Contacts zip code of 01075 has become '1075 in Excel. I tried using Excel "Find and Replace" to replace "" with "0", but Excel can't find the "" in the spreadsheet, although it shows in the cells.

You can either use the number format "00000" to have the values displayed with leading zeros, or use ASAP Utilities to add the zeros:

ASAP Utilities » Fill » Fill up with leading zeros...

33 Protecting multiple worksheets easily

Is there a way to protect worksheets without having to do each one individually?

ASAP Utilities » Sheets » Print multiple sheets at once...

34 Sorting Worksheet Tabs

I really need to sort multiple worksheet tabs within a workbook. I would like to sort them numerically.

ASAP Utilities » Sheets » Sort all sheets...

35 Newspaper Columns

I have a long list of data consisting of three narrow columns. When I print the sheet, I'd like to repeat the set of three columns a few times per page (exactly like a telephone book) to prevent wasting paper.

ASAP Utilities » Columns & Rows » The paper saver (split columns)...

36 Changing range of cells to absolute references?

I am trying to figure out a way to change a table of formulas with multiple cell references to absolute cell references. Does anyone know how to do this without going into each cell and editing each one manually?

ASAP Utilities » Formulas » Change formula reference style (e.g. A1 to $A1 etc.)...

37 Mainframe download to Excel has minus sign at the end of the number

The report has positive and negative numbers in columns. The positive amounts do not have a sign and are recognized in Excel as number format. The negative amounts have a "-" sign at the end of the number. Excel recognizes these as text format. Is there an easy way to reformat all the amounts with a negative sign to be recognized as number format in Excel?

ASAP Utilities » Numbers & Dates » Move minus sign from back to front (e.g. 65- to -65)

38 Unhide hidden Sheets

Is there a way to unhide multiple sheets at one time without code?

ASAP Utilities » Sheets » Unhide all sheets

39 Making Cells Absolute

I have a spreadsheet that has 75 columns with data that is from two other sheets. Stupid me when I did the formula I did not make it absolute, so now when I sort it the formulas change. Is there any way I can make the formulas absolute without going into every cell and changing?

ASAP Utilities » Formulas » Change formula reference style (e.g. A1 to $A1 etc.)...

40 Save selection as jpeg

I have just bought a mobile phone which allows me to view jpeg images. I would like to carry around some information that I have on Excel sheets. Can I convert a sheet or a selection on a sheet into a jpeg image?

ASAP Utilities » Export » Export selected chart or range as image (file)...

41 Password protecting multiple sheets

Is there a way to set a password for multiple sheets without having to set each one separately? I have over 60 sheets in one of my workbooks. I don't want to protect the whole workbook with a password because the file is used by other users but rather lock cells in each of the sheets with a password thereby allowing users to only edit certain cells. Because I have many packages to do, I don't want to be setting these passwords for over 600 sheets.

ASAP Utilities » Sheets » Protect multiple sheets at once...

42 Reversing a cell

I need a function that will reverse the data in a cell. For example if the value in a cell A1 is "xyzzy", then REV(A1) would be yzzyx. If the value in cell Z19 is "32767" then REV(Z19) would be 76723.

ASAP Utilities » Text » Reverse text in selected cells

43 Edit Data - add *1000 to multiple cells, possible?

I have a set of data and I want to multiply each cell by 1000 so want to add *1000 in about 30-40 cells together. Is there any way to do it quickly rather than going into each cell manually and entering *1000?

ASAP Utilities » Formulas » Apply formula/calculation to selected cells...

44 Printing a Price Guide

I have a price guide of 4 columns with about 6000 rows. In Word, you can specify the file to print multiple columns on a page before creating the next page. I have scaled the output to 65% and would like the 4 column worksheet to print at the top of the next print column instead of creating the next page. How would I do this?

ASAP Utilities » Columns & Rows » The paper saver (split columns)...

45 Is there a quick way to merge workbooks?

Is there a quick way to merge workbooks, either by merging open workbooks or by merging them before they are opened?

ASAP Utilities » Import » Merge and/or import multiple files...

46 Printing Long Columns

I have a simple worksheet with order numbers in column A and corresponding completion dates in column B. Since there are over 1,000 orders, it takes many pages to print the sheet, with a great deal of paper wasted on the blank area to the right of the two columns. Other than the tedious process of cutting and pasting, is there a way to arrange the information into multiple columns across the page?

ASAP Utilities » Columns & Rows » The paper saver (split columns)...

47 Converting numbers into text

I am trying to convert numbers into text. I have tried formatting but it does not work. I am importing these excel data into SAS and SAS does not recognize the formatting. I think I need a quick way to add an apostrophe in front of all my numbers, how?

ASAP Utilities » Numbers & Dates » Change values to text values (adding ‘ in front)

48 Unhiding work sheets

Is there any way to unhide multiple worksheets at one time? Currently, I can unhide a worksheet by clicking on Format, Sheet and Unhide and then double clicking on the specific worksheet.

ASAP Utilities » Sheets » Unhide all sheets

49 Is there a function to covert numbers into text?

Is there a function to convert a number, for example 23, into text, for example twenty-three?

ASAP Utilities » Numbers & Dates » Spell/write out numbers or amounts (EN, DE, NL)...

50 How to remove a macro

How do I find a macro in a worksheet and then remove it?

If you want to remove all macros from your workbook:

ASAP Utilities » File & System » Remove all macros (VBA code) from current file

51 Printing a list of all named ranges

Is there a way to print a list of all the named ranges used within a worksheet/workbook along with their respective references?

ASAP Utilities » Information » Create a list of all range names in the workbook

52 Adding 1 before phone number

I am looking to add a 1 before all of my long distance phone numbers...but I don't want to go through every cell and add 1...is there an easier way??

ASAP Utilities » Fill » Insert before and/or after each cell in your selection...

53 Remove alphabet from a string

May I know is there any function or any method that I can remove ALPHABET characters leaving only NUMERIC value? What I currently doing is that I been using formulas such as MID, LEFT & RIGHT to remove the ALPHABET and special characters. This method is indeed tedious. I am very curious to know if you have any better method to recommend.

Example:

Invoice Number	Result
IV3F02/49271	30249271
IES-30600001	30600001
C31946	31946

ASAP Utilities » Text » Delete all text characters in selection

54 Negative sign at right of number acting as text field

I am importing some numbers into a spreadsheet that have the negative on the right side of the number. Any idea on how to get that to be a number instead of a text? The normal just clicking format and changing to currency doesn't work, because it expects the negative sign in front.

ASAP Utilities » Numbers & Dates » Move minus sign from back to front (e.g. 65- to -65)

55 Printing wrapped columns

I'm trying to print 2 columns of data over several columns on one page. I've seen a few similar posts on other newsgroups but have not seen a solution. Any help would be appreciated.

ASAP Utilities » Columns & Rows » The paper saver (split columns)...

56 Convert ALL CAPS to lowercase

Is there a way that I can take an Excel sheet that is entirely in all caps, and with a few steps convert all text to lower case with first letter capitalized?

ASAP Utilities » Text » Change to lowercase

57 Save a sheet or range as XLS file

How can I save only the active sheet or my selected range as Excel file?

ASAP Utilities » Export » Export selection or active sheet as new file...

58 Show locked cells

I have an excel sheet with certain values to may not be changed and certain cells that users have to fill. However it now appears some of the input cell are also locked. How can I quickly see which cells are locked?

ASAP Utilities » Select » Select cells based on content, formatting and more...

Now in the “Based on formatting and more” tab you can choose to select all protected cells or all unprotected cells.

59 Find Duplicates

I want to check for duplicate values in an array. If a duplicate is found I would like the font color changed to red.

There are two options:

ASAP Utilities » Range » Count and/or color duplicates in selection...

This utility has the option to color all duplicates found.

or

ASAP Utilities » Select » Select cells based on content, formatting and more...

Now in the values tab you can choose to select all duplicate values. When selected, you can paint them any color you want.

60 Is There a Way to Print List of Worksheets

I have a workbook set up with over 100 worksheets, each of which is labeled. Is there a way to print only a list of all the worksheets in the workbook?

ASAP Utilities » Information » Create a list of all sheet names

You can also create an index sheet that contains a list of all sheet names with a hyperlink to the sheet:

ASAP Utilities » Sheets » Create an index page with links to all sheets (clickable)...

61 Saved HTML more efficient

I need to make several Excel tables available as html. When I save them as .html in Excel the files get way to big and they contain a lot of inefficient html code. Is there a way or a program to create a more efficient (smaller) html output of Excel tables?

ASAP Utilities » Export » Export selection as HTML table to clipboard...

62 Naming Sheet Tabs

Is there a way to put a formula (or something) in a sheet tab that will enable me to name the tabs based on list in one of my worksheets? Example: In a worksheet, A1=Mary, A2=Brett, A3=James. The sheet tab 1 will be named Mary, sheet tab 2 will be named Brett, and sheet tab 3 will be named James? Also, if I change the names on my list, then the sheet tab will auto update with the new entry.

ASAP Utilities » Sheets » Insert multiple sheets (uses the cell values as sheet names)...

63 Erase all links in spreadsheet

I'm looking for a solution to remove all the internal hyperlinks I have in one spreadsheet.

ASAP Utilities » Web » Remove all hyperlinks in selected cells

64 Is there an easy way to make cells absolute?

The only way I currently know how to make a cell absolute is to physically type in the "$" in front of the row and column references for the cell. Is there a formatting tool that will allow me to highlight a section of cells that all need to be absolute so I won't have to type in "$" for the next 3 hours.

ASAP Utilities » Formulas » Change formula reference style (e.g. A1 to $A1 etc.)...

65 Right side negative

In Excel, how can I convert right side negatives to left side easily?

ASAP Utilities » Numbers & Dates » Move minus sign from back to front (e.g. 65- to -65)

66 Function to write amounts.

Is there a function for excel that writes amounts expressed in letters? I mean, if I have a column with $ 22, I'd like to have another column that says Twenty two dollars.

ASAP Utilities » Numbers & Dates » Spell/write out numbers or amounts (EN, DE, NL)...

67 Adding a character to every cell in a column

I have a column of numbers, and I want to add a numeric code to the beginning of each of these number strings. How do I add the same thing to multiple cells at once?

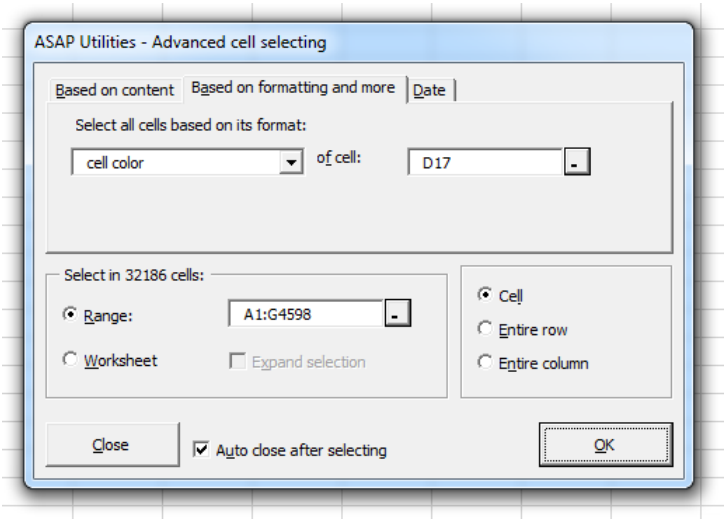
ASAP Utilities » Fill » Insert before and/or after each cell in your selection...

68 Invert a selection

I have certain cells which have a red background. I can easily find them with the find and then format commands. This will highlight only those cells which fit the find criteria, or red. Then, I want to invert the selection to find all cells which are not red.

ASAP Utilities » Select » Select cells based on content, formatting and more...

Select the based on formatting tab and choose cell color. Then select one of the cells as source for example cell D17 if that has the color of the cells you want to select.



After you have selected all the red cells this way, you can use the following tool to inverse your selection:

ASAP Utilities » Select » Inverse selection...

69 Deleting rows with bolded text and numbers

I have a large worksheet and I want to delete all rows with bolded text and numbers. Is there a quick way to do this?

ASAP Utilities » Select » Select cells based on content, formatting and more...

Select the “based on formatting and more” tab and choose “font=bold”.
Then when all the cells with bold text are selected, you can delete the rows by using Excel’s Edit » Delete » Entire Row....

70 Deleting a Macro from a worksheet

Somehow I created a macro in a worksheet that I'm working on. It is setup on a control box. I deleted the unwanted macro from the sheet, however I'm still prompted to enable macros when opening the work sheet. I can't have this. I entered the VB editor and it's still listed on the worksheet.

ASAP Utilities » File & System » Remove all macros (VBA code) from current file

71 Deselecting a cell or column once selected via Ctrl Key

This happens on a regular basis, as I am Ctrl or Shift selecting a multiple range of cells via the Ctrl or Shift click method, I will hit a wrong cell or column or row. I want to deselect this selection, but have not found a way to do so. If I attempt to click on the area I just incorrectly selected, it highlights it but does not deselect it.

How do I perform this task of deselecting without starting all over?

ASAP Utilities » Select » Deselect cells

72 Unhighlighting a single cell?

In excel when you hit the ctrl button to highlight various cells you may highlight cells a1, a5 a9 a13 but then decide you don't want a5 highlighted. How do you unhighlight cell a5 without having to unhighlight all the others? This is very frustrating especially when you've highlighted many cells and then the very last one you don't want highlighted.

ASAP Utilities » Select » Deselect cells

73 I need to add the same data to all values in column

I have a column of data for example the first couple of values in the column are: 3125019 and 3125021, now this is a long list and I need to add the letters RT to the beginning of each value without doing so manually, any ideas?

ASAP Utilities » Fill » Insert before and/or after each cell in your selection...

74 Apostrophe's gone mad

I'm exporting a bunch of account numbers (all numeric) to Excel. The problem is that all the numbers are exported with an apostrophe. I do not need them. Is there any way I can remove all apostrophe's?

ASAP Utilities » Numbers & Dates » Convert unrecognized numbers (text?) to numbers

75 Converting 65- to -65

Can someone help with a code or formula to convert 65- to -65? For example tailing negative sign to be made preceding the number

ASAP Utilities » Numbers & Dates » Move minus sign from back to front (e.g. 65- to -65)

76 Formatting PROPER to entire column?

Is it possible to use the PROPER function to do an entire column instead of taking each cell separately?

ASAP Utilities » Text » Convert to UPPERCASE

77 Getting to underlying url in a cell

I have pulled in info from a web table, in column A about 250 records is a named hyperlink (i.e. says Google) but the hyperlink is https://www.google.com. I would like to strip away the name and leave the hyperlink as the value of the cell.

ASAP Utilities » Web » Extract hyperlinks

78 Hyperlink Removal

I have created a spreadsheet by copying and pasting information (all numerical) from the internet. With this copy and paste, hyperlinks also carried over with each of the cells (over 10,000 cells). My question is this... Is there any way to remove hyperlinks from an entire spreadsheet w/o having to right click and remove in each individual cell? Also, is there way that I can copy and paste this information w/o also pasting hyperlinks.

ASAP Utilities » Web » Remove all hyperlinks in selected cells

79 Activate multiple URL's

I have a list of many URL's and need to activate them all so that if they are clicked on this will link to the web page of interest. If I activate each link one at a time this would take forever. Is there a module I could use to activate all the URL's in a list (e.g. using fill down)?

For example:

URL 1
URL 2
URL 3
URL 4

These cannot be accessed as they are not active hyperlinks. I need a way to convert them all into clickable links.

ASAP Utilities » Web » Activate hyperlinks (create from cell values)...

80 Absolute Copy/Paste

If I cut and then paste a block of cells, formulas in the cells retain their reference to specific cells. If I Copy and then Paste a block of cells, formulas in the cells change to reference relative to the pasted cells.

For example, if I have in cell B2 a formula "=A1"

If I Cut B2 and Paste it in B3, I have in B3 "=A1"

If I Copy B2 and Paste it in B3, I have in B3 "=A2"

Is there any way I can copy and then paste and retain the references to the original cells? I know I can change just the formulas, i.e. make the formula "=$A$1" and then copy/paste at will, but there are lots of times where this would be problematic.

Is there a simple way to do this Copy/Absolute Paste?

ASAP Utilities » Formulas » Copy formulas without changing their cell references...

81 Replacing blanks at end of text for =vlookup()

I have a =vlookup() that is failing to find matches. I have two lists with names that appear to be matches; for example, "ALL CITY LOCK AND KEY" appears on both lists. The =vlookup() does not recognize the cells as the same. Using "if" function to test to see if the values in both is equivalent produces a not equivalent result. It appears that the actual values stored in the cell in the first list is "ALL CITY LOCK AND KEY", and in the second list "ALL CITY LOCK AND KEY ". I'm not sure why the spaces are being stored in this fashion. The data has come from a download from a site I do not usually use, and I have not run into this before.

Is there any way I can loop through both lists and get rid of these recorded blanks after the last alpha-numeric value, or in some other way alter the lists to get the =vlookup() to function?

ASAP Utilities » Text » Delete leading and trailing spaces.

(note: this will also delete trailing spaces in each cell).

82 Removing Blank Lines

I was sent a workbook with a sheet that has about several lines, all numbered 1, 2, 3 ..... However there is a blank line between each line. Is there an easy way of DELETING all the blank lines rather than highlight each one and delete them?

ASAP Utilities » Columns & Rows » Remove all empty rows

83 Add changes to entire column in excel

I have over 1000 items, all unique with letters / numbers / symbols. What I need to do is down one entire column add something as simple as 01- to the front of each one.

For example, say the column is IDs

The first cell is h321dsa

the second is wr2dafw

etc..

Is there a script or some sort of query I can have it go through and modify straight down the column placing a 01- in the same cell so when it's done it looks like this:

The first cell is 01-h321dsa

the second is 01-wr2dafw

etc...

ASAP Utilities » Fill » Insert before and/or after each cell in your selection...

84 Index of worksheet names?

I have a workbook with 259 + worksheets. Is there some way that I can consolidate a list of the worksheet names in a new worksheet without doing it one-by-one?

ASAP Utilities » Sheets » Create an index page with links to all sheets (clickable)...

85 How do I column wrap an Excel printout

I have 10 pages of 2 skinny columns to print out.

In MSWord I would just CTRL-A, select the column button, select 2 columns and Wala - now I have a 5 page printout. The column on the left of a page continues on the top right of the same page - goes to the bottom and THEN starts a new page.

I want:

Page 1: Col A&B rows 1 -50 on the left of the page

Col A&B rows 51 -100 on the right of the page

Page 2: Col A&B rows 101 -150 on the left of the page

Col A&B rows 151 -200 on the right of the page

etc., etc.

I'm sorry for the "Column" definition problem between MSWord and Excel - I hope I have been able to explain this problem accurately

ASAP Utilities » Columns & Rows » The paper saver (split columns)...

