ASAP Utilities user guide

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

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title author ASAP Utilities version pages latest revision ASAP Utilities User Guide Bastien Mensink 8.5 361 February 28, 2024

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A Must in Every Office BV Molenweg 242 8012 WT Zwolle The Netherlands

www.asap-utilities.com

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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.

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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.

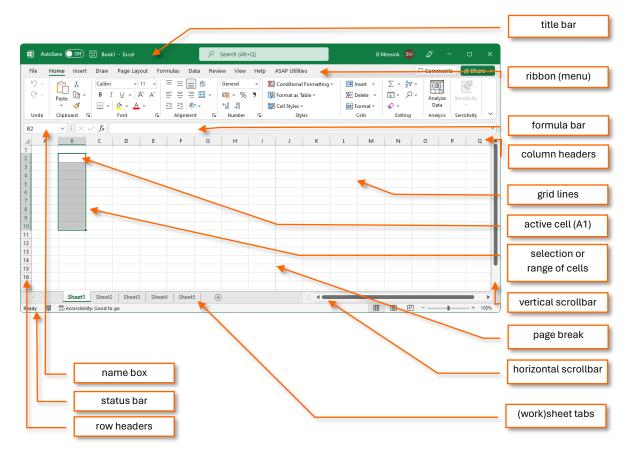
2.5 Intended audience

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:



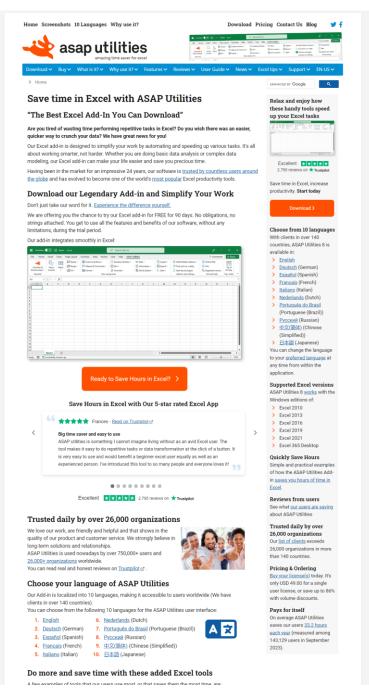
3 Getting started

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.

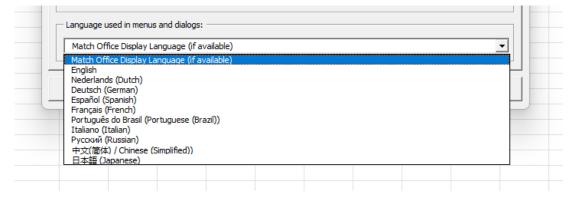
You can choose from the following 10 languages for the ASAP Utilities user interface:

1. English

- 6. Portuguese (Brazil) (Português do Brasil)
- 2. Dutch (Nederlands)
- Italian (Italiano)
 Russian (Русский)
- German (Deutsch)
 Spanish (Español)
- 9. Chinese (Simplified) (中文(简体))
- 5. French (Français)
- 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

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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)

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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)

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Beschreibung aller Tools von ASAP Utilities

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

3.4.4 ASAP Utilities in Spanish (Español)

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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)

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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)

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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)

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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)

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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))

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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)

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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.

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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...

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Help ASAP U	tilities		
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nulas ~	🖺 File & Syster	n ∽ 🛛 ▷ Start	2. Edit your favorite tools and shortcut keys Q 3. Enter License
I J	К	L N	4. Start the last used utility again 5. Eind and run a utility
			B. Open the ASAP Utilities User Guide (English, PDF)
			 7. Tip of the Day - View Online 8. Bead the latest news on ASAP Utilities
			9. <u>Visit</u> the online FAQ: Frequently Asked Questions about ASAP Utilities 10. Check for new version on the ASAP Utilities website
			11. Ne <u>w</u> tools in development (English only)
			12. Close ASAP Utilities 13. Show me the time that I saved by using ASAP Utilities

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.