86 Fill down

Column A contains a date every 24 rows and i want it to automatically fill down all the dates until it gets to the next date (without overwriting any dates).

This is what I want to do:

On column B row 7 I have a date. Further down on column B in row 31 there is another date, as there is on B55, B79 etc.... all the way down (about 500). I want to insert the first date (the one in B7) into B8. B9. B10...B30.

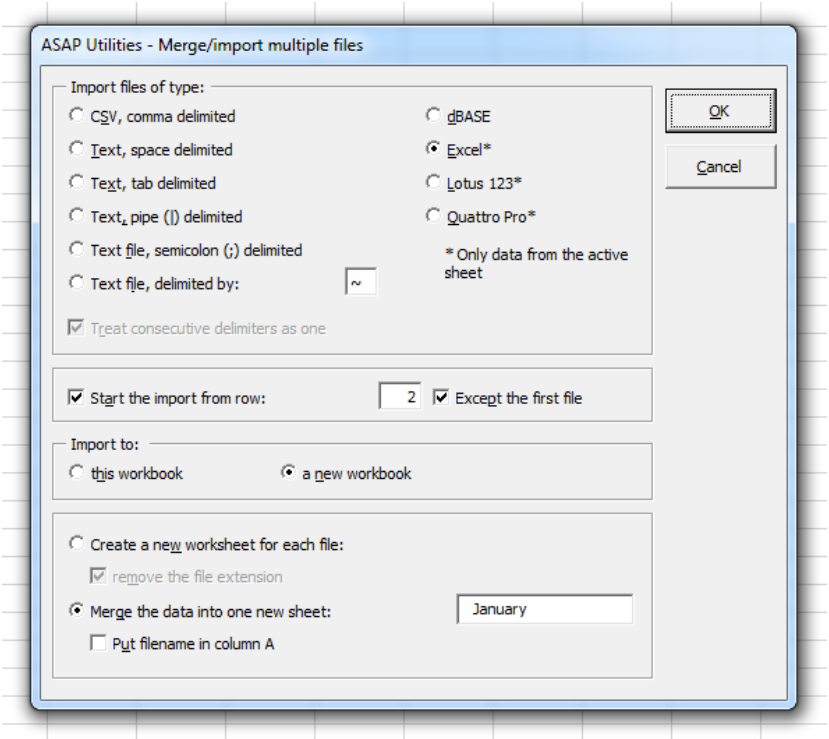
I want the date in B31 to automatically fill down to the next date...B54 etc etc

ASAP Utilities » Fill » Copy values to empty cells below filled cells in selection

87 Merging Multiple Spreadsheets

I have 50 spreadsheets from various branches to merge every month. All spreadsheet contains the same header fields & number of columns. Instead of cut & paste, is there a better way to merge all the spreadsheets into one under one spreadsheet?

ASAP Utilities » Import » Merge and/or import multiple files...



88 Will Excel tell me the number of sheets in a workbook?

I've got a big workbook, it contains many, many sheets and I have no idea how to get Excel to tell me how many sheets there are. It must know. While this seems rather simple the

only way I can think of working it out is to use the Create index sheet function in ASAP Utilities and then count the rows, but there must be an easier way.

ASAP Utilities » Information » Counter number of sheets

89 Pasting formulas without transposing

I would like to know how to copy and paste formulae without changing the formulas (as if you were moving cells) and without using $ in every cell.

ASAP Utilities » Formulas » Copy formulas without changing their cell references...

90 Merging multiple Excel files into one

I have hundreds of separate Excel files, each with information in only 'Sheet1'. Each file/sheet has the same information in the header (row1) and just one row of information below it in row 2. The information that I want to combine in one Excel file stretches from column A to column S inclusive.

I need to create a completely new Excel file that contains one header row and combines the hundreds of rows of information below it.

Is there a quick and easy way of doing this rather than having to open each one and cut and paste into the new file?

ASAP Utilities » Import » Merge and/or import multiple files...

91 Adding occasions of Red and Green text

Can I total a column in which there are two basic colors of text used? For example I want to total the number of times a planned date in RED text occurs and then the number of times a completed date occurs in GREEN text.

You can use the following function to do this:

= ASAPSUMBYFONTCOLOR (range, cell_with_color_to_count)

For example if one of the cells with a green font is in B2 you can count all these cells by entering =ASAPSUMBYFONTCOLOR(A1:G200, B2)

92 Find duplicates in a column

How do you select an entire column and find and delete all of the duplicate information from all cells?

To clear all duplicate values (make the cells empty), leaving only one original

ASAP Utilities » Range » Clear duplicated values in selection (leave one original)

To select all duplicate values:

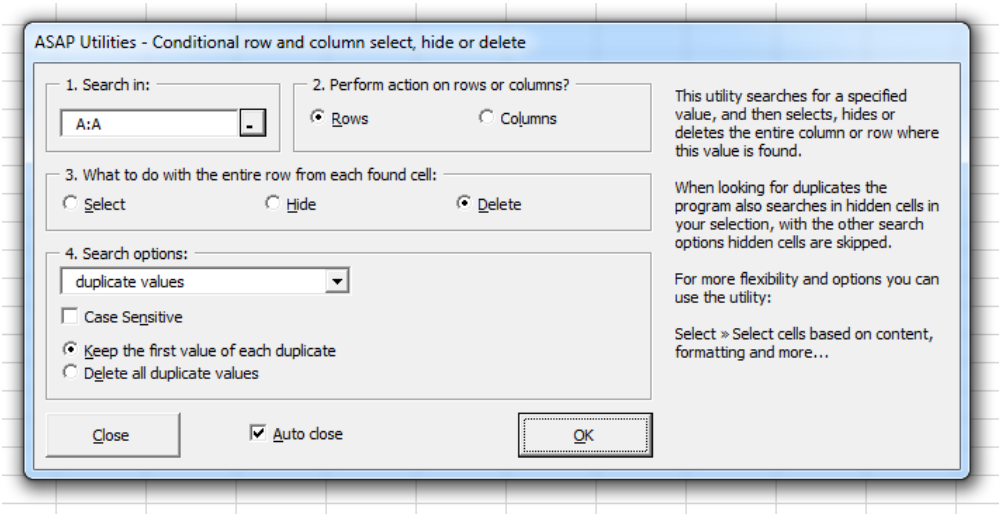
ASAP Utilities » Select » Select cells based on content, formatting and more...

Then in the tab "based on content" select duplicate values

To remove all rows containing duplicate values:

ASAP Utilities » Columns & Rows » Conditional row and column select, hide or delete...

Then choose "rows", "delete" and duplicate values:



93 Color every other line

How can I change the color of a row for 2000 rows?

For example, row1 white, row2 grey, row3 white, row4 grey, row5 white, etc.

ASAP Utilities » Columns & Rows » Color each n'th column or row

94 Simple macro to import ALL xls files in dir into 1 workbook?

I need a simple macro that will take ALL files in any directory that I point to and import them all into one workbook.

ASAP Utilities » Import » Merge and/or import multiple files...

95 Remove non value

I need to remove these squares from numbers. The squares are in column D and E before and after some numbers and sometimes between the numbers where ever there is space between the numbers as in D6, 7, 9 and 11

ASAP Utilities » Text » Advanced character remove or replace...

96 Dropping Text

Is there anyway that I can drop text within cells. For example column D has 120 cells all with different amount a characters but I want the column to show only the first 6 and drop the rest.

ASAP Utilities » Text » Delete all after n’th character

97 How to identify repeated values and delete them?

I have a sheet containing a lot of names. There are some names that are repeated. My question is simple: how can I delete repeated values automatically?

To clear all duplicate values (make the cells empty), leaving only one original

ASAP Utilities » Range » Clear duplicated values in selection (leave one original)

To remove all rows containing duplicate values:

ASAP Utilities » Columns & Rows » Conditional row and column select, hide or delete...

Then choose “rows”, “delete” and duplicate values:

98 Excel will not recognize imported numeric data

The data was imported from an Access database (I believe), and put in columns at the end of the spread sheet. Excel doesn't seem to recognize the imported data, e.g. formulas won't recognize the data, and nothing happens when I change the format for the imported columns. It's only when I retype the data in an imported cell that Excel recognizes it.

ASAP Utilities » Numbers & Dates » Convert unrecognized numbers (text?) to numbers

99 Inserting an empty row after each row

I have a table with several rows. How would I insert an empty row after each one row?

So if I have:

A
B
C
D
E
F
G

I want to have:

A

B

C

D

E

F

G

ASAP Utilities » Columns & Rows » Insert empty rows or columns in between...

100 How can I mass-insert $ signs into a series of formulas?

I have a spreadsheet with a several thousand cells with formulas I'd like to convert to absolute cell references. Some of the formulas already have $ signs in them, but what I have in mind is the same as when you're creating a formula one-by-one - when effectively by using F4 you can toggle the $ on, partially on or off.

Rather than go through each formula separately, is there a simple way of 'mass' converting them?

ASAP Utilities » Formulas » Change formula reference style (e.g. A1 to $A1 etc.)...

101 Protecting and unprotecting each worksheet separately= PAIN!

My workbook has 7 different sheets in it. Basically I have password protection to even opening the file, plus I protected each sheet individually with a password. But the problem I'm having is that each of the 7 sheets needs to be updated in some way periodically, and I don't want to have to go to each sheet individually, unprotect it, type in the password, update the info, re-protect it, go to the next sheet, unprotect it, type in the password,

update info, re-protect it, etc. I basically want someone to have either full access to the whole workbook and all the sheets by using one password, or else have no access at all (read only).

I've put a password in so that it's required in order to modify anything in the workbook, but this only works if each sheet is protected. Is there any way to unprotect ALL sheets at the same time, and then re-protect them all at once? It's a pain to unprotect and protect each sheet over and over again.

ASAP Utilities » Sheets » Protect multiple sheets at once...

ASAP Utilities » Sheets » Unprotect all sheets

102 Huge Problem with blank spaces

I have a workbook that I use for employee names and other data. All names are in the same column on every sheet and the last name is on the same row for every sheet. The problem is that I have 2 spaces between first and last name and need only one space. Would someone please tell me how to remove that one space? It is causing a lot of grief.

An example would be:

John Doe (2 spaces between John and Doe)

I need it to look like:

John Doe (1 space between John and Doe)

If it is always two spaces you can perform a simple search & replace in Excel. Search for for two spaces and replace them with one. Another approach which will also works if there are three or more spaces is:

ASAP Utilities » Text » Delete leading, trailing and excessive spaces

This will replace repetitive spaces to one and also removes all spaces at the beginning and the end of your values.

103 Deleting hyperlinks and removing spaces

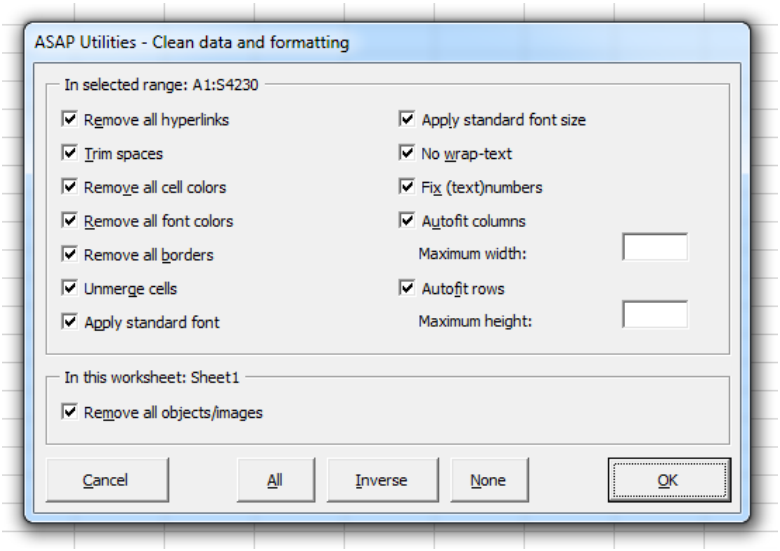
I have 2 questions.

Question 1: Is there a way to delete all hyperlinks on a worksheet without having to manually remove each one individually?

Question 2: I have a column (A) that has names in it. However before the first name there are two blank spaces in front of each name. I would like to remove those two blank spaces so the name aligns to the left. I tried the align function but that doesn't work. How can I remove these blank spaces before the name?

This can be often the result when you copy information from your internet-browser into Excel.

ASAP Utilities » Web » Clean data and formatting...



104 Copy-paste multiple formulae without changing cell references

I have multiple cells with formulas in them, which I want to copy to elsewhere in the same spreadsheet (about 20 rows below their current position). I would like to do this without changing any of the cell references; however none of the cell references are currently absolute.

Is there any way of having excel automatically change all cell references from relative to absolute? (i would use find-replace, but all of the cell references are different, so it wouldn't work).

ASAP Utilities » Formulas » Change formula reference style (e.g. A1 to $A1 etc.)...

If not, is there any other way of moving the formulas without changing the cell references?

ASAP Utilities » Formulas » Copy formulas without changing their cell references...

105 Moving the "end" cell - Ctrl+End

This has me stumped. How does one "move" a current end cell in Excel?

Meaning if I have a something in G22 and D13, and then delete G22, whenever you go Ctrl+End it always ends up at G22 not D13 or if I have the "last" closest thing on say G10 or B22, etc.

I tried deleting the whole row or column, but always end up at the "new" G22.

Saving the workbook in most cases resets the last cell. Otherwise:

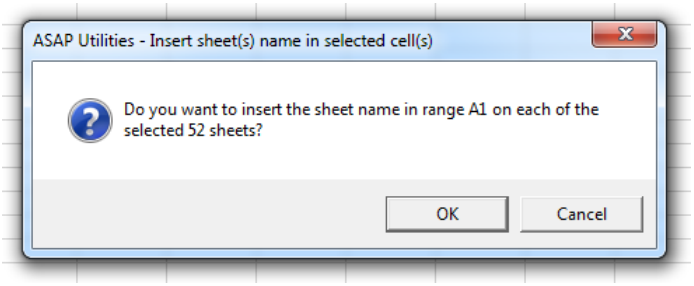
ASAP Utilities » Sheets » Reset Excel’s last cell

By default this can be started with the shortcut Ctrl+Alt+R in ASAP Utilities.

106 Putting Sheet Name in a cell

I am creating multiple new sheets from names in a selected range of cells using ASAP Utilities. I then want to go into each sheet and use the sheet name and place it in the sheet itself. Is there a way to do this?

ASAP Utilities » Sheets » Insert sheet(s) name in selected cell(s)



107 Funny squares!

Has anyone ever noticed that when you export data from databases (e.g. Lotus Approach), and open them using Excel, you get lots of little annoying squares in some of the cells.

I was wondering if anyone had any top tips or tricks for getting rid of them?

ASAP Utilities » Text » Advanced character remove or replace...

108 De-selecting cells

Can you please tell me how to DE-select a cell when I have already selected several cells and then selected a cell on accident? I would like to de-select that cell without de-selecting all of the selected cells.

ASAP Utilities » Select » Deselect cells

By default this can be started with the shortcut Ctrl+Alt+D in ASAP Utilities.

109 Link to charts within spreadsheet

I have a spreadsheet with a data worksheet and 30 charts I have built from the data, all on separate tabs. How do I hyperlink from some text in my data worksheet to the associated chart? Confused I don't know how to reference these charts.

ASAP Utilities » Sheets » Create an index page with links to all sheets (clickable)...

110 Hiding error messages

I need to work on a large spreadsheet that someone else put together of sales figures for the coming year. As the spreadsheet doesn't yet have many values, there are a lot of error messages where there are formulas, such as #DIV/0!, as a result the spreadsheet looks very messy.

When I do a spreadsheet like this I generally use the following:

=IF(ISERROR(formula), " ", (formula))

This works great, however, I need to clean up this spreadsheet that I received, and I am not relishing the idea of going into every single formula in it and inserting this wording. Is there any way of doing this sort of thing for the whole spreadsheet, instead of one cell at a time? Unfortunately, the formulas are all different (=sum, =vlookup =if =count).

ASAP Utilities » ASAP Utilities » Formulas » Custom formula error message...

111 Converting email address text to HTML Links

I need to know how to take a column of email addresses and make them clickable. Currently, the addresses are static and I have to go through one by one and make them a live link.

ASAP Utilities » Web » Activate hyperlinks (create from cell values)...

112 Fill blank cells with previous cell data

I have a spreadsheet that was populated with exported data. I have some cells with the correct data in them that needs to be filled with the previous cells data unless the cell is already filled. For example I have a cell populated with "a", I want that data copied to all cells below it, until the cell it encounters a cell that is already filled.

ASAP Utilities » Fill » Copy values to empty cells below filled cells in selection

113 Remove Drawing Objects

Can anyone tell me how to remove ALL drawing object & pictures in a spreadsheet, without having to click each one & hit "delete".

ASAP Utilities » Objects & Comments » Delete all objects in selected worksheets

114 Multiple range copy

Is there a way in Excel to copy multiple ranges? In other words, can you select non adjacent cells or ranges and then copy & paste them?

ASAP Utilities » Range » Copy multiple selected ranges...

115 Removing leading Zero

How do I remove the leading zero from lots of rows of numbers?

For example:

046534765

046573737

046533333

065438373

ASAP Utilities » Numbers & Dates » Convert unrecognized numbers (text?) to numbers

116 Page borders in Excel

I'm trying to make page borders print for a multiple page Excel sheet with changing information. Actually, the left-right borders don't change, and I can make a top border using the Repeat Rows at Top in Page Setup. So I just need the bottom border.

A search turned up the idea of using the underline key in the footer. This looks like a horrible way to do it. For one thing, it doesn't create a continuous page border around the lower corners. Is there a way to do this using conditional formatting? Or is a macro necessary?

ASAP Utilities » Format » Place a border around each page

If your data or your page layout changes you have to re-run it.

117 Converting numbers (such as $100) into words

I often use excel to print invoices and would like to put a formula that converts numbers to words, such as: "100" converted into "one hundred".

Example: Invoice Value $100, Value in words One hundred only.

ASAP Utilities » Numbers & Dates » Spell/write out numbers or amounts (EN, DE, NL)...

118 Copy Print Settings?

Is there a way to copy print settings over from one worksheet to another?

ASAP Utilities » Format » Copy a sheet's page and print settings...

119 Randomize columns

I have many columns of data. The records are sorted on the basis of column U.

I want to randomize them on the basis of column U. I don't want ascending records.

ASAP Utilities » Range » Sort the data in random order

120 Excel: How to merge info from column A & B into column C

How do I, for example, take the info in cell A2, B2, C2, D2 and merge it together in A1?

There are manual steps with formulas to accomplish this. Another approach is:

ASAP Utilities » Columns & Rows » Merge column data (join cells)...