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Cancel	Buy license		Activate now >>	
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5 Available tools

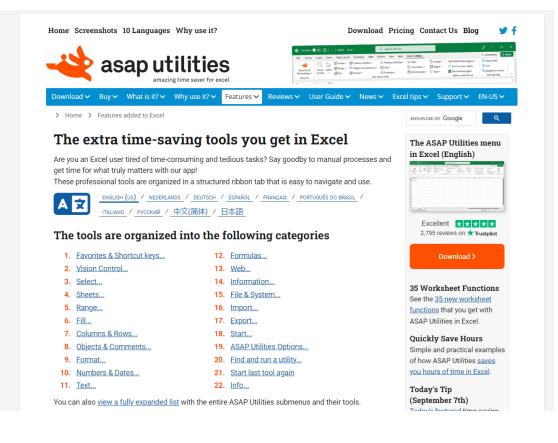
In this chapter a short description is given of each tool (utility) as presented in the ASAP Utilities menu .

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:

Home Download V Buy V Wha		News V Excel tips V Support V ES-ES V
> Home > Features added to Exce		ENHANCED BY Google
Descripciones de ASAP Utilities	e todas las herramientas en	El menú de ASAP Utilitie en Excel (Español (Spanish))
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Se puede cambiar <u>el idioma a Esp</u> Con la excepción del nombre y la o estando en Inglés.	añol en ASAP Utilities. Jescripción de todas las herramientas, el resto del sitio web sigue	X Descargar >
 Favoritos y Teclas de méte abreviado Control de visión Seleccionar Hojas 	tán organizadas en las siguientes categ 2do 12. Eórmulas 13. Web 14. Información 15. Archivo y Sistema 16. Importar	35 Worksheet Functions See the <u>35 new worksheet</u> functions that you get with ASAP Utilities in Excel. Quickly Save Hours Simple and practical example of how ASAP Utilities <u>saves</u> you hours of time in Excel.
 <u>Rango</u> <u>Rellenar</u> <u>Columnas y Filas</u> <u>Objetos y Comentarios</u> <u>Formato</u> 	 17. Exportar 18. Inicio 19. Opciones de ASAP Utilities 20. Buscar y ejecutar una utilidad 21. Iniciar nuevamente la utilidad usada 	Today's Tip (September 21st) Today's featured time saving tool.
 <u>Números y Fechas</u> <u>Texto</u> 	por última vez 22. Información	List of tools A <u>description of all tools</u> in ASAP Utilities
También puede ver <u>una lista tota</u> sus herramientas. Excel con ASAP Utilities en	sumente expandida con todos los submenúes de ASAP Utilities y sumenú •••••••••••••••••••••••••••••••	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.

Tendrá varias <u>funciones de hoja de cálculo adicionales</u> en Excel cuando ha instalado ASAP Utilities.

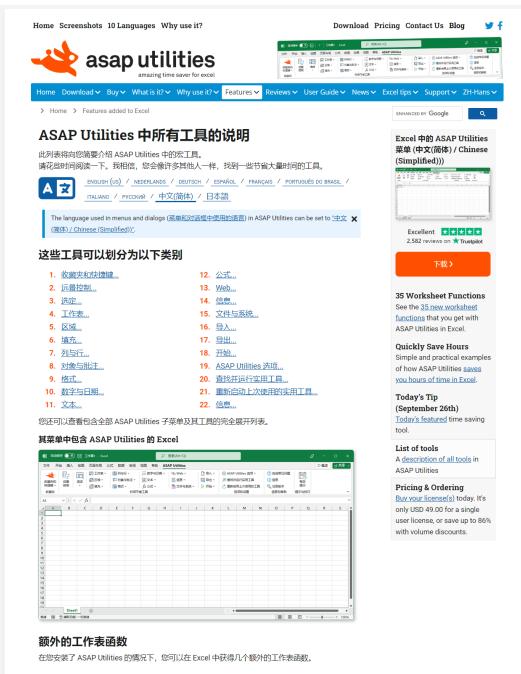
Ejemplos de cómo emplear ASAP Utilities

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

Encontrar rápidamente una herramienta dentro de ASAP Utilities

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

Or for example Chinese (Simplified):