121 Identical cells

Could someone tell me the easiest way to find identical numbers or text in a column? I have 3000 cells in a column, the majority of which contain different numbers, but I want to find if there are any that contain the same number. I can't just use a custom filter because I'm never looking for one number in particular, just any identical.

There are two options:

ASAP Utilities » Range » Count and/or color duplicates in selection...

This utility will tell you how many duplicate values there are and has the option to color all duplicates.

or

ASAP Utilities » Select » Select cells based on content, formatting and more...

Now in the values tab you can choose to select all duplicate values. When selected you can color them any color you want.

122 Converting DD/MM/YYYY to MM/DD/YYYY

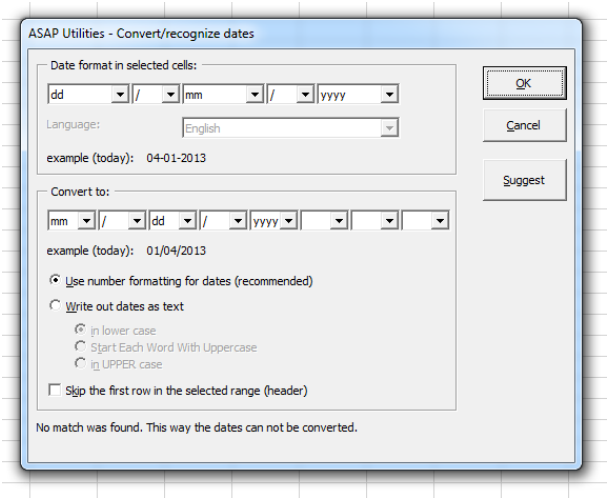
I have a column of dates and Excel doesn't recognize them as dates:

01/02/2003
01/03/2003
01/04/2003
01/05/2003 etc

Which should be :

02/01/2003
03/01/2003
04/01/2003
05/01/2003 etc

ASAP Utilities » Numbers & Dates » Convert/recognize dates...



123 Unwanted Macros

A file I copy annually to update for the current year has various macros. When I start the new year I delete the macros to avoid confusion but each time I open the new file I am still asked if I want to enable macros. How can this be when there are no macros listed and how can I get rid of the message?

ASAP Utilities » File & System » Remove all macros (VBA code) from current file

124 Deleting hidden Columns

I have a file that generates 80+ report pages which are carved out & a ranged value copy is sent out for reporting.

There are several different views I have to use - so there are lots of columns hidden & unhidden - The columns are not adjacent. To make the report small enough to email - got to delete the hidden cols.

ASAP Utilities » Columns & Rows » Delete all hidden rows and/or columns...

To see which columns and rows are hidden:

ASAP Utilities » Columns & Rows » View and manage hidden rows and columns...

125 120 CSV files need to be pulled to 1 sheet

I receive e-mails from a customer that each have 1 CSV file attached. To date I have 120 received. I am looking for an easy way to save all the attachments and then open them all and copy them to a single sheet. The columns are always the same and there will never be any blank lines until the last row but the number of lines varies with each one.

ASAP Utilities

> ASAP Utilities » Import » Merge and/or import multiple files...

126 Parsing multiple sheets into one

Hello, I was curious if there is a way, I can take a workbook containing multiple sheets, and parse them into one single file. Really doesn't matter the format of the file, I can do another conversion on that. The reason I ask is I have a workbook, with like 600 separate pages in it. And it needs to be reduced to one output file, for importing into a DB.

> ASAP Utilities » Sheets » Put together rows or columns from several sheets...

For the export:

> ASAP Utilities » Export » Export selection or active sheet as new file...

Or first export the worksheet as separate files and then merge them together into one long worksheet with the data below:

> ASAP Utilities » Export » Export worksheets as separate files...

> ASAP Utilities » Import » Merge and/or import multiple files...

7 Troubleshooting FAQ

In case you have any questions or face a problem then please first consult the Questions and Answers section on our website as we may have answered your question already:

https://www.asap-utilities.com/faq.php

For questions regarding ASAP Utilities or feedback, please contact us at:

support@asap-utilities.com

https://www.asap-utilities.com/contact.php

Keep your question ASAP Utilities related
We are willing to help you, but we do not answer general Excel questions. We simply don't have the time to. On our website we have several links to other resources where you most likely will find the answer or can ask the question. Excel is being used by millions of people for more than two decades. Keep in mind that most likely you are not the first one facing the problem you are facing. On the internet there are many websites where people share their Excel related problems and solutions.

https://www.asap-utilities.com/links.php

7.1 Priority support for customers

If you are a registered customer then please include your order number, for a fast-track (priority) response.

You'll find your order number the email you received after the purchase.
You can also find your order details in the Excel menu: ASAP Utilities » Registered version.

7.2 Bug report guidelines

7.2.1 The basics: what you did, what you wanted, and what happened.

Those are the three basic elements of a bug report. You need to tell us exactly what you did (for example, "ASAP Utilities » Range » Clear duplicated values in selection (leave one original)"), what you expected to have happen (to continue the example, "I expected to have all duplicates removed"), and what actually happened ("it selected the duplicate cells but didn’t remove them.").

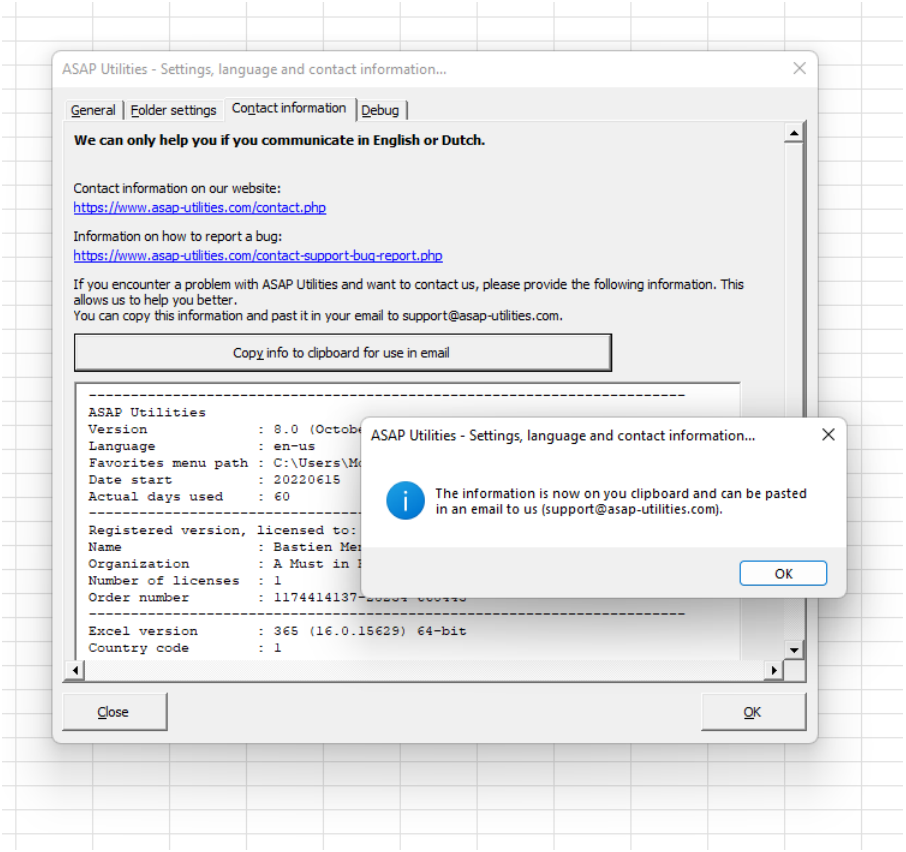
Yes, the example is silly. But if your bug report simply said "the duplicates function doesn't work," we wouldn't be able to know whether you used this tool or the Select » Select cells based on content, formatting and more... tool, or the information » count duplicates tool. By telling us what you asked for, what you expected to get, and what you actually got, we don't have to guess.

7.2.2 Excel and windows version

When you report a bug please include information about the Excel and windows version you are using. To make this easier for you can go to:

ASAP Utilities » ASAP Utilities Options » Settings, language and contact information...

Then go to the tab "Contact information" and copy the information there in your email:



7.2.3 Always search our website and documentation first

Advice so good, we'll repeat it twice. Always search our website and documentation first. ASAP Utilities is used by a lot of users. The odds are good that if you've found a problem, someone else has found it, too. If you spend a few minutes of your time making sure that you're not filing a duplicate bug, that's a few more minutes someone can spend helping to fix that bug rather than sorting out duplicate bug reports.

7.2.4 Be brief, but don't leave any important details out

This is a fine line to walk. But there are some general guidelines:

Remember the three basics: what you did, what you expected to happen, and what happened.

When you provide a workbook that demonstrates the problem, make sure it is small and remove information that is not subject to the problem. Otherwise it just contains a lot of

information that has nothing to do with the problem, which just makes it take longer to figure out the real problem. (But don't forget to make sure that your workbook still demonstrates the bug you're reporting and doesn't have some other problem because you've accidentally removed something you thought wasn't important but was!)

7.2.5 Use meaningful, specific subject headers

A good convention for subject headers, used by many tech support organizations, is “object - deviation”. The “object” part specifies what thing or group of things is having a problem, and the “deviation” part describes the deviation from expected behavior.

Bad: I get an error

Good: The tool “Create an index page with links to all sheets (clickable)” returns an error. I have attached a screenshot of the error and an example workbook to reproduce it with.

7.2.6 Please use English or Dutch (if possible)

Yes, the ASAP Utilities users are global and include a great many people who can speak a great many languages. But if you were to report a bug we prefer English or Dutch.

If you're worried about your English skills making it difficult to describe the bug, you can provide a good example with some screenshots. Online translation tools such as Google Translate will then help us to understand your question.

7.2.7 Don't report bugs about old versions.

Every time a new version of ASAP Utilities is released many improvements are made.

If you're not using the most recent version ASAP Utilities, you should upgrade to the latest version to make sure the bug you are experiencing still exists.

You can quickly see if there is a newer version available via:

> ASAP Utilities » ASAP Utilities Options » Check for new version on the ASAP Utilities website

You can see which version you have in the info screen. In the Excel menu go to:

> ASAP Utilities » Info

8 About ASAP Utilities

8.1 History of ASAP Utilities

ASAP Utilities is a powerful Excel add-in that adds new functionality to Microsoft Excel to save time and speed up your work.

Since 1999 it has grown to become probably one of the world's most popular addition for Microsoft Excel.

Time saving - speed up your work in Excel

ASAP Utilities is the product of many time-saving features and additions for Excel.

The extensive features are the result of years of experience and development, combined with the feedback from many respected users at different levels of experience. Particularly the feedback from users has been very important and will continue to be important in further development.

ASAP = As Soon As Possible

ASAP Utilities is called this way because it significantly reduces time-consuming work. ASAP is an acronym stat stands for "As Soon As Possible". Some choose to spell it out, others tend to pronounce it "aysap". The word “utilities” means something useful. Combined ASAP Utilities stands for useful time-saving macro tools for Excel.

Most people struggle with managers, bosses or clients that tend to ask for you to get the job done yesterday, which of course is often difficult to pull off. ASAP Utilities doesn't allow you to travel back in time, but it can certainly help you to speed up your work in Excel.

Constant improvement

Since its first release in 1999, ASAP Utilities has been improved and extended with many new features and a friendly interface. It is under constant development, so new features and improvements are being added all the time. The first year I put the program on the internet, nearly every month a new version was released. Nowadays a new version is released at least twice a year. The input we get from users all over the world is a great stimulation for us to make it a better product every time.

Time saving

On average ASAP Utilities saves people 33 hours each year (measured among 186,271 users in January 2024).

We have made it easy to see how many hours you saved with ASAP Utilities. Via “ASAP Utilities » ASAP Utilities Options » Show me the time that I saved by using ASAP Utilities”, you can create a report which you can use for example to calculate the Return on Investment or show it when you need to ask someone to approve the purchase.

Help by offering a free edition

By offering a free version of ASAP Utilities (already since 1999) we want to contribute to society.

The ASAP Utilities 'Home and Student' edition is free and is (only) for non-commercial use, such as home projects, schoolwork and use by charitable/non-profit organizations such as the International Committee of the Red Cross, UNICEF, Amnesty International, MSF/Doctors Without Borders etc..

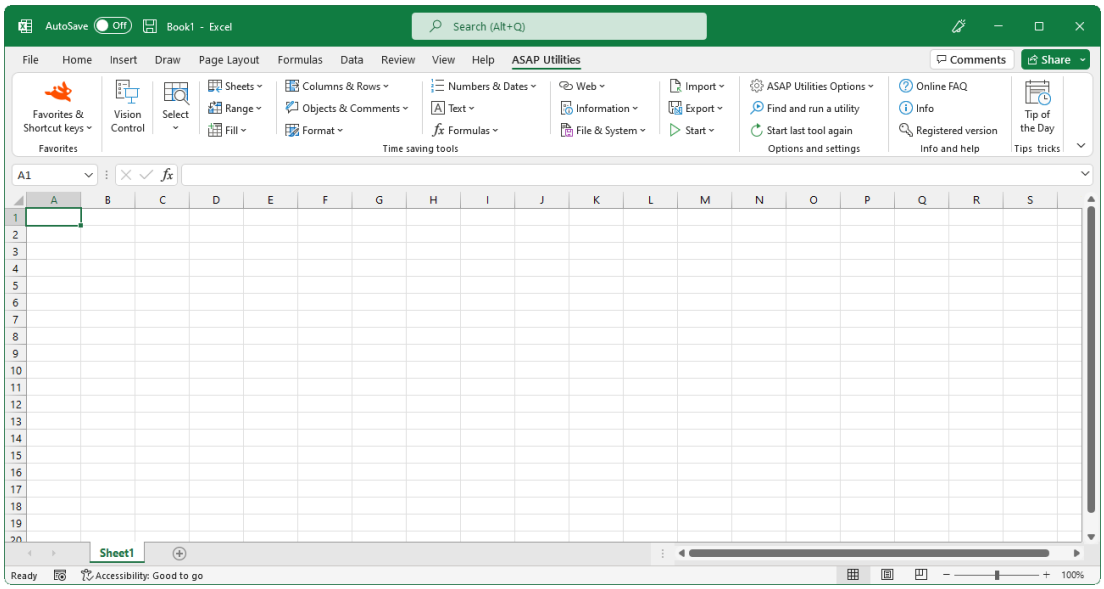
Companies and governments however should buy a license. (They can try it for 90 days).

Especially with providing it for free to students and charitable organizations, we hope to contribute to a brighter future.

A Must in Every Office

In our humble opinion we believe that ASAP Utilities is a must in every office. We use it ourselves on a daily basis, and it saves us an incredible amount of time. On our website we have listed some reviews from independent magazines and websites about ASAP Utilities.

We are proud to mention that ASAP Utilities is used worldwide in over 170 different countries by 750,000+ users and 26,500+ organizations.



8.2 The primary goals of ASAP Utilities

Our mission is to put a smile on the face of Excel users all over the world, by providing a friendly and easy to use add-in, that saves time and speeds up their work in Excel.

ASAP Utilities promises:

- Speed up and automate your work in Excel.
- Do things that otherwise would not be possible in Excel.
- Merge several steps into one.
- Reduce manual input of data.
- Easy to operate with an intuitive and user friendly interface

The bottom line:

- Make life easier for Excel users, both novice and expert
- Save time

"We make you the company's Excel guru!"

8.3 Testimonials

8.3.1 Here's what our users say

Our users and clients are often kind enough to share some feedback on ASAP Utilities.

We're proud and happy that, ever since its first release 25 years ago, we can help Excel users all over the world.

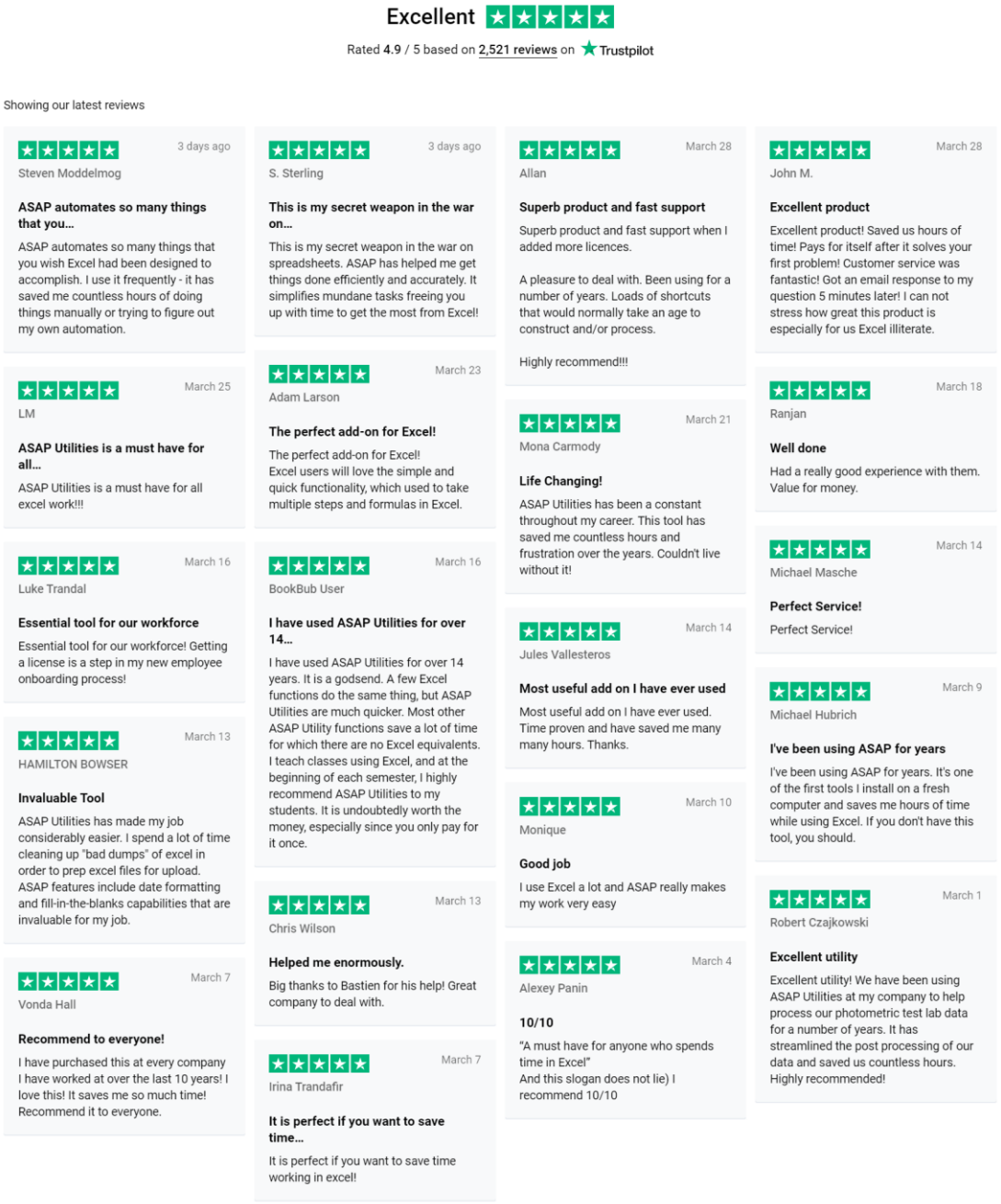
8.3.2 Enthusiasm and 5 star rating

We're proud to see that all over the world people are enthusiastic about ASAP Utilities.

See the feedback from users on our Trustpilot, Twitter, LinkedIn, or Facebook fan page, our blog, view the reviews from magazines, websites, radio shows and newspapers or just google for ASAP Utilities reviews.

ASAP Utilities is rated 4.9 out of 5 based on over 2,800 reviews on Trustpilot:
https://www.trustpilot.com/review/asap-utilities.com

Below is a screenshot of a few reviews on Trustpilot:



We strive to continuously improve and every review helps us to provide a better experience. For 25 years already we do everything possible to help Excel users and use their feedback to further improve ASAP Utilities..

We really want to help you and provide you with the best and most user-friendly add-in for Excel!

8.3.3 A small selection of the feedback we received in the past 25 years

- Thank you for your message. I have downloaded the New version, in French !!
  I appreciate it very much and recommended it to my friends because you deserve it.
  These utilities are very well thought, useful and the service excellent.
- Thanks, Bastien. ASAP rocks.
- I absolutely LOVE ASAP utilities and it has allowed me to create some really functional spreadsheets in excel that look great, too! Thank you!
- Just to let you know. I absolutely love this program. It is great.
- Thanks for a wonderful tool that helps when I am stuck.
- A terrific set of utilities! I think that they are invaluable.
- Thanks for your quick support.....as I simply cannot do my work without ASAP Utilities every single day :-)
- I just downloaded the ASAP utilities and find them to be very helpful.
- You’re a genius!!
- Good Morning. I purchased and have been using your ASAP Utilities. It is an excellent product.
- Our research director has already fallen in love with ASAP.
- You are the BEST!!! I wish other software companies were as easy to work with as you guys!!!!
- Came across ASAP in 2007 while needing an Excel Solution - it was love at first sight!
- I have been using the free version of ASAP utilities for at least the last five years, and probably longer. I have admired it as the best single utility I have ever run across in 25 years of using computers.
- Please allow me to say thank you for your fabulous product. I am indebted to you. Thanks very much!
- ASAP Utilities is one of the best products I’ve ever utilized when working in Excel. Keep up the good work – this is an amazing product that I will find hard to live without...
- A huge thank you for making my life easier with your great product.
- Fantastic, you guys have thought of everything. Your response to emails is unmatched. Thank you so much.
- Hi Guys, Continue like this, without You, excel will be much poorer.
- Please know that I greatly admire you and your hard work over the years. I don't know exactly when I started using ASAP Utilities. My guess is that it was about 2005 or before, but I've been a faithful user and evangelist for you for years. Since I had benefitted so much from your hard work, I did register several years ago (don't quite remember when). I will continue to let folks know the benefits of ASAP Utilities and encourage them to register.
- Hi Bastien - every time I download the upgrades, I remind myself how grateful I am for this utility. It's fantastic and makes my life less complicated. It has done miracles for work performance even though I'm still on Excel '97. Thanks for your hard work.
- Thank you for a brilliant piece of software.
- My Thanks again for a great Utility & for your personal response (sincerely appreciated).
- I love this tool. I use it every day!
- First, I want to congratulate ASAP Group for this great idea! Although I recently acquired the software, it has done a huge amount of work for me and save a lot of time. I have

recommended the software to my colleagues and my partners at my master degree program here in Colombia.

- Thanks for your quick reply. I use the utility at home (and have for a number of years). Our company does not usually allow outside software to be loaded to the company pcs, but I can see a real cost savings to our Project Management group, so I will begin discussions about perhaps purchasing licenses. Thank you for your help.
- Thanks! ASAP Utilities is a very nice add-on.
- I just wanted to say thank you for ASAP Utilities. I am not an Excel expert, just an administrator with very basic knowledge and skills. I am not allowed to download your product at work so spent the whole afternoon trying to solve how to sort a column of dates by month. Searching the internet didn't help either. I thought I'd try again at home on my laptop where I have your brilliant product and within a minute my list was sorted. I wasn't at all surprised ... you have helped me out on more than one occasion! This is truly one of the best things you will find on the internet. Thanks again
- Thanks again. Your product is wonderful
- I have found ASAP to be useful over the past few years and thank you for this excellent addition to EXCEL
- Thank you for replying so fast and solving the problem. I will suggest even more friends to use this wonderful utility in excel and purchase it for using officially.
- ASAP utilities is a lifesaver. I really enjoy its functionality, and regularly use a half dozen or so of its functions- especially the text functions such as change case, combine cell contents or remove extra spaces. Great job.
- Thank you very much for this utility. It is a lifesaver.
- I find the ASAP utilities very useful, although only use a fraction of them. Keep up the good work.
- As always, I continue to be impressed with your program. Thanks for making it available!
- Hello – I really enjoy using ASAP utilities every day. It saves me lots of time and that makes me happy!
- Thanks so much for this program -- it is a wonderful tool!
- I have loved using ASAP with excel for years and would be lost without it....Thanks and keep up the good work.
- Thanks for your time. I truly appreciate your wonderful product!!!
- Thanks again, and I have to say your program is so critical to my day-to-day worksheet activities and I can't praise it enough!
- I would just like to say that the ASAP Utilities are simply amazing and I would like to congratulate you on the wonderful work.
- In honour of the 2010 Olympics, you deserve a GOLD MEDAL for this ;)
- What a GREAT product. I would be totally lost without it.
- I have bought the first ASAP about three years ago, and really, THANKS!.
- I love the program what a great tool. It is a great time saver.
- I have recommended your program to several of my co-workers and wish you much success with your business.
- I have been using the ASAP Utility for the last three years and found it to be very useful and thanx for the same.
- Your utilities have saved me a lot of time. I have just purchased a license.
- Thanks again for your time and PS. I'm a huge fan of the product!

- I'm very pleased with your product and find it very helpful, even though I only use a small amount of its capabilities.
- That was it! Thanks for your patience. By the way, love the product.
- I will tell you something, the ASAP utilities are just great. I have been using them for many years... since they were free...hehe... My job involves TONS of time on Excel, and ASAP is an incredible time and effort saver. You also have an outstanding record of continuous development and improvement, always releasing updates. Thanks a lot for your work!!!

8.4 Our clients, who uses ASAP Utilities?

ASAP Utilities exists since 1999 and is used in a variety of organizations.
Our list of clients exceeds 26,500+ organizations in more than 140 countries worldwide.

The list below shows a few organizations that purchased ASAP Utilities.
We're very proud to have these organizations among our clients:

#

- 20th Century Fox
- 24 Hour Fitness
- 3M Company
- 7-Eleven

A

- A.T. Kearney
- Abbott Laboratories
- Accenture
- ACCO Brands
- Accor
- Adobe
- ADP
- Aegon Bank
- Aer Lingus
- Aero Inventory UK Ltd
- Aetna
- Agfa Corporation
- Agilent Technologies
- Ahoy Rotterdam NV
- Air Products & Chemicals
- Airgas
- AkzoNobel Coatings
- Alcoa
- Alliant Energy
- Allied Wate Industries Inc
- Alpha Natural Resources
- Altron Management Services
- Amazon.com Services, Inc.
- Ameren
- American Electric Power
- American Express
- American International Group
- Amerigroup
- Ametek
- AMN Healthcare, Inc.
- AMNESTY INTERNATIONAL
- Amo Plans
- Anadarko Petroleum
- Analysis Group
- Aol
- Aon Hewitt Limited
- Applera
- Applied Industrial Technologies
- Aramark
- ArcelorMittal
- Arizona State University
- Ashland
- AT&T
- Atlas Pipeline
- Atletiekunie
- Atos Origin
- Australian Department of Business & Employment
- Australian Department of Treasury and Finance
- Australian Dept of Business & Innovation
- Autodesk
- Autoliv
- AutoTrader.Com
- Avery Dennison
- Avnet
- AXA Financial

B

- Bain & Company, Inc.
- Baker & McKenzie
- Baker Hughes
- BANK OF AMERICA
- BASF
- Bausch and Lomb
- Bayer CropScience Ltd
- Bayer MaterialScience
- Beckman Coulter
- Belden
- BELL HELICOPTER AIRPORT CENTER
- Bentley Systems, Inc.
- BEPCO, L.P.
- Best Western International
- Beverly Hills Police
- Bharat Heavy Electricals Ltd
- BHPBilliton
- Biomet
- BKD, LLP
- Blizzard Entertainment
- BNP Paribas
- BOEING
- Boston Scientific
- Boston University
- BP America
- Braun GmbH
- Bridgestone Bandag Tire Solutions
- British Airways
- Broadcom

C

- Canon U.S.A., Inc.
- Cardinal Health
- Cargill
- Carglass NV
- Carl Zeiss Vision
- CARQUEST CANADA LTD.
- Cascade Aerospace
- CASH AMERICA
- Caterpillar
- CBL & Associates
- CenterPoint Energy
- Central States Pension Fund
- Cenveo
- Cephalon
- CH2M Hill
- Charles Darwin University
- Chevron
- Chiquita Brands International
- Christchurch City Council
- CHS
- CIBER
- CIRQUE DU SOLEIL
- Cisco Systems
- Citrix Online
- City of Fresno
- CITY OF HENDERSON
- City of Seattle
- CITY OF TORONTO, Toronto Fire Services
- Clear Channel Communications
- Clorox
- Coca-Cola
- Colgate-Palmolive
- Comcast
- ConAgra Foods
- ConocoPhillips
- Consol Energy
- Constellation Brands
- Convergys
- Corus Staal B.V.
- Covance
- Crane Group Limited
- Critical Care Systems
- CROSSMARK
- Crosstex Energy
- CSC
- Cummins
- CVS Caremark

D

- DAF Trucks N.V.
- Deere & Co
- Dell
- Deloitte & Touche M.E.
- Deutsche Lufthansa AG
- Del Monte
- DHL Worldwide Express
- Dick's Sporting Goods
- Dimension Data
- Disney Consumer Products
- Dollar General
- Dorsey & Whitney LLP
- Dover
- Dow Chemical
- Drankenorganisatie Nederland
- Dreyers Grand Ice Cream
- DSM NeoResins
- DSM Nutritional Products AG
- DuPont

E

- Eaton Aerospace
- Ecolab
- Electronic Data Systems
- EMC
- EMI Music Spain SL
- ENSCO International
- Environmental Protection Agency
- EPCOR
- Epic Games, Inc.
- Epic Systems Corporation
- Ericsson AB
- Ernst & Young
- Estee Lauder
- EVO Payments International GmbH
- EXEL
- Exide Technologies
- Expedia
- ExxonMobil
- EYEE ESTUDIOS EMPRESARIALES, AIE

F

- Facebook Inc
- Faiveley Transport
- Fannie Mae
- FBI - ViCAP
- FD Solutions
- FedEx
- Ferrero
- Fidelity National Financial
- FINANSBANK A.S.
- Fiserv
- FLEXTRONICS TECHNOLOGIES PVT LTD
- Fluor
- FMC Technologies
- Folkeuniversitetet Oslo
- Foot Locker
- FOSSIL
- France Telecom
- FSD Fahrzeugsystemdaten GmbH

G

- GameStop
- Gannett
- GE
- Gemeente Almelo
- Gemeente Leiden
- General Dynamics
- General Motors
- Genworth Financial
- George Washington University
- GfK Benelux MS B.V.
- GlaxoSmithKline SA (Pty) Ltd
- Global Tower Partners
- GODADDY.COM
- Goldman Sachs JBwere Services Pty Ltd
- Google
- GSK
- G-Star Raw C.V.
- Guess?, Inc.
- Gulf Air

H

- Halliburton
- Harland Clarke
- HCA
- Heineken USA
- HEINZ WORLD HEADQUARTERS H57
- Hershey
- Hewlett Packard
- HOLLAND AMERICAN LINE INC.
- Home Depot
- Home Shopping Network
- Honeywell
- Hormel Foods
- Hyundai Auto Canada

I

- IBM
- IEEE
- Ikon Office Solutions
- IMF
- IMS Health
- Infor
- ING Car Lease
- Ingram Micro
- InSites NV
- Intel
- International Paper
- Intuit
- INVISTA
- Iron Mountain

J

- J.F. Shea Co., Inc.
- Jabil Circuit
- Jack in the Box
- Jarden Leisure & Entertainment
- John Deere
- Johnson & Johnson
- Johnson Controls

K

- Kaiser Permanente
- KBR
- Kelly Services
- KEMA Consulting GmbH
- Kiewit
- Knight
- KNSB
- Koninklijke Bibliotheek
- Kotak Mahindra Bank Ltd
- KPMG
- Kraft Foods
- Kraton Polymers
- Kuehne+Nagel AB

L

- L-3 COMMUNICATIONS
- Land O'Lakes
- Landal GreenParks
- Lands' End
- Legal Marketing Services Ltd
- Leggett & Platt
- Lennox International
- Levi Strauss & Company
- LexisNexis
- Lexmark
- Library of Congress
- LinkedIn Corporation
- LL Bean
- Lockheed Martin
- L'Oréal
- Lyonnaise des Eaux

M

- Magellan Health Services
- ManTech
- Marriott International
- Martin Marietta Materials
- MasterCard
- McCormick
- McKesson
- McKinsey & Company
- MDA Ltd
- MeadWestvaco
- Media Markt
- Medtronic
- Meijer Inc
- Melbourne University Student Union Ltd
- Menard, Inc.
- Meredith
- METRO Cash & Carry Nederland B.V.
- Microsoft
- Ministerie van Economische Zaken, Landbouw en Innovatie
- Ministerie van SZW
- Mitsubishi Motor
- Monsanto
- Monster
- Motorola Solutions
- MTV Networks BV
- MultiCopy
- Musgrave Retail Partners NI

N

- N.V. Eneco beheer
- National Oilwell Varco
- National Semiconductor
- National Steel & Ship
- NCR
- Nederlands Meetinstituut
- Ness Technologies India Pvt Ltd
- Nestle
- Newell Rubbermaid
- Newfield Exploration
- NISSAN N.A.
- Nokia Corporation
- Norfolkline B.V.
- Northern Operating Services Pvt Ltd
- NORTHERN TRUST
- Northrop Grumman
- Novartis AG
- Novo Nordisk
- Nutreco Nederland BV
- Nvidia Graphics

O

- OFFICE DEPOT
- OfficeMax
- OGE Energy
- Oracle
- owens & minor
- Owens Corning

P

- Panasonic Australia Pty Ltd
- Parker Hannifin
- Peabody Energy
- Pentair
- Peopleclick, Inc.
- PepsiCo
- PerkinElmer
- Perot Systems
- PetSmart
- Philips Electronics
- Philips Healthcare
- Pinnacle Security
- Pioneer Foods
- PPG Industries
- Praxair
- PricewaterhouseCoopers
- Procter & Gamble
- PUMA Benelux BV

Q

- Qatar Airways
- QGC
- Queensland Treasury Corporation

R

- Rabobank Randmeren
- Raiffeisenbank Austria d.d.
- Raytheon
- Redland Shire Council
- Rentokil
- Repco Pty Ltd
- Repsol Services Company
- Ricoh
- Rio Tinto

- Roche
- Rockwell Automation
- Rockwell Collins
- Rolls-Royce Motor Cars
- Ross Stores
- RR Donnelley
- RTL Nederland
- Rural Telephone Service Co. Inc.
- RUSSELL INVESTMENT GROUP

S

- SAGER ELECTRONIC CORPORATION
- SAIC
- Saint-Gobain Weber Cimenfix
- Samsung Electronics America, Inc.
- Sandvik
- Sara Lee
- SAS
- Scope International
- Seagate Technology
- Sennheiser
- ServiceMaster
- Shaw Group
- Shell Business Services Centre
- Shutterstock
- Siemens
- SISTERS OF MERCY HLTH SYS
- Sitel Inc.
- Smith International
- Smithfield Foods
- Smurfit-Stone Container
- Sodexo
- Softcell Technologies Limited
- SONY PICTURES ENTERTAINMENT
- Sorenson Communications
- Southwest Florida Water Management District
- Spartan Stores
- SPX
- St. Jude Medical
- Stahl Europe bv
- Stanford University of School of Medicine
- Staples
- Steelcase
- Subsea 7
- Sun Chemical
- Sun Healthcare Group
- Supervalu
- Sutter Health
- Suzuki Austria Automobile Gbmh
- Symantec
- Syngenta Seeds

T

- Tenneco
- Teters Floral Products
- Texas Instruments Incorporated
- The Australian National University
- The British Library
- The Coleman Company
- The Dow Chemical Company
- The George Washington University
- The Laminex Group
- The New York Times
- The Nielsen Company
- The University of Northampton
- The World Bank
- Thermo Fisher Scientific
- Thomson
- Thomson Reuters
- Thule
- Thyssenkrupp Aerospace
- TIAA-CREF
- Tiger Brands
- Time Warner Cable
- Timken
- T-MOBILE USA
- TORRENT PHARMACEUTICALS LTD.
- Toshiba Europe GmbH
- Tourism Tasmania
- Towers Perrin
- Toyota SA
- Trane
- Trinity Industries
- Triumph Motorcycles Ltd
- TUI Nederland
- Tyco Electronics

U

- Ugam Solutions Private Limited
- Uline
- Unilever
- United Rentals
- Universal American
- Universal Health Services
- Universiteit Groningen
- University of Brighton
- University of Helsinki - Biomedicum
- University of Richmond
- University of St Andrews
- University of the West of Scotland
- UPC Broadband Operations BV
- UPS
- URS
- US Department of Energy
- US EPA
- US Fish and Wildlife Service
- US Foodservice
- US Forest Service
- USG
- UTS CARRIER LLC

V

- Value Retail PLC
- Varian Medical Systems
- Vectren
- Verizon
- Verizon Communications
- VirginMedia
- Vital Forsikring ASA
- Vodafone Romania
- Volkskreditbank AG
- Volkwagen AG
- Volvo Truck & Bus Centre East Anglia

W

- W.W. Grainger
- Walker & Associates, Inc.
- Walt Disney World Co
- Washington University
- Waste Management
- Wells Fargo
- Westminster City Council
- Weyerhaeuser
- Whirlpool
- Williams-Sonoma
- Windstream
- workday
- Wyeth

X

- Xerox
- Xstrata Coal South Africa

Y

- Yahoo
- Yamaha Golf Car Company
- Yarden
- Yellowbook USA
- YUM BRANDS, INC

Z

- Zero Waste SA
- Ziggo
- Zumtobel AG
- Zycus Infotech Pvt. Ltd

9 Contact & Support

9.1 Get the latest information on ASAP Utilities

Our website contains the latest information on ASAP Utilities, tutorials, background articles, update information, links to relevant sites and more.

https://www.asap-utilities.com

9.2 Contact us

With great enthusiasm, and for over 25 years already, our team ensures that ASAP Utilities is continuously evolving to help our users.