ASAP Utilities 使用方法示例

某些最常见的问题,可以(或者已经)通过 ASAP Utilities 解决。

快速查找 ASAP Utilities 中的某个工具。

在 ASAP Utilities 中的 "信息..." 选项中,您可以找到每个工具的简要介绍。 在该程序中,还有一个非常有用的搜索功能: 在 Excel 菜单中,选择 <u>ASAP Utilities , 查找并运行实用工具...</u>

您可以从结果窗口中立即运行此实用工具,也可以通过按"+"按钮将其添加到"收藏夹"菜单,或者 可以按"?"按钮以访问网站上有关该工具的介绍和屏意曲象

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

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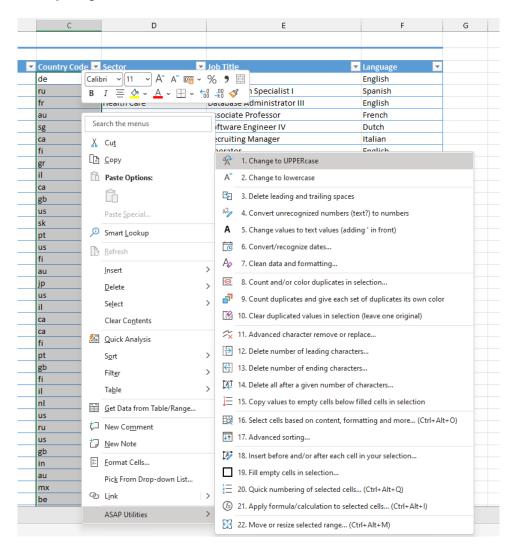
5.2.2 Right-click/context menu

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:

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nl		Miscellaneous	A		5. Convert/re	cognize d	ates					
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ru		Finance	D	<i>F&</i> 1	5. Clean data		-					
us		Capital Goods	S	~ 1	7. Advanced	character	remove	or repl	ace			
gb		Finance	v	<u>e</u> 1	3. Count and	or color o	duplicate	es in se	lectio	n		
in			S	_			1.1				color	
au		Consumer Services	N				-			plicates its own	COIOF	
mx		Technology	А). Clear dupli	cated valu	ues in se	lection	(leave	one original)		
be			V	2	1. Drawing pa	per						
				23 23	2. Move or re	size select	ed rang	e (Ctr	l+Alt+	-M)		
									-	•		

3 Row(s) right-click/context menu

When you right-click on a row heading:

A	В	С	D	E
1 Company Test Data				
2				
3 ID 🗾 Company Name	-	Country Code 💌	Sector	Job Title
4 12-8597550 Jerde Inc		de	Consumer Non-Durables	Geologist I
5 26-0571332 Rowe LLC		ru	Finance	Automation Specialist
6 11-4110254 Parisian-Breitenber	g	fr	Health Care	Database Administrate
7 51-7306191 Smith Group		au		Associate Professor
8 95-8287735 Gleichner Inc		ςø	Technology	Software Engineer IV
9 82-4505503 Sipes, Baumbach a	1. Insert multip	le empty rows at one	:e	cruiting Manager
1(Calibri ~ 11 ~ A^ A 🖙 ~ %	₹ 2. Insert empty	rows or columns in l	between	erator
1 B I Ξ Ø - A - ⊞ - ₩				es Associate
	3. Autofit row I	height (also on merge	ed cells)	ological Engineer
12 12 22 22 22 2	LUJ 4. Delete all em	unty columns		ociate Professor
1. Search the menus	_			ount Executive
1! X Cut	5. View and ma	anage hidden rows ar	nd columns	nputer Systems An
1	6. Delete all hid	Iden rows and/or col	umns	istant Professor
1. Г. Сору				uctural Engineer
11 Paste Options:	7. Color each n	'th row or column in	selection (Ctrl+Alt+C)	istant Manager
1!	8. Select cells b	ased on content for	matting and more (Ctrl+Alt+O)	ial Worker
21			-	ountant III
2 [.] Paste Special	9. Conditional	row and column sele	ct, hide or delete	nior Quality Engine
2	10. Advanced so	orting		clear Power Engine
2: Insert		-		tor
2. Delete	11. Put together	rows or columns fro	m several sheets	alyst Programmer
2!	🖗 12. Change to U	PPERcase		rketing Manager
2 Clear Contents				Technical Architec
2 Format Cells	A 13. Change to lo	owercase		sign Engineer
21	🔄 14. Delete leadin	ng and trailing spaces	;	alth Coach I
21 <u>R</u> ow Height	No 15. Convert unre	ecognized numbers (text?) to numbers	pruiter
30 <u>H</u> ide	-	-		nior Editor
3 Unhide	A 16. Change valu	es to text values (add	ling ' in front)	ministrative Officer
32	17. Convert/reco	ognize dates		earch Assistant III
3: ASAP Utilities >		-		ntal Hygienist
34 04-2159819 Marks-Jacobson	Apr 18. Clean data a	nd formatting		nior Sales Associate
35 76-2171704 Koch-Turner	🧧 19. Count and/c	or color duplicates in	selection	Quality Control
36 98-3698759 Johnson, Hamill an	_			uctural Analysis Eng
37 60-9231053 Witting, Ullrich and	20. Count duplic	cates and give each s	et of duplicates its own color	dia Manager III
38 29-6971191 Spinka-Rosenbaun	21. Clear duplica	ated values in selection	on (leave one original)	ministrative Assista
39 72-2226832 Christiansen and S	22. Drawing pap	er		Sales
Dataset (+)		ze selected range (0	Ctrl+Alt+M)	
Ready 🐻 🎲 Accessibility: Good to go		gen (e		

4 Sheet(s) right-click/context menu

When you right-click on sheet tab:

20	43-7983838	вен	marc	a-Harumann				au			Accountant III
21	26-7393239	Rey	nold	s Inc				jp	Miscellaneous		Senior Quality Engir
22	78-2066839	Kon	opel	ski-Weissnat				us		I	Nuclear Power Engi
23	03-9525831	Scho	owalt	ter-Schinner	(₽↓	1. So	rt all sheets			tor
24	37-2486957	Kee	bler	Inc		- •					alyst Programme
25	19-5874300	Rer		Insert		+=	2. Exp	port worksheets as	separate files		rketing Manager
26	68-2518495	Joh		-		品	2.00	ato an index nade	with links to all sheets (clickal	hla)	Technical Archit
27	64-9822198	Hill	×	<u>D</u> elete		666	5. CR	eate an index page	with links to all sheets (clickal	JIEJ	ign Engineer
28	05-6900157	Ker	Ŧ	<u>R</u> ename			4. Pro	otect multiple shee	ts at once		alth Coach I
29	47-1312476	Har	_	-			5 Un	protect multiple sl	heets at once		ruiter
30	43-4668224	Bei		Move or Copy		₽ 0	5.01	protect multiple s	neets at once		ior Editor
31	90-3495489	Wo	Q	<u>V</u> iew Code		Ę	6. Ad	d new worksheet (fill in a name) (Ctrl+Alt+N)		ministrative Offic
32	60-2862525	O'C		Protect Sheet			7 Ch	ange name of sele	cted sheets to selected cell's v	alue	earch Assistant I
33	36-0330669	Rot	₽ <mark>⊟</mark>	-roteet onceam				ange name of sele		uruc	ntal Hygienist
34	04-2159819	Mai		<u>T</u> ab Color	>	P	8. Qu	iickly rename mult	iple sheets at once		ior Sales Associa
35	76-2171704	Koc		Hide		A	9.00	ny a sheet's nage	and print settings		Quality Control
36	98-3698759	Joh		_					. 2		uctural Analysis E
37	60-9231053	Wit		<u>U</u> nhide		₽	10. Pri	nt multiple sheets	at once		dia Manager III
38	29-6971191	Spir		Select All Sheets			11. Un	hide all sheets			ministrative Assi
39	72-2226832	Chr		-	_						Sales
	4	Datas		ASAP Utilities	>	×	12. Rei	move all empty we	orksheets		
	. = ~					Ę	13. Co	unt number of she	eets		
Rea	idy 🗊 🏷	Accessio	mey:	Good to go							