We love to hear your opinion and comments or suggestions. Please get in touch.
This helps us to make ASAP Utilities a better product every time.

Due to the international nature of ASAP Utilities with different languages and time zones (we have clients in over 140 countries) we prefer contact by email.

For questions regarding ASAP Utilities or feedback send email to:

support@asap-utilities.com

or:
A Must in Every Office BV
Molenweg 242
8012 WT Zwolle
The Netherlands
https://www.asap-utilities.com/contact.php

9.2.1 Priority support for customers

If you are a registered customer then please include your order number, for a fast-track (priority) response.

You can find your order number in the email you received after the purchase or in the Excel menu via ASAP Utilities » Registered version.

9.3 Social media

You can also connect with us on:

facebook.com/ASAPUtilities
twitter.com/ASAPUtilities

10 Index

A

ASAP Utilities could not be found, 354

ASAP Utilities menu, 24

asap_custom_menu.ini, 358

B

Bug report, 317

C

certificate, 336, 359

D

digitally signed, 336, 359

download ASAP Utilities, 10

E

Excel 2010, 11

Excel 2013, 11

Excel 2016, 11

Excel 2019, 11

Excel 2021, 11

Excel 365, 11

F

FAQ, 317

G

general Excel questions, 317

H

History of ASAP Utilities, 320

I

International versions of Excel, 11

K

keyboard shortcuts, 31

L

language, 9, 11

M

Macro security, 359

N

Network installation, 348

P

Priority support, 317

Purchase, 20

Q

questions, 317

R

registration code, 22

registry settings, 357

Remove ASAP Utilities. *See* Uninstall

right-click/context menu, 27

S

security, 359, 360

T

temporarily uninstall, 355

translating, 9

Troubleshooting, 317

Trust all installed add-ins and templates, 360

Trusted sources, 360

U

Undo, 19

Uninstall, 352

Upgrade, 346

Z

zipped-package, 335

1 Appendix 1: Technical information about the setup

This chapter is aimed at system administrators and is mainly written to give some in depth information on how the setup process works.

The latest information is available on our website:
https://www.asap-utilities.com/setup-technical.php

1.1 Installation

ASAP Utilities is easy to install.

1.1.1 Standard setup

Just like most software, for the standard setup it is required that you have the sufficient rights to install software on the computer. Upon the installation of ASAP Utilities you must be logged in as an administrator or as a member of the Power Users group or you can choose to run the setup as administrator.

Every user on the computer is able to use ASAP Utilities after the installation is finished.

https://www.asap-utilities.com/faq-questions-answers-detail.php?m=109

ASAP Utilities is automatically added to the Excel menu for the user that performs the installation. If other users of the same computer also want to use ASAP Utilities in Excel, you can specify this during the setup otherwise they need to perform steps 3 to 6 of the paragraph “1.1.4 Manual installation” on page 343 or run the 'Add_ASAP_Utilities_to_the_Excel_menu.exe' program which only adds ASAP Utilities to the Excel menu for the user that runs it. This file does NOT require special/administrator rights, so any user can run it.
This file is located in the ASAP Utilities program files folder (by default C:\Program Files (x86)\ASAP Utilities\).

1.1.2 Non-admin setup

We have created a special version of the Business edition that standard/limited users can install.

This is edition is also available as a zipped-package with just the xlam, txt and pdf files.

This single-user setup does not require administrator rights during the installation.

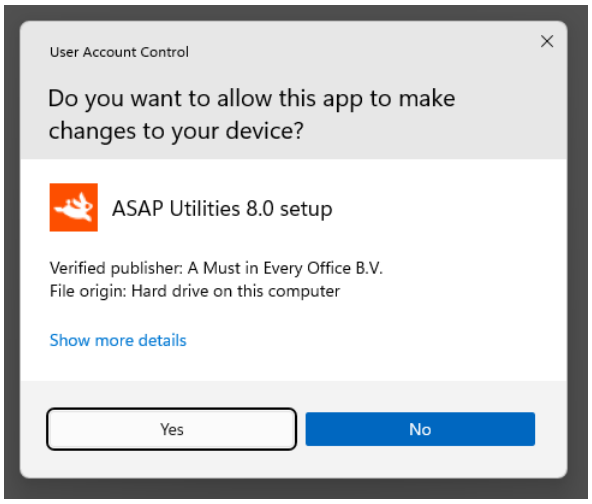
1.1.3 Automatic installation

Automatic installation is as easy as to follow the steps presented to you when you run the setup file. During the setup you can specify the location where you want to install the files and at the end ASAP Utilities will be available in your Excel menu.

ASAP Utilities does not require your computer to restart at the end of the installation.

1 Prior to installing

- Just like with most programs it is recommended that all programs currently running on your computer are closed before you run the setup.
- It is not recommended to uninstall a previous version of ASAP Utilities. If you do so all settings will be reset to the default settings, such as your favorite tools menu and your registration information (license).
- ASAP Utilities is digitally signed. This gives several benefits. For one example, it assures you that the files come from us and have not been tampered with. The company name you will see on the certificate is "A Must in Every Office BV". Windows might display this before the setup starts.
  The name of our company is **A Must in Every Office B.V.**:



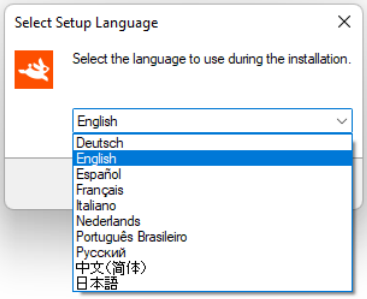
2 Performing the installation

1. Download the ASAP Utilities setup file and run it.
   You can download the setup from:
   https://www.asap-utilities.com/download.php

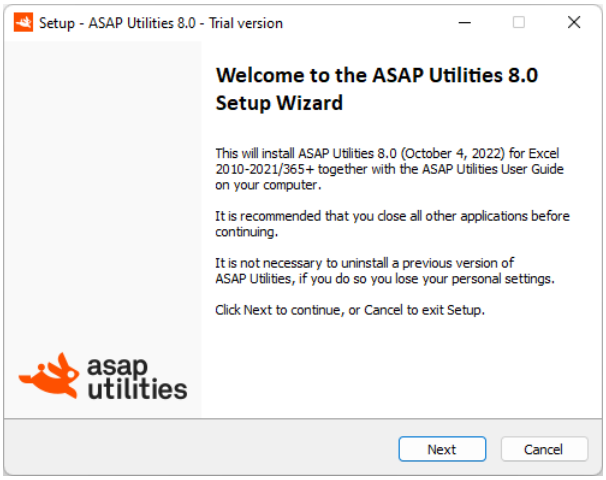
   Select the language to use during the installation and choose OK.

   You can choose from the following languages for the setup:

1. English
2. Deutsch (German)
3. Español (Spanish)
4. Français (French)
5. Italiano (Italian)
6. Nederlands (Dutch)
7. Português do Brasil (Portuguese (Brazil))
8. Русский (Russian)
9. 中文(简体) (Chinese (Simplified))
10. 日本語 (Japanese)

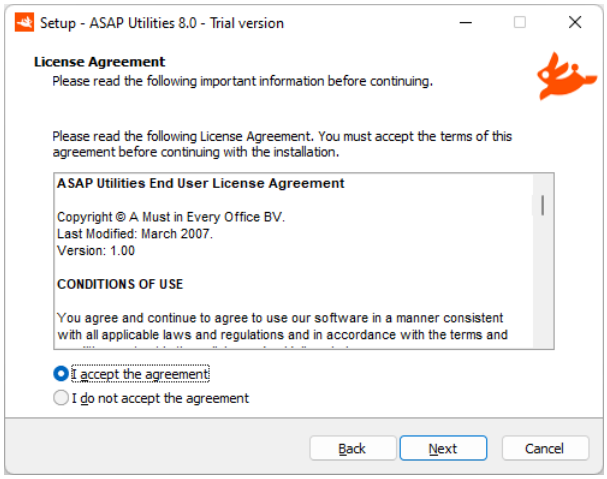


2. The installation wizard begins and the welcome dialog is displayed. Click on the Next-button to continue.

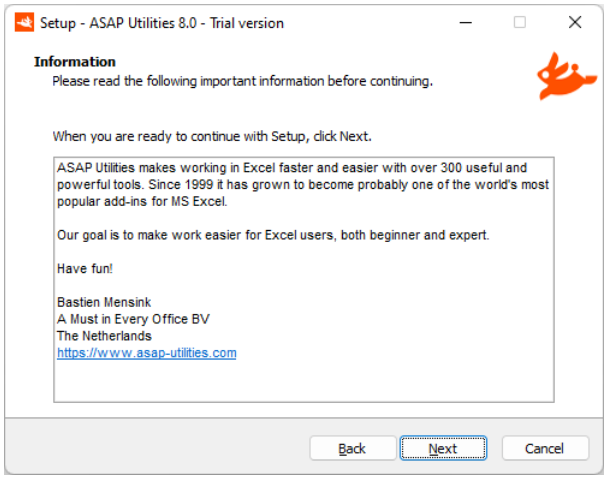


3. The License Agreement dialog is displayed. Please take time to read the license agreement. If you agree choose "I accept the agreement" and then click on the Next-button. If you disagree with the license terms, choose "I do not accept the agreement".

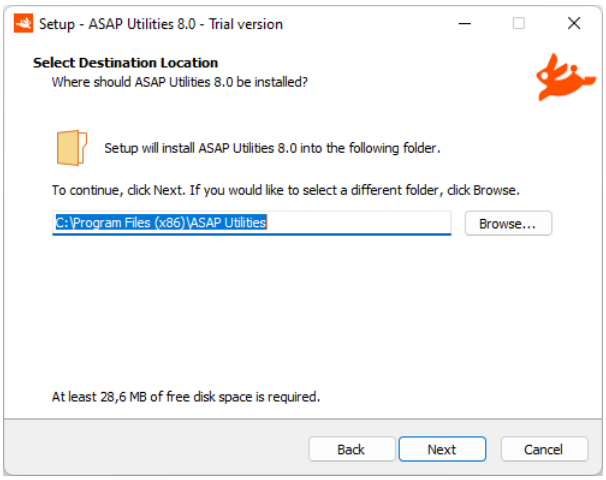
If you do not accept the agreement the installation will be canceled.



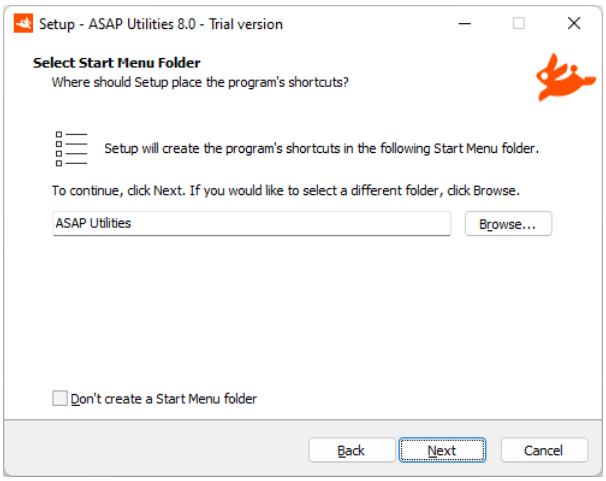
4. An information dialog is displayed. Click the Next-button to continue.



5. Select a folder to install ASAP Utilities. We recommend you use the default folder, "C:\Program Files (x86)\ASAP Utilities" or "C:\Program Files\ASAP Utilities\" but any other location can be used too.
   ASAP Utilities + this PDF User Guide requires approximately 45 MB of disk space.
   If you have a previous version of ASAP Utilities installed and are upgrading, then the setup will automatically detect the previously used destination folder.
   Click the Next-button to continue.



6. If you want to, then ASAP Utilities can create an entry in your start menu. Click the Next-button to continue.



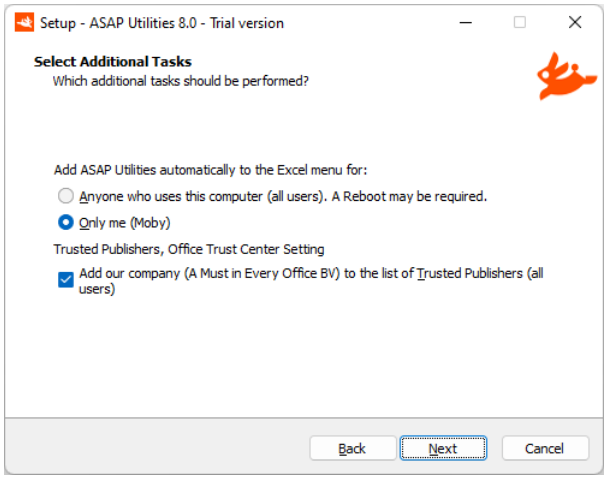
7. **Add ASAP Utilities automatically to the Excel menu for:**
   If you want the ASAP Utilities menu to be automatically added in Excel for all users on this computer choose "Anyone who uses this computer (all users)". Click the Next-button to continue.

   This will automatically add ASAP Utilities to the Excel menu for each user that logs in on the computer. This is also handy when you log in with normal user-rights and run the setup as an administrator. At the end of the setup, we'll show how to manually add ASAP Utilities to the Excel menu if needed (step 10).

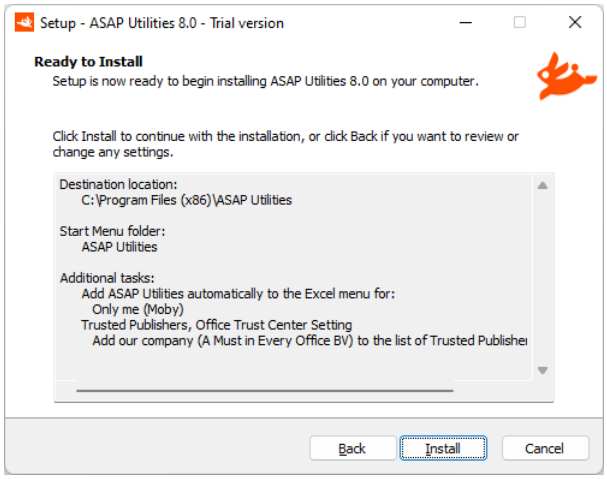
   Trusted Publishers, Office Trust Center Setting

   During the setup you can have our company (A Must in Every Office BV) automatically added to the List of Trusted Publishers in Excel.
   Some people have their Excel security settings set to 'only allow macros run by Trusted

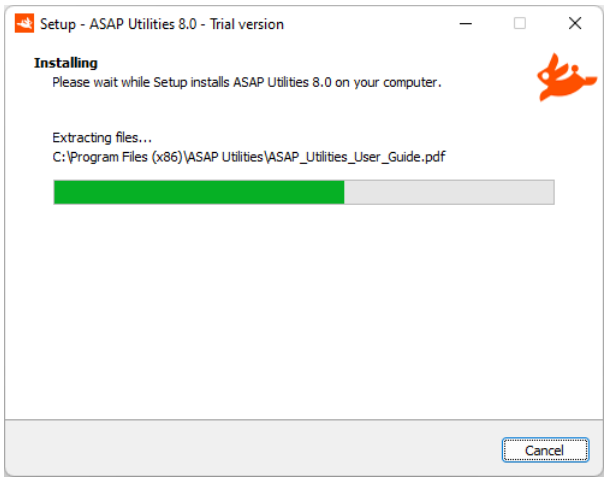
Publishers', and then this can help.



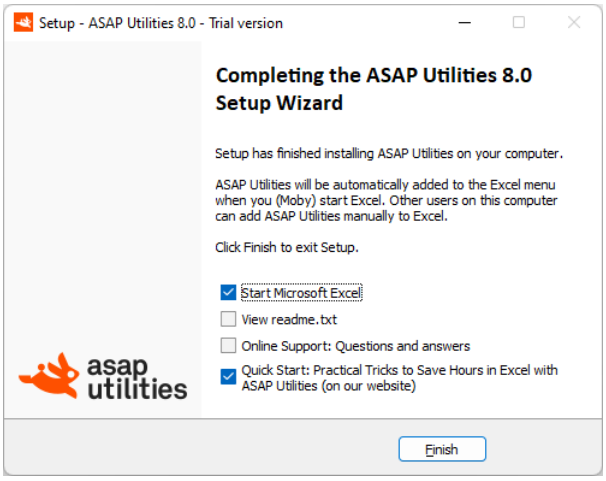
8. Click "install" to install the files to the selected folder.



The setup program now installs ASAP Utilities on your computer:



9. The Setup is completed. Click the Finish button.

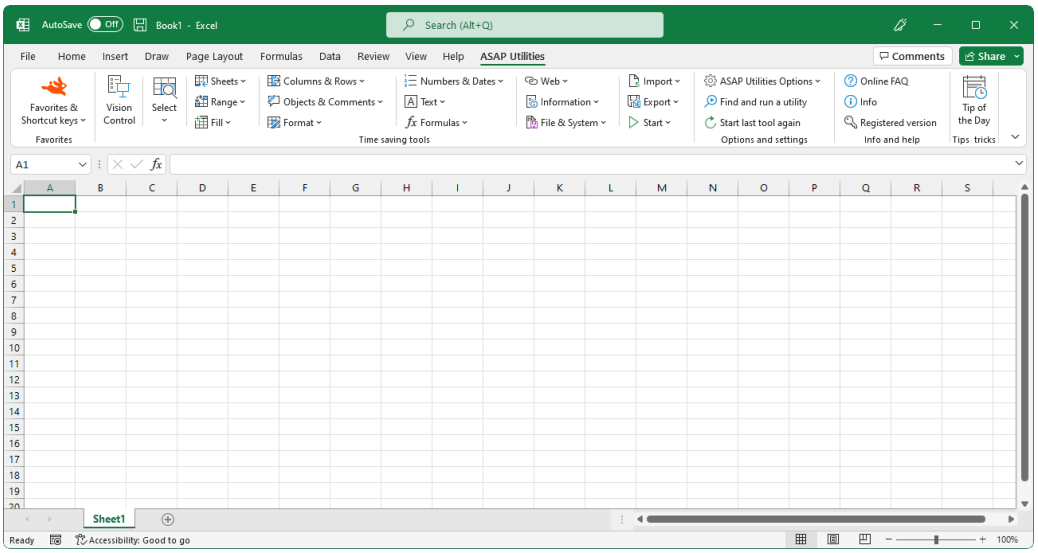


10. The installation is finished, and you are ready to use ASAP Utilities.

    Depending on the language of your Excel version, ASAP Utilities will appear in that same language if available. Otherwise it will default to English.