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...

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

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

Shortcut	Action
 Ctrl+Alt+Shift+Right 	Extend selection to the last used column
 Ctrl+Alt+Shift+Down 	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

Find and run a utility...

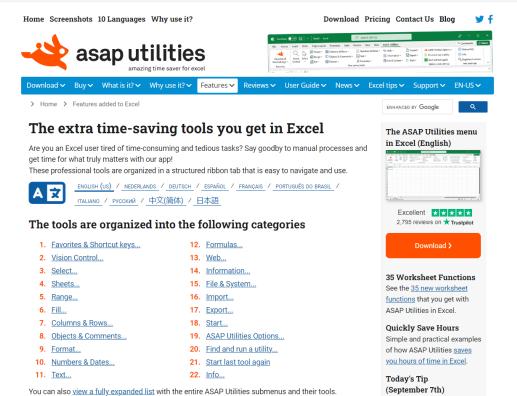
Ctrl+Alt+Z

Ŕ	AutoSa	ve Off	Book1	- Excel								
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4	[™] 2. <u>R</u> e	eload all install	ed add-ins	(rebuilds the mer	u) (Ctrl+Alt+I	B)						
	3. <u>C</u>	olor each n'th	row or colu	mn in selection	(Ctrl+Alt+C)			н	I.	J	к	
1		eselect cells (Ctrl+Alt+D	1								
2	_			ile (Ctrl+Alt+E)								
4		reate a list of fi	lenames an	d properties in a f	folder (Ctrle	Alt+F)						
5	_			eet as new file								
6 7	_			eets (Ctrl+Alt+I								
8				o selected cells								
9 10				iin (Ctrl+Alt+J)	(Cut+Ait+I)							
11												
12				used column (Ctr		-	w)					
13 14	•	-		used row (Ctrl+A		n Arrow)						
15				je (Ctrl+Alt+M)								
16		_		name) (Ctrl+A								
17 18	20 15. Se	elect cells <u>b</u> ase	d on conter	it, formatting and	i more (Ctrl-	Alt+O)						
19	🛗 16. C	<u>h</u> ange formula	s to their ca	Iculated values (Ctrl+Alt+P)							
20	Ξ 17. <u>Q</u>	uick numberin	g of selecte	d cells (Ctrl+Alt	t+Q)							
21 22	👌 18. Re	eset Excel's last	cell (Ctrl+/	Alt+R)								
23	📳 19. Sa	ve file and cre	ate backup.	(Ctrl+Alt+S)								
24 25	Q 20. V <u>i</u>	sion Control	(Ctrl+Shift-	- I)								
26	门 21. M	l <u>o</u> ve selected d	ata (only va	lues) (Ctrl+Alt+	- X)							
27	🗟 22. Pa	aste special <u>(</u> wi	th combina	tions) (Ctrl+Alt	+Y)							
28 29	🛅 23. In	sert c <u>u</u> rrent da	te and time	with seconds (Cf	trl+Shift+D)							
30	🕒 24. In	sert current tir	ne with sec	onds (Ctrl+Shift+	T)							
31	🗩 25. Fi	nd and run a u	tility (Ctrl	+Alt+Z)								
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34	_			shortcut keys								
35	Ц <u>Ф</u> 20, СС	your revolut	c coois and	anoneut Keyam								
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Description of the tools in all languages 5.4

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

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



You can also view a fully expanded list with the entire ASAP Utilities submenus and their tools.