    In the Excel menu you will find a new item called "ASAP Utilities".

    (In the rare situation that you don't see ASAP Utilities in the Excel menu, read our FAQ: https://www.asap-utilities.com/add-to-excel-menu.php)

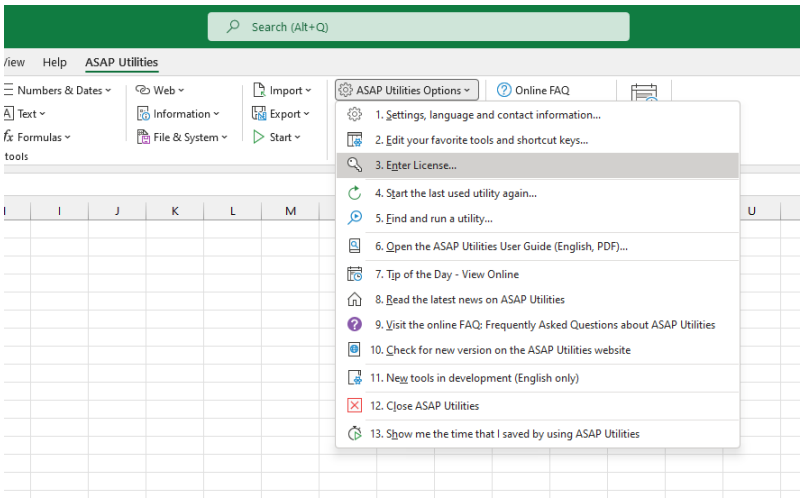


    If you've chosen to create a start-menu folder at step 6, then a new program folder called "ASAP Utilities" is created in your Windows Start menu.

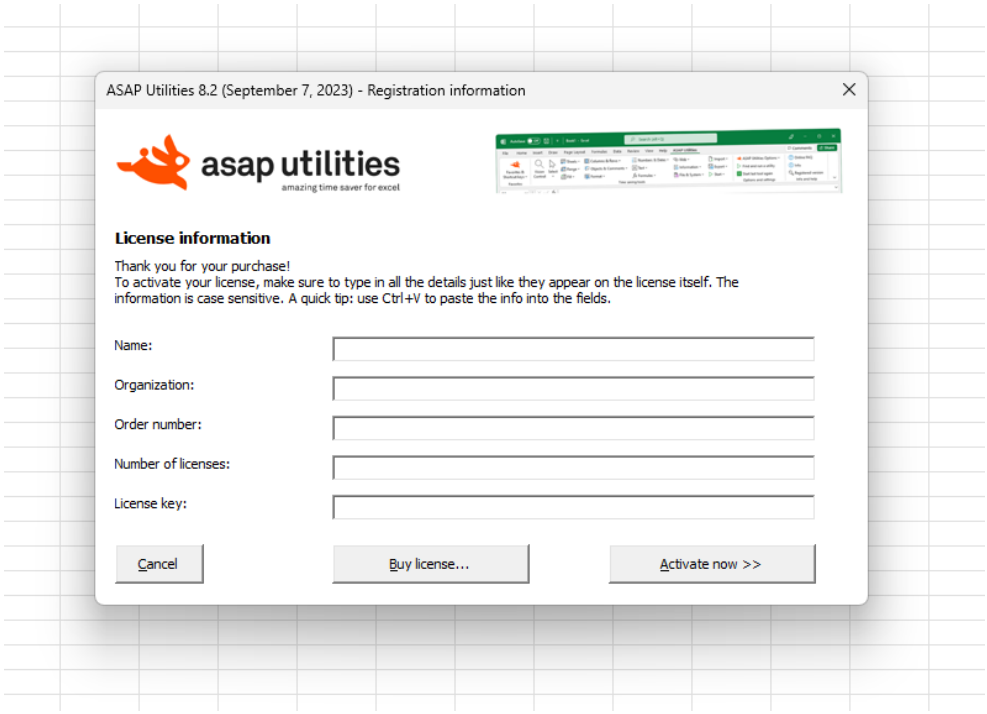
3 Enter your license details

To turn your copy of ASAP Utilities into a registered version do the following:

- In the Excel menu choose ASAP Utilities › ASAP Utilities Options › 3. Enter license...



  In case you have ASAP Utilities 7: In the Excel menu choose the right-bottom button in the ASAP Utilities Tab in Excel. (Trial version..., Enter License... or Home&Student Edition...). Then click on the button "Enter registration information".
- Fill in **all** the fields **exactly the same** as in the email with your full license details.
  You received two emails after the order was completed. The email from "ASAP Utilities (A Must in Every Office BV)" contains the full license information.
- After you entered the information click on the "Activate now >>" (or "Register" in version 7) button.
- We recommend you to use "copy and paste" to avoid typing errors.
  The information is case sensitive.
  You can use the shortcut Control+V to paste the information in the fields.



1.1.4 Manual installation

Although we recommend the automatic installation, the manual installation is easy to do.

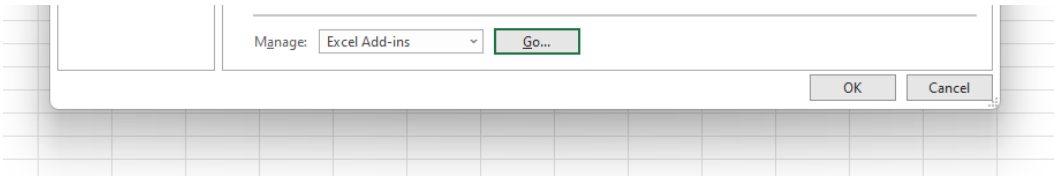
This paragraph about the manual installation is only kept as background information.

Walk through the following steps.

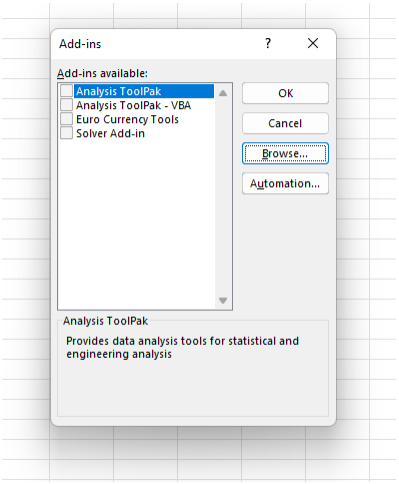
1. Place all the ASAP Utilities files on your hard drive. It doesn’t matter what the location is, as long as all the files in the package are together.
   The recommended location is: “C:\Program Files\ASAP Utilities\” or “C:\Program Files (x86)\ASAP Utilities”
2. Start Microsoft Excel
3. In the Excel menu choose

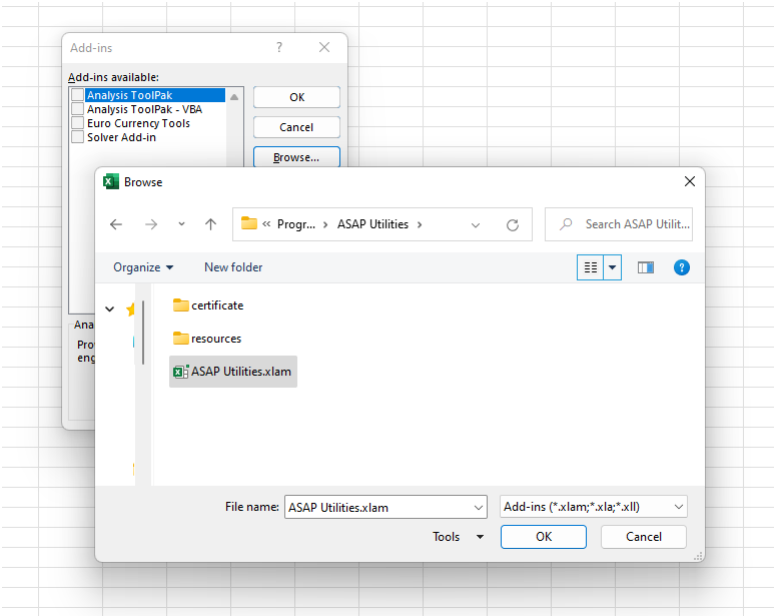
   File » Options » Add-Ins

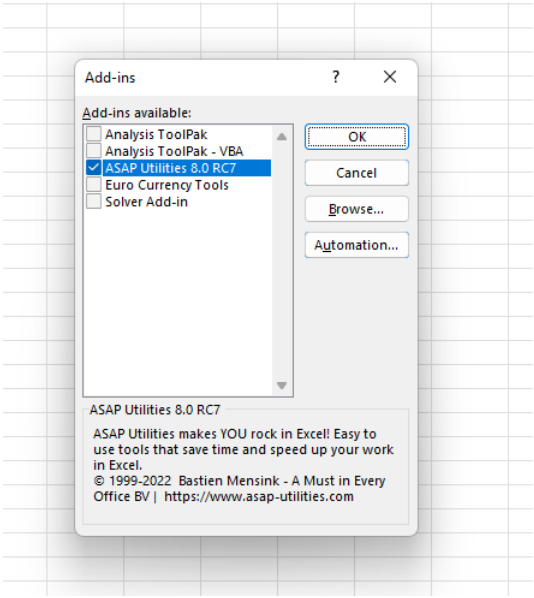
4. In the Manage drop-down at the bottom select “Excel Add-ins” and press the Go... button



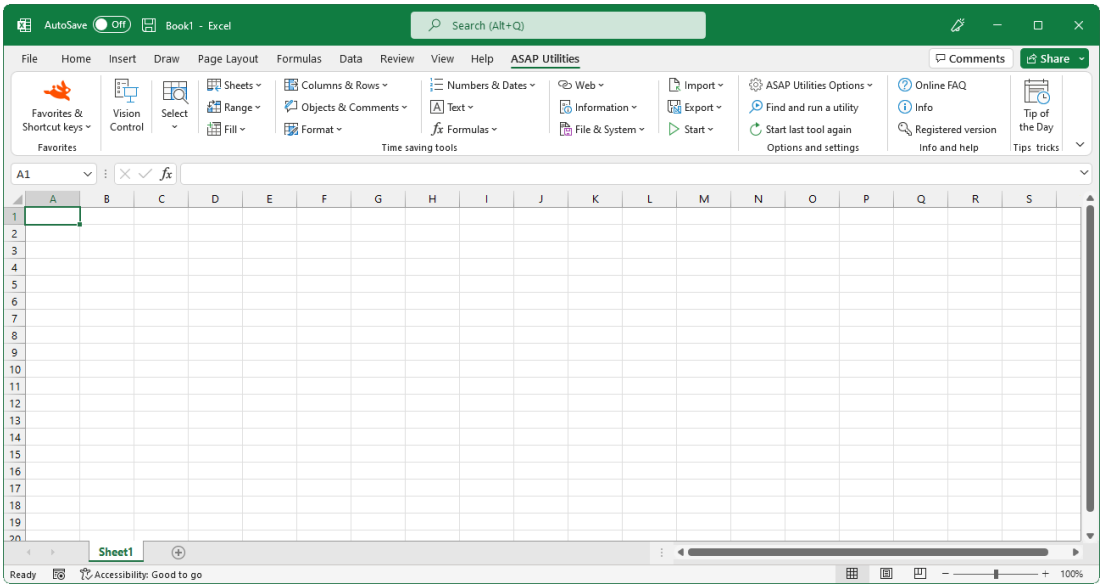
5. Click on the browse-button in the Add-Ins dialog to locate the ASAP Utilities.xlam file (by default in the folder “C:\Program Files\ASAP Utilities\” or “C:\Program Files (x86)\ASAP Utilities”)
   If Excel asks you to copy the file to the library folder, always answer "no". (this is important)


Add-ins
Add-ins available:
Analysis ToolPak
Analysis ToolPak - VBA
Euro Currency Tools
Solver Add-in
OK
Cancel
Browse...
Automation...
Analysis ToolPak
Provides data analysis tools for statistical and engineering analysis


Add-ins
Add-ins available:
Analysis ToolPak
Analysis ToolPak - VBA
Euro Currency Tools
Solver Add-in
OK
Cancel
Browse...
Browse
Progr... › ASAP Utilities ›
Search ASAP Utilit...
Organize
New folder
certificate
resources
ASAP Utilities.xlam
File name: ASAP Utilities.xlam
Add-ins (*.xlam;*.xla;*.xll)
Tools
OK
Cancel



6. Make sure that "ASAP Utilities" is “checked” press the OK-button. When you do that ASAP Utilities will be opened by Excel and added to its menu.
7. In the add-ins tab there is the menu of "ASAP Utilities".
   If you do not see ASAP Utilities in the menu you have to close and restart Excel.
   Installation is now finished. Have fun!



In case you don’t see ASAP Utilities in the menu, then it can by caused by certain settings or limitations by your IT department. The information in the following article can help you to solve that:
What to do if I don't see ASAP Utilities in the Excel menu?
https://www.asap-utilities.com/faq-questions-answers-detail.php?m=44

1.1.5 Upgrade to a new version

If you install the new version in the same location as the previous version, it is not necessary to uninstall the previous version before installing the new one. The settings of your previous version (including the favorites menu) will then be kept.

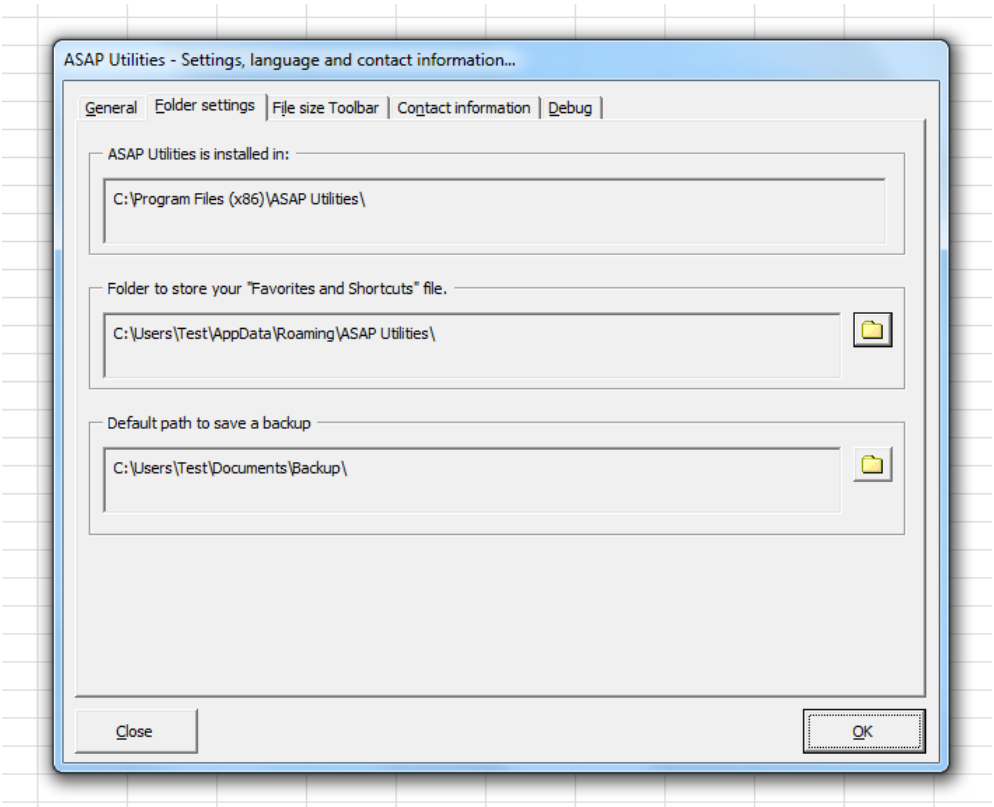
Important

Do *NOT* uninstall your existing ASAP Utilities version before installing the new version; otherwise, you will lose your settings and you will have to re-enter your license details. Just install the new version "on top" of your current version.

If you want to install ASAP Utilities in another location, we recommend you to back-up the favorite's menu file if you have made changes to the favorites menu (asap_custom_menu.ini) and uninstall the old version first.

Make sure Excel is closed and then run the setup or overwrite the old files. During the setup you have to install the files into the same location as the old version. Usually this is "C:\Program Files\ASAP Utilities\" or "C:\Program Files (x86)\ASAP Utilities".
If you are not sure about that location you can see it in ASAP Utilities. Start Excel and then:

ASAP Utilities » ASAP Utilities Options » Settings, language and contact information...



1 Home & Student edition: Required upgrade once a year

Since 2001 it's our policy to force an upgrade (free) once or twice a year to the free/unregistered (Home and Student) edition to make sure you are always using the latest stable and most complete version. This is the only way to make sure everybody is using the most recent version. In the past we were receiving too many emails from people with feature requests and bug reports that had already been implemented or solved in the new version.

Starting from 2012 the required upgrade has been reduced to once a year.

The new-version date is a pre-built-in date. No connection to the internet is made when determining if there is a new version available. When you start a utility in ASAP Utilities and this new-version-date is available, you will get a notice about the new version.

When you start a utility in ASAP Utilities and this new-version-date has come, you will get a notice:

When you click on the “Download from www.asap-utilities.com” button, Excel will try to open <www.asap-utilities.com> in your default browser. It will not automatically download the new version, you have to download the new version yourself and perform the installation.

This message will be shown only once a day when you start one of the ASAP Utilities tools. You have the option to turn off the message for the next ten days. This way you can continue to work without being bothered too much. Make sure you do the upgrade before the end date is reached. After the end date the current (old) version will no longer work. I’m sorry, but this is the only way to make sure people are using the most recent version. In the

past we were receiving too many emails from people with feature requests and bug reports that had already been implemented or solved in the new version.

You have a period of approximately 3 months to upgrade (free).

Be informed by email when a new version is released

Subscribe to our Newsletter and you will receive free e-mail updates when a new version or an important update of ASAP Utilities is released.

https://www.asap-utilities.com/asap-utilities-newsletter.php

Registered users / commercial organizations

If you have a purchased a license and entered the license details in ASAP Utilities, then the program will never expire. You can choose your own time to upgrade to a newer version or just stay with your current version. This is one of the major benefits for large organizations with locked down computers.

https://www.asap-utilities.com/license-benefits.php

https://www.asap-utilities.com/download-old-versions.php

1.1.6 Network installation

There are several options for a network installation. In this section we provide some tips about the way Excel works with add-ins. Please test them before you deploy.