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.

×	A	utoSave 🤇	Off [Book	- Excel									
Fi	ile	Home	Insert	Draw	Page Lay	out F	ormulas	Data	Review	View	Help	ASAP U	tilities	
s		rites & ut keys ~	Vision Control		₩ Shee Rang Fill mn with the	ge ~	Colum Colum Cobject	ts & Con It ~	nments ~	A Tex	ımbers & ct ~ rmulas ~	Dates ~	② Web ~ ③ Inform 酔 File &	nation ~
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7 8 9	í.				to selected of		trl+Alt+l)							
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11	. –				used colum		Alt+Shift+R	light Arro	w)					
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	•		-		ge (Ctrl+A			,						
14 15 16					name) (C		N)		_					
17					nt, formattir			+Alt+O)						
18	-0-				lculated va	-								
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34	4	26. Edit yo	ur favorite	tools and	shortcut <u>k</u> e	/5								
35 36		-												
37														
38 39														

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

File Ho	me Inser	t Draw I	Page Layo	ut Fori	mulas Di	ata Revi	ew V	iew Help A	SAP Utilit	ies					
Favorites & Shortcut key Favorites	& Visio /s ~ Cont	on Select	Fill v	s ~ 🛛 🗱	2 Columns & Objects & 2 Format ~	k Rows ~ Comments	-	Numbers & Da Text ~ Formulas ~	ies v G	는 Web ~ 집 Informat È File & Sy	ion ~ [R Import ∽ R Export ∽ Start ∽	€ Find C Start	P Utilities O and run a u last tool ag	utility gain
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		Available tools:	:						Vour favo	orite tools:					
			ol » Vision				•					ith the same va	lue		
		Select » Sele	ect cells base	d on conter	ur favorite too nt, formatting	and more			Color e	each n'th row	v or column in	ilds the menu) selection		-	
		Select » Con Select » Mov			select, hide o	or delete				ct cells fault path to	current file			-	
		Select » Des Select » Inve			-			-				operties in a fol	der		
		Select » Mer	ge selection	of selected					Export selection or active sheet as new file Find and/or replace in all sheets						
		Select » Sele	ect adjacent (cells in colu	active cell wit mn with the s		5	Add $\geq >$	Start t	Apply formula/calculation to selected cells Start the last used utility again Extend selection to the last used column Extend selection to the last used row					
		Select » Exte Select » Exte			used row used column										
			ect cell in sele	ection where	e value chang	jes		Remove Move or resize selected range Add new worksheet (fill in a name)							
		Select » Sele	ect cells with	the largest	number			Select cells based on content, formatting and more Change formulas to their calculated values Quick numbering of selected cells							
		Select » Sele Select » Sele													
		Select » Sele Select » Prin			t worksheet			Reset Excel's last cell Save file and create backup							
		Select » Prin Select » Set	it selection						Vision Control Move selected data (only values)						
		Sheets » Ad	d new works	heet (fill in a	a name)			Reset to default	Paste s	special (with	combinations	j			
		Sheets » Ins Sheets » Rei			s the cell valu	ies as sheet i	1	values			e and time wit with seconds				
		Sheets » Qu			eets at once.		<u> </u>			nd run a utili					
		Display sub	menu name i	in list					shortcut	:	Ctrl+A	lt+0 🔻	assign		
							1				1				
									Select	cells based	on content, fi	ormatting and n	nore		
			1				1			1			Course 1		
		Close		Creat	e a list of all s	hortcuts			Sa	ave			Save and close		
									_			_			

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

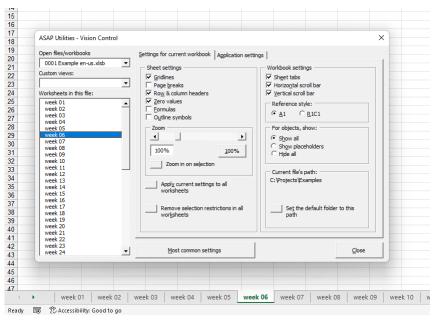
Display settings for Excel on the application level:

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

With this tool you can also:

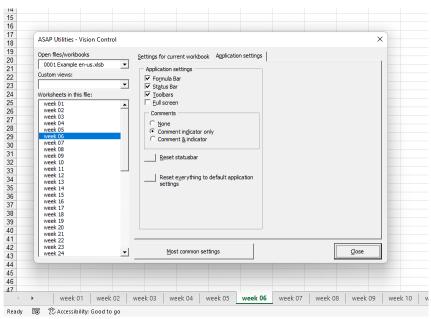
- Browse through all open workbooks.
- Browse through the worksheets in your workbook and quickly see the settings per worksheet.
- Quickly change the way your worksheet, workbook or Excel is displayed.
- Remove the selection restrictions in all worksheets.
- Set the default folder to the path of the 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

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

	А	В		С	D	E	F	G	H	1	J	K		
1	Animal	19	64	1965	1966	1967	1968	1969	1970	1971	1972	1973		
2	Aardvark		41	66	17	30	50	17	94	15	8	99		
3	Albatross		82	22	83	60	60	15	95	69	49	61		
4	Alligator	Cierce				1		-		-	×	3		
5	Alpaca	ASAP Utilities - Advanced cell selecting												
6	Ant	Ba	ased o	n content	Based on f	ormatting an	d more Dat	te l				58		
7	Anteater	-			, -	ormatang an		~				68		
8	Antelope		Selec	t all cells w	ith a value:							91		
9	Ape	less than or equal to 10												
10	Armadillo	between												
11	Baboon	equal to												
12	Badger		not equal to											
13	Barracuda	- s	greater than S less than											
14	Bat		greater than or equal to											
15	Bear		begins with											
16	Beaver		does not begin with ends with											
17	Bee		does not end with											
18	Bison		1	tains s not conta	ain							34		
19	Boar		like	(text, with	use of wildo							92		
20	Buffalo		not like (text, with use of wildcard characters) duplicate values											
21	Butterfly	-	unio	que values							9	37		
22	Camel	1		oty cells empty cells	s						14	51		
23	Caribou	-	FAL	SE	-						78	51		
24	Cat		TRL tex	JE t length							24	99		
25	Caterpillar		valu	ues in lower							2	12		
26	Chamois			ues in UPPE I numbers	RCASE						91	16		
27	Cheetah			n numbers							21	84		
28	Chicken			nber (const nber (formu							51	86		
29	Chimpanzee			nber (link to nber (link to							73	36		
30	Chinchilla		forr	mula with re	eference to f						64	5		
31	Chough				eference to s of the values		a range				89	12		
32	Clam		con	tains all of	the values s	pecified in a	range				50	76		
33	Cobra				ain any of th of the full wo		cified in a ran	ige			41	42		
34	Cockroach		con	tains all of	the full word	ls specified ir	n a range				76			
35	Cormorant				ain any of th specified in		specified in a	range			66	22		
36	Covote		doe	s not equa	l a value spe	cified in a ra	nge	51	00		78	50		
37	Crab		43	99	24	33	2	75	34	22	96	66		
	Crano		0	10	11	65	54	02	60	12	50	21		