The latest (technical) information about network installations is available on our website: https://www.asap-utilities.com/setup-technical.php

You can install ASAP Utilities (or place all files) on a central location on your network and have ASAP Utilities listed in the add-ins dialog in Excel or have it automatically loaded. If you manually place the files on a central location, make sure all files are in the same folder. The benefit of having ASAP Utilities on a central location on the network is that upgrading to a new version is as simple as installing it once into that folder.

After placing the files on a network drive there a few things you might have to do:

- Users have to be able to load ASAP Utilities (read access to the files).
- You can have ASAP Utilities loaded for every user each time Excel starts.
  Excel stores which add-ins to load only on a per-user basis. Excel does not have a setting to have your add-in loaded for every user on a computer. However, if you want ASAP Utilities automatically added to the Excel menu for all users, you can specify this during the setup or, in the registry (1.3.3, "Add ASAP Utilities to the Excel menu for all users" on page 358)

Besides the installation you should also add the license information in the registry of every user (HKEY_CURRENT_USER) to make sure they get the registered version that does not expire. This is described in paragraph 00, "

- Registration/license settings” on page 359.

1 Display ASAP Utilities in Excel’s Add-in list

To have ASAP Utilities available in Excel’s add-in list you have to add it to the registry for each user. This will only show ASAP Utilities in the add-in list. It will not automatically load ASAP Utilities.

Create a new string value in the registry key:

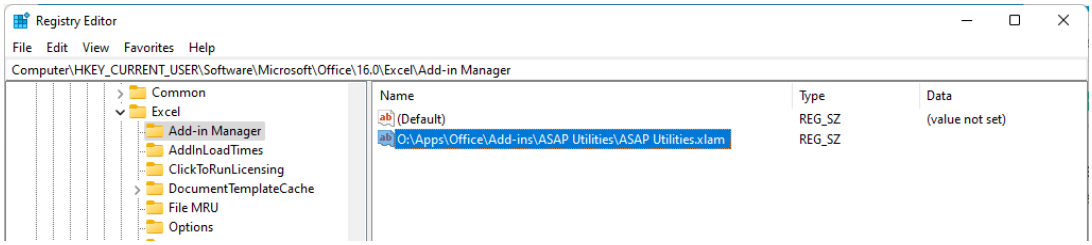
```
HKEY_CURRENT_USER\Software\Microsoft\Office\ <version> \Excel\Add-in Manager\
```

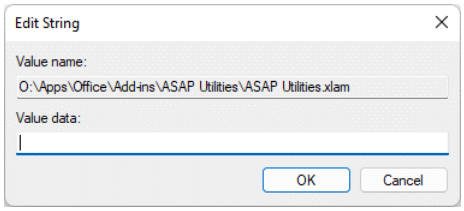
For example, for Office 2021 this is:

```
HKEY_CURRENT_USER\Software\Microsoft\Office\16.0\Excel\Add-in Manager\
```

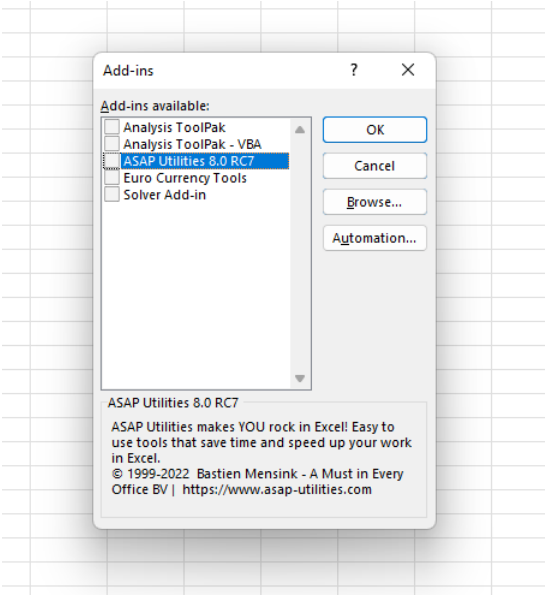
Excel 2010	14.0	
Excel 2013	15.0	
Excel 2016	16.0	
Excel 2019	16.0	(same as Excel 2016)
Excel 2019	16.0	(same as Excel 2016)
Excel 2021	16.0	(same as Excel 2016)
Excel 365	16.0	(same as Excel 2016)

Create a new string value where the name is the full path and filename of ASAP Utilities.
ASAP Utilities 8, uses ASAP Utilities.xlam
For example: O:\Apps\Office\Add-ins\ASAP Utilities\ASAP Utilities.xlam.
The value data is empty:





When the user now starts Excel, ASAP Utilities is optionally available in Excel's File » Options » Manage Excel Add-ins. And then the users can "check" it to be loaded.



2 Load ASAP Utilities on Excel startup

To have ASAP Utilities automatically loaded every time Excel starts you have to follow the steps in this paragraph. If you want this for all users on the computer, please have a look at paragraph 1.3.3 Add ASAP Utilities to the Excel menu for all users on page 358.

You can either do this by editing the registry either manually or via a script, or by running the program "Add_ASAP_Utilities_to_the_Excel_menu.exe" which is located in the ASAP Utilities program files folder and automatically adds ASAP Utilities to the Excel menu for the Windows user accounts that runs this program.

To have ASAP Utilities automatically installed you have to write an entry to the registry key:

```
HKEY_CURRENT_USER\Software\Microsoft\Office\<version>\Excel\Options\
```

Excel 2010	14.0	
Excel 2013	15.0	
Excel 2016	16.0	
Excel 2019	16.0	(same as Excel 2016)
Excel 2021	16.0	(same as Excel 2016)
Excel 365	16.0	(same as Excel 2016)

In Excel 2021 this is for example:

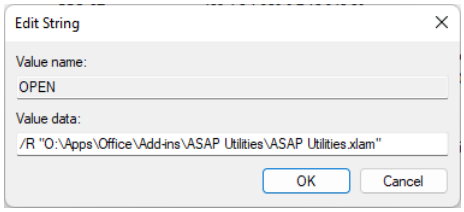
```
HKEY_CURRENT_USER\Software\Microsoft\Office\16.0\Excel\Options\
```

In this key there are a set of ascending entries numbered OPEN, OPEN1, OPEN2, etc. The value of each of these entries is the full path to and the filename of the add-in.

To add ASAP Utilities, you have to find the highest numbered OPEN<n> value and create a new value one higher. They must be continuous and in the following order:

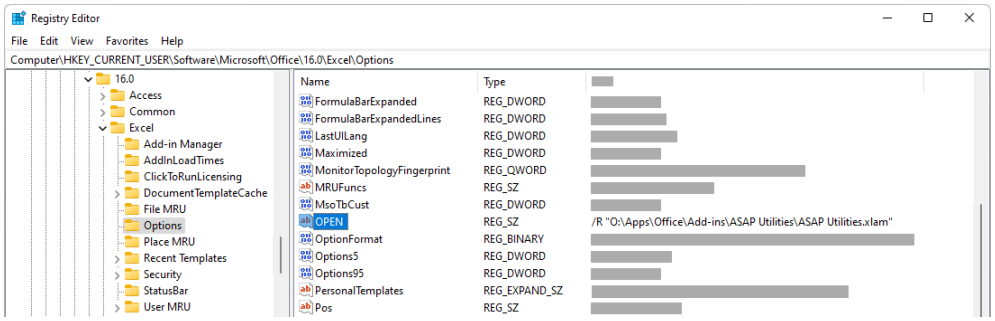
OPEN
OPEN1
OPEN2
OPEN3
etc.

In a clean Excel installation without any add-ins installed there are no OPEN values. In that case you can add ASAP Utilities by creating a new value of the string type with the name OPEN and as value the full path and filename of ASAP Utilities, surrounded by quotation marks.
ASAP Utilities 8, uses ASAP Utilities.xlam
For example:
"O:\Apps\Office\Add-ins\ASAP Utilities\ASAP Utilities.xlam".
You have to write the double-quotes (") around it because the path/filename contains spaces.

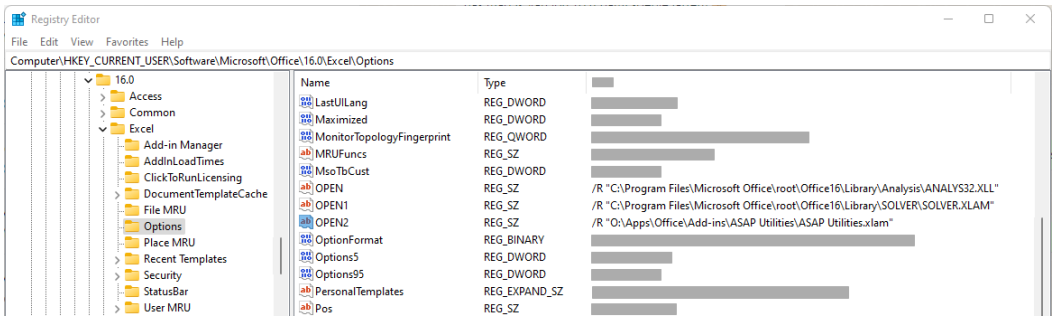


If you precede the add-in name with a /R switch the add-in will be opened as read-only.

Example of the registry key with no other add-ins loaded:



Example of the registry key when Microsoft’s Analysis Toolpak and Solver Add-in were already active. ASAP Utilities now uses the OPEN2 key:



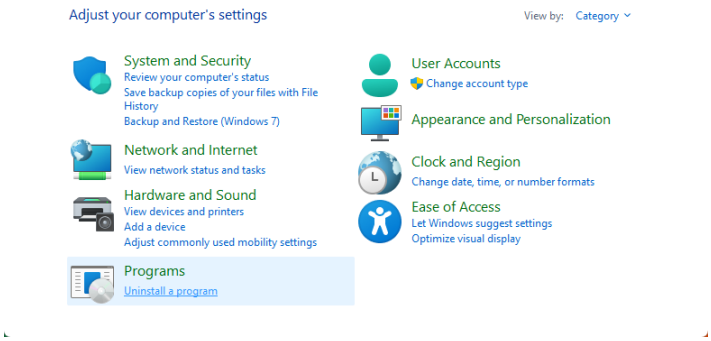
1.2 Uninstall

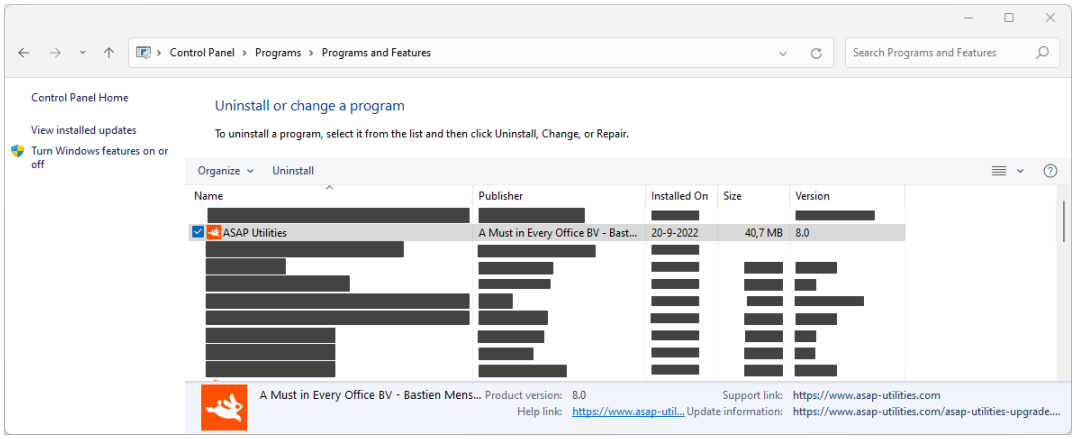
1.2.1 Automatic

The easiest and recommended way to uninstall ASAP Utilities is to do this via the Windows Control Panel.

Windows Start » Control Panel » Programs » Uninstall a Program

Then select ASAP Utilities in the list of programs and click on the "Uninstall" button:





Note

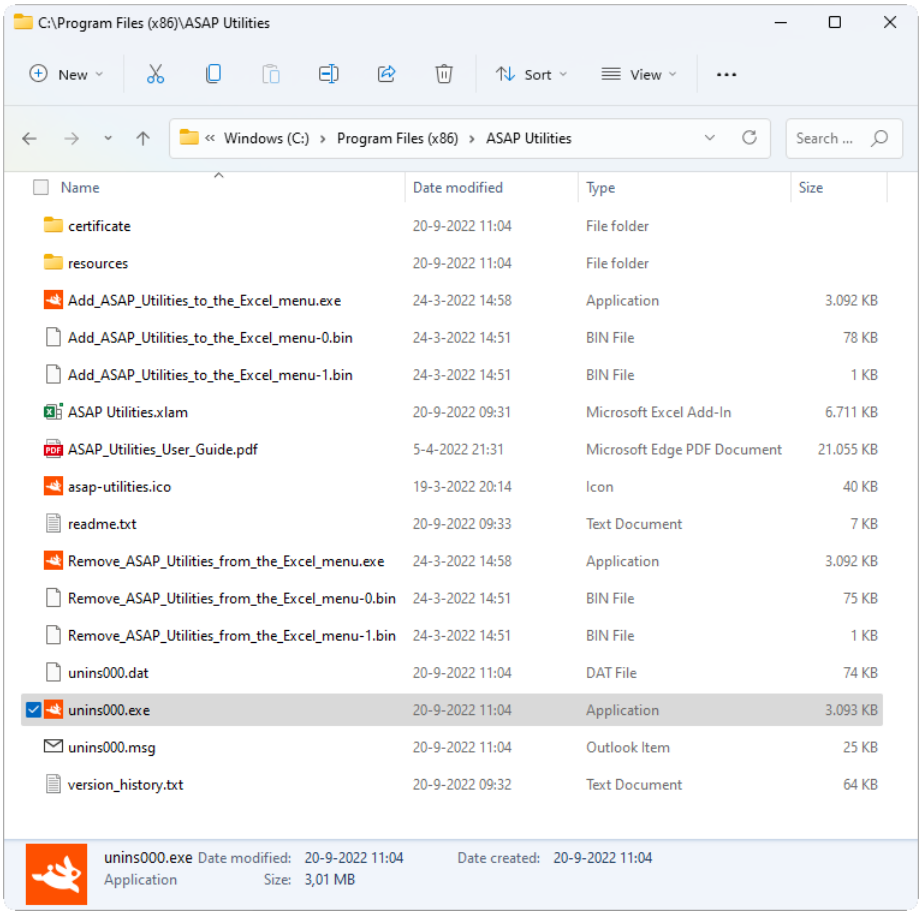
If other users on the same computer used ASAP Utilities too, you will have to manually remove ASAP Utilities from their list of Excel add-ins. This is something that can only be automated for the user that runs the uninstall due to the design/restrictions of Microsoft Windows. In such a case the user has to follow step 4 till 7 of the manual uninstall.

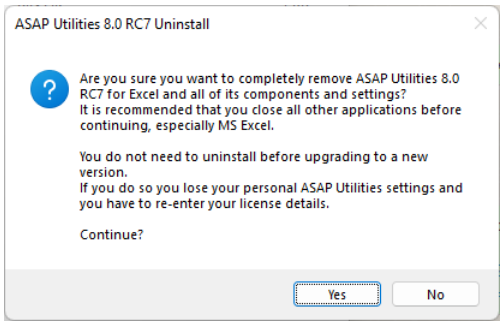
1.2.2 Automatic uninstall #2

As an alternative you can also use the following method to uninstall ASAP Utilities.

You can also run “unins000.exe“, from the ASAP Utilities installation folder. The uninstaller removes all ASAP Utilities installation files and removes all ASAP Utilities entries from the registry.

If you have specified an alternative location to store your favorites menu settings, you have to manually remove the file asap_custom_menu.ini from that location.

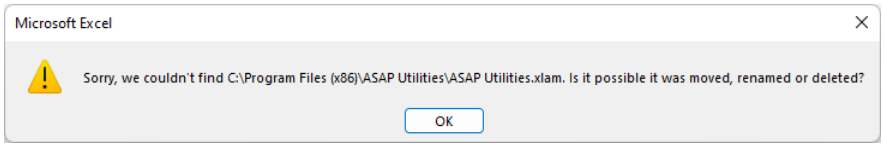




1.2.3 Manual

Another way is to manually remove ASAP Utilities 8 but we recommend the automatic uninstall.

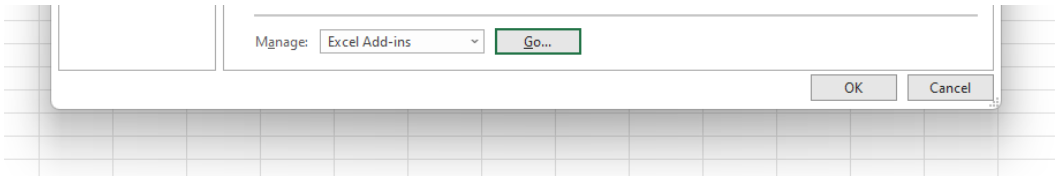
1. Close Excel, if it is opened.
2. Delete the folder where the ASAP Utilities program is installed.
   Usually this is "C:\Program Files\ASAP Utilities" or
   "C:\Program Files (x86)\ASAP Utilities".
3. Start Excel, you will now receive an error, indicating that ASAP Utilities could not be found.



4. In the Excel menu choose

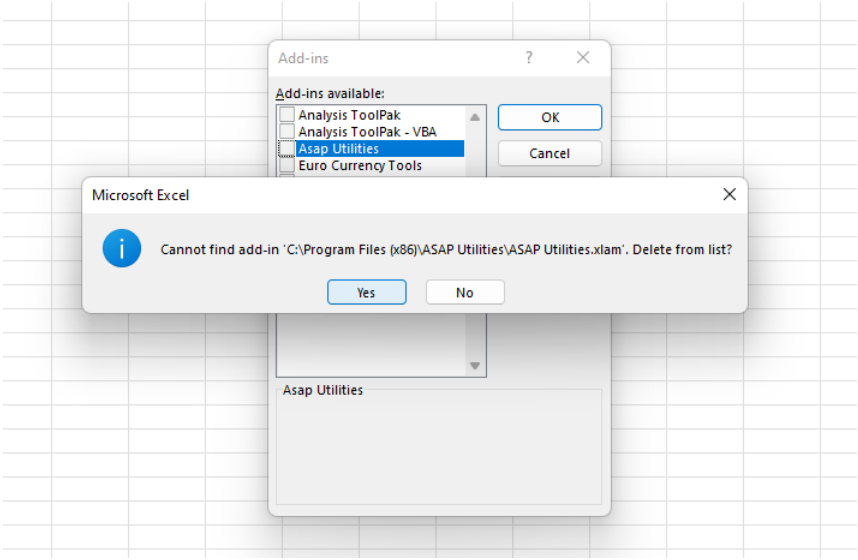
   File » Options » Add-Ins

5. In the Manage drop-down at the bottom select "Excel Add-ins" and press the Go... button



6. Then uncheck the check box next to Asap Utilities.
   Excel will now ask you if you want to remove ASAP Utilities from the list. Answer with

yes.



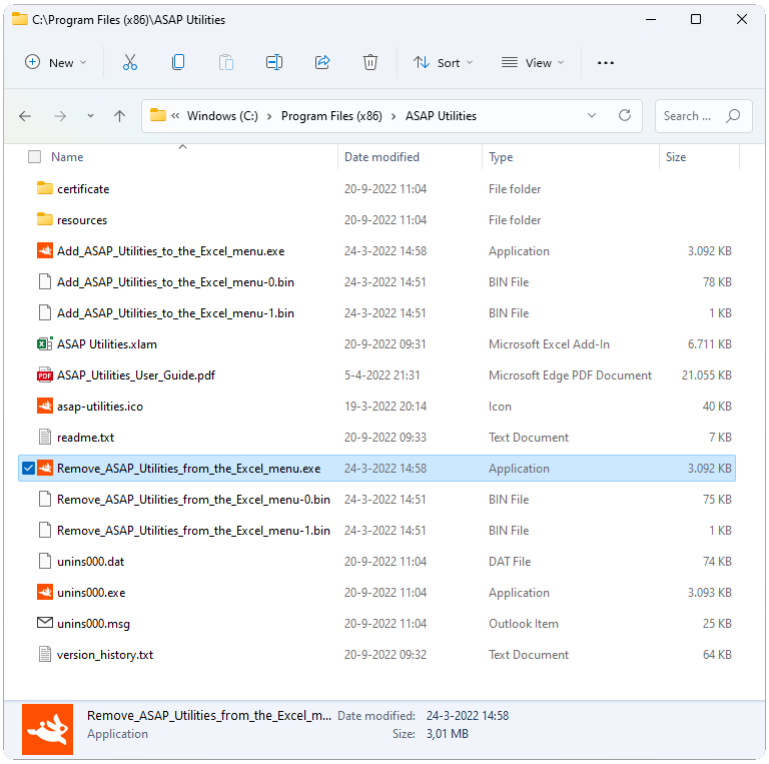
7. Now close the form, and ASAP Utilities is successfully uninstalled.
   ASAP Utilities is removed from your computer and Excel.

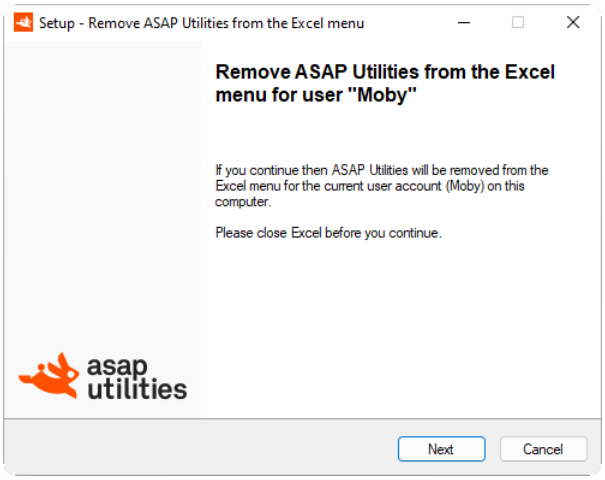
1.2.4 Temporarily deactivating ASAP Utilities from startup

If you want to temporarily uninstall ASAP Utilities, for example if you want to make screenshots and want the default Excel menu bar shown without ASAP Utilities, or if you think you have problems related to ASAP Utilities, you can do the following:

1 Automatically deactivate ASAP Utilities from starting up with Excel

You can either uncheck ASAP Utilities manually from the add-ins list in Excel, or you can simply run the program “Remove_ASAP_Utilities_from_the_Excel_menu.exe” which is located in the ASAP Utilities program files folder. This tiny program will automatically remove ASAP Utilities from the Excel menu/deactivate it as add-in in Excel, for the Windows user accounts that runs this program and does not require admin-rights to run.


C:\Program Files (x86)\ASAP Utilities
New
Sort
View
Windows (C:) › Program Files (x86) › ASAP Utilities
Search ...
Name
Date modified
Type
Size
certificate 20-9-2022 11:04 File folder
resources 20-9-2022 11:04 File folder
Add_ASAP_Utilities_to_the_Excel_menu.exe 24-3-2022 14:58 Application 3.092 KB
Add_ASAP_Utilities_to_the_Excel_menu-0.bin 24-3-2022 14:51 BIN File 78 KB
Add_ASAP_Utilities_to_the_Excel_menu-1.bin 24-3-2022 14:51 BIN File 1 KB
ASAP Utilities.xlam 20-9-2022 09:31 Microsoft Excel Add-In 6.711 KB
ASAP_Utilities_User_Guide.pdf 5-4-2022 21:31 Microsoft Edge PDF Document 21.055 KB
asap-utilities.ico 19-3-2022 20:14 Icon 40 KB
readme.txt 20-9-2022 09:33 Text Document 7 KB
Remove_ASAP_Utilities_from_the_Excel_menu.exe 24-3-2022 14:58 Application 3.092 KB
Remove_ASAP_Utilities_from_the_Excel_menu-0.bin 24-3-2022 14:51 BIN File 75 KB
Remove_ASAP_Utilities_from_the_Excel_menu-1.bin 24-3-2022 14:51 BIN File 1 KB
unins000.dat 20-9-2022 11:04 DAT File 74 KB
unins000.exe 20-9-2022 11:04 Application 3.093 KB
unins000.msg 20-9-2022 11:04 Outlook Item 25 KB
version_history.txt 20-9-2022 09:32 Text Document 64 KB
Remove_ASAP_Utilities_from_the_Excel_m... Date modified: 24-3-2022 14:58
Application Size: 3,01 MB

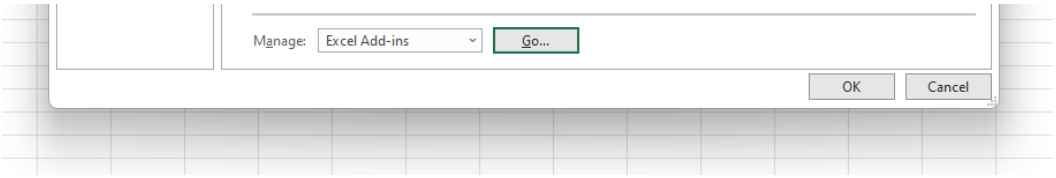

Setup - Remove ASAP Utilities from the Excel menu
Remove ASAP Utilities from the Excel menu for user "Moby"
If you continue then ASAP Utilities will be removed from the Excel menu for the current user account (Moby) on this computer.
Please close Excel before you continue.
asap utilities
Next
Cancel

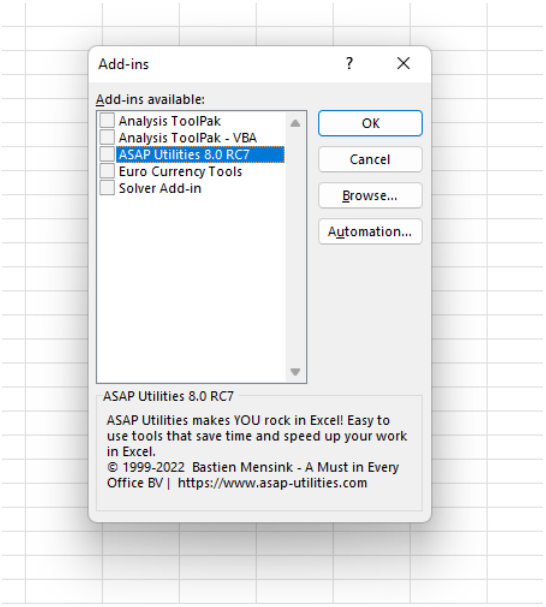
2 Manually deactivate ASAP Utilities from starting up with Excel

In the Excel menu choose:

File » Options » Add-Ins

In the Manage drop-down at the bottom select “Excel Add-ins” and press the Go... button





Then uncheck the check box next to ASAP Utilities.
This will remove ASAP Utilities from the menu and it will not automatically start with Excel.

If you want to enable ASAP Utilities again, just check the checkbox next to ASAP Utilities.

1.3 User data and registry settings

This chapter will tell you where ASAP Utilities saves its settings.

1.3.1 Registry

The settings of ASAP Utilities are stored (some encoded) in the registry in the following section:

HKEY_CURRENT_USER\Software\VB and VBA Program Settings\ASAP Utilities\

1.3.2 Favorites menu

The favorites menu, `asap_custom_menu.ini`, is by default stored in your application data folder, for example:

```
C:\Documents and Settings\<UserName>\Application Data\ASAP Utilities\
or
C:\Users\<UserName>\AppData\Roaming\ASAP Utilities\
```

However this can be changed via:

```
ASAP Utilities » ASAP Utilities options » Settings, language and contact information...
```

The folder where the favorites menu is located is stored in the value `CustomMenuPath` in the key:

```
HKEY_CURRENT_USER\Software\VB and VBA Program Settings\ASAP Utilities\Setup
```

The location of the favorites menu file should preferably be writeable and editable, if not users can use the favorites menu but they cannot change it and will get a warning message when trying to.

NOTE: In versions before 4.2.2 the file was by default placed in the same location where ASAP Utilities was installed, which was usually the program files folder.
NOTE2: If you change the folder directly in the registry, make sure the .ini file exists in that location, otherwise the user will be prompted that the file wasn't found there and asked to choose a new location.

1.3.3 Add ASAP Utilities to the Excel menu for all users

During the setup you can specify to have ASAP Utilities added to the Excel menu for all users or just for the user that runs the setup.

If you specified to have ASAP Utilities added to the Excel menu for all users, then the program "Add_ASAP_Utilities_to_the_Excel_menu.exe" is added to the ActiveSetup to run once for each user on the system.

```
HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Active Setup\Installed Components\
```

Or

```
HKEY_LOCAL_MACHINE\SOFTWARE\WOW6432Node\Microsoft\Active Setup\Installed Components\
```

The program will run once for each user that logs on the system and due to the command-line parameter /VERYSILENT it will run quickly and invisible to the user.

1.3.4 Registration/license settings

The license is stored per user and the license information is stored in:

HKEY_CURRENT_USER\Software\VB and VBA Program Settings\ASAP Utilities\setup\

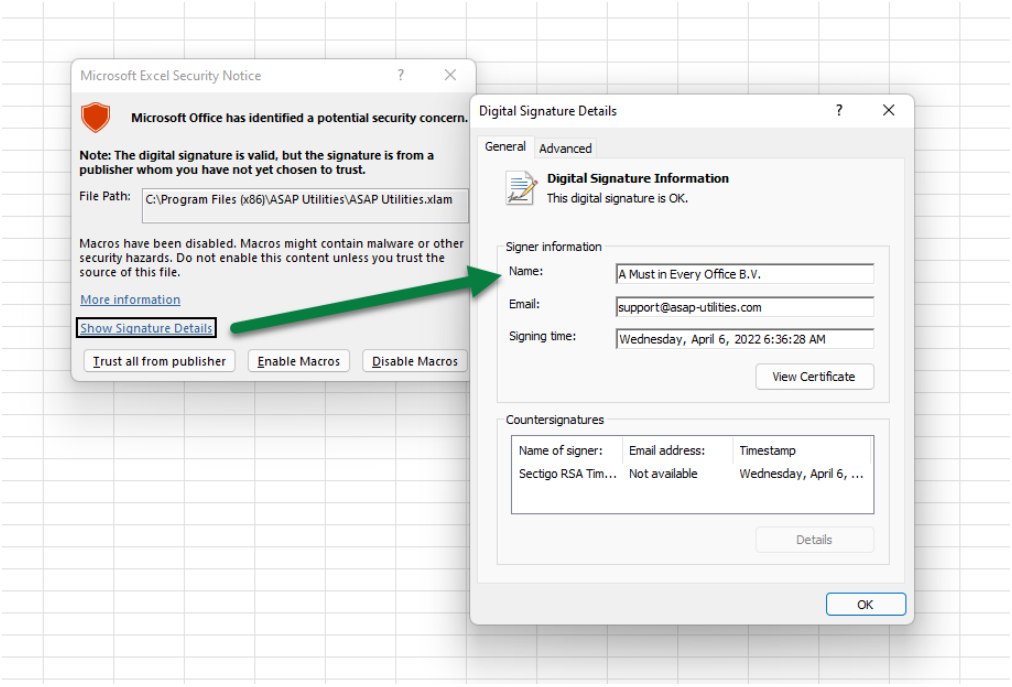
The following string-values are used to store the registration information:

- name
- key
- order
- orderamount
- organization

Note: Some of these values are stored encoded. For automated license entry, don't use plain text for all license details. First, manually activate one copy, then copy and transfer the encoded values to the registry locations.

1.4 Macro security

ASAP Utilities is digitally signed. This gives several benefits. For one example, it assures you that the files come from us and have not been tampered with.
The company name you will see on the certificate is "A Must in Every Office BV"



During the installation ASAP Utilities will be installed as default add-in. This means that every time you start Excel, ASAP Utilities will be loaded and is ready to use.

In order to use ASAP Utilities your security need to be set at a certain level. This level can be high, since ASAP Utilities contains a digital signature, you can choose to always trust us.
In Excel 2003 and newer you also have the option to set the security lever to “Very High”,

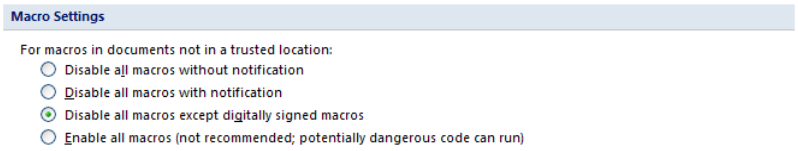
however when you do that you won't be able to use ASAP Utilities unless you set the level back to high, or choose to "Trust all installed add-ins and templates" (see the next chapter).

You only need to change the below values if you encounter problems:

In Excel's menu choose:

File » Excel options » Trust Center » Trust Center Settings

Then choose "Disable all macros except digitally signed macros" or "Disable all macros with notification"



ASAP Utilities will never(!) require you to lower your security settings to low.

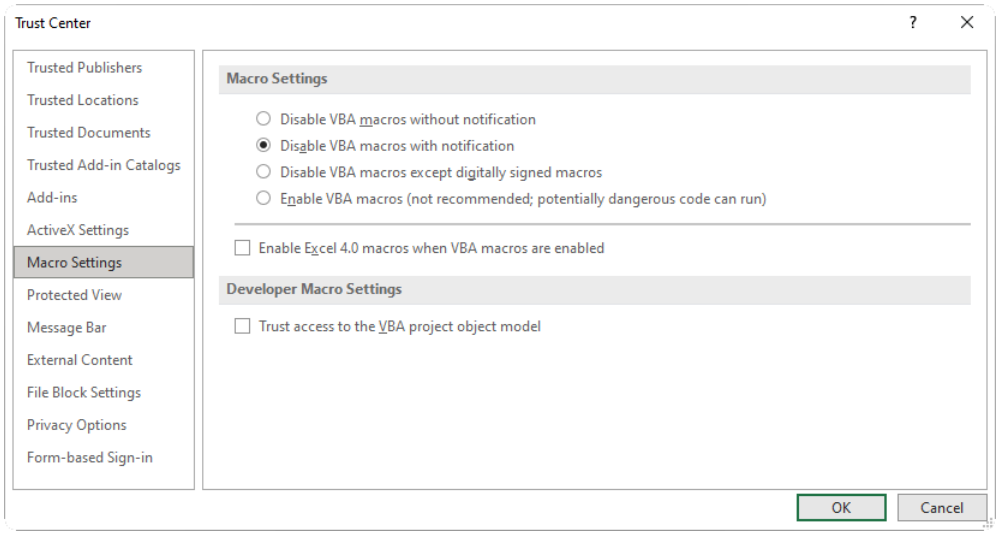
1.4.1 Trusted sources and security settings to "very high"

If you want to run ASAP Utilities in Excel with the security settings to "Very High", then you also have to have the "Trust all installed add-ins and templates" check box checked. **This is the default setting of Excel so most likely you don't have to change any settings.**

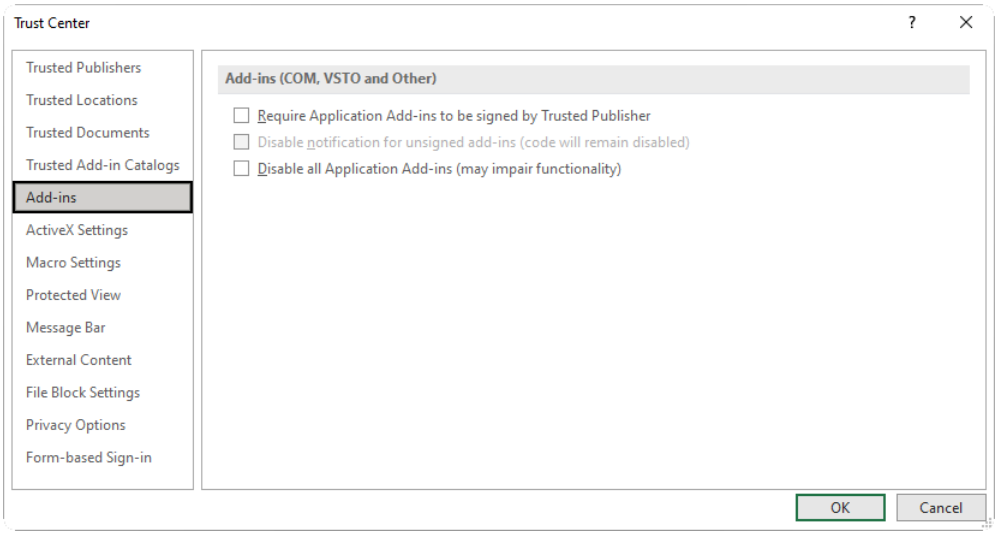
Choose in the Excel ribbon:

File » Options » Trust Center » Trust Center Settings

The default option that Excel uses is "Disable all macros with notification".



By default add-ins are enabled in Excel 2007 and newer.
You can turn all Add-ins off via “Disable all Application Add-ins (may impair functionality)”.
Disabling all Application Add-ins will also disable ASAP Utilities.



1.5 How to use ASAP Utilities in your own macros

Excel doesn't record the actions you do with add-ins, such as ASAP Utilities when you use the macro recorder. However, you can start the tools in ASAP Utilities from within your own macro.

You do have to know the basic understandings of macros/VBA (Visual Basic for Applications). We do not officially support running ASAP Utilities macros from within your own macros and offer help on this, but it can be done.

More information and a few examples are on our website:

https://www.asap-utilities.com/run-as-part-of-a-macro-vba.php