less than or equal to •

greater than or equal to

- Month

•

- Year
- Quarter
- Weekday

	•						
2	A	В	С	D	E	F	
1	email address						
2	amsterdam@asap-utilities.com						
3	amsterdam@a <u>sap-utilities.com</u>						
4	ankara@asar ASAP Utilities - Advanced	cell selecting					
5	athens@asap		,				L
6	belgrade@as: Based on content Based	on formattin	and more 1	Date			
7	berlin@asap-					1	
B	bern@asap-u Select all cells with a va	lue:					1
9	bratislava@as duplicate values	-		□ Ma	atch Case		1
0	brussels@as						I
1	brussels@as	_					1
2	bucharest@a Values (default)	Ŷ					L
3	budapest@as						I
4	copenhagen@Select in 48 cells:						I
5	dublin@asap-			•	Ceļi		ł
	dublin@asap • Range:	A2:A49	-	0	ntire row		
	helsinki@asa				-		
8	kiev@asap-ut C Worksheet [Expand se		0	E <u>n</u> tire column		ł
	lisbon@asap-						l
	ljubljana@asa				· · · · · · · · · · · · · · · · · · ·		l
	london@asap Close 🔽 🗛	to close after	selection			OK	I
	luxembourg@	to cooc unici	second		1		1
3	madrid@asap \uuuues.com		_	_	_		1
4	minsk@asap-utilities.com						
5	moscow@asap-utilities.com						
I.							

Example screenshot: 2 Select the cells with duplicated values

Example screenshot: 3 Select by text length

	А	В	С	D	E	F	G	Н	1	J
1	Animal	1964	1965	1966	1967	1968	1969	1970	1971	1972
2	Aardvark	41	66	17	30	50	17	94	15	8
3	Albatross	ASAP Utilities	Advanced		-	-			69	49
4	Alligator	ASAF Oundes	Auvanceu	i celi select	ing				40	62
5	Alpaca	Based on cor	itent Base	d on format	ting and mor	e Date			35	54
6	Ant	Select all (ells with a v	alue					22	31
7	Anteater								27	52
8	Antelope	text leng)th	•	>20				8	38
9	Аре	Look in:							98	89
10	Armadillo	Values (default)	-					56	6
	Baboon								11	30
	Badger	Select in 22	2 cells:				• Cel		29	6
-	Barracuda	• Range:		A1:A222		-	-		LO	100
	Bat			_			C Entire re		90	58
15	Bear	C <u>W</u> orkshe	et	Expand	selection		C Entire o	olumn	56	99
	Beaver								14	31
_	Bee		1				ſ			45
_	Bison	Close		uto close af	ter selecting		L	<u>O</u> K	54	38
_	Boar 🛛	_	_	_	_				53	77
_	Buffalo	91	6	78	13	74	13	22	51	55
21	Butterfly	96	47	5	54	9	95	48	83	9

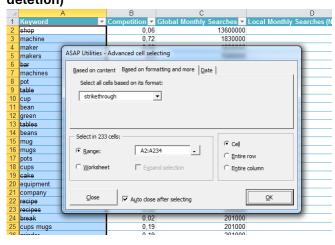
Example screenshot: 4 Select cells by their formatting and more such as bold cells

	A		В	C		D
1	Keyword	*				Local Monthly Searches (M
2	shop		0,06		13600000	
3	machine (A DELIVERY A	dvanced cell selec			
4	maker ASA	AP Utilities - A	dvanced cell selec	ting		
- 5	makers		. Record on forme	tting and more Date	1	
6	bar	ased on conte	nt based on forma	tong and more Date		1
7	machines	Select all cells	s based on its forma	ti		
8	pot			1		
9	table	font = bold	<u>-</u>			
10	cup	cell color font color				
11	bean	font name				
12	green	font size				
13	tables	s font = bold	d			
14	beans	font = unde			Gel Gel	
15	mug	<pre>font <> un</pre>				
16	mugs	font = italic font <> ital			C Entire ro	bw
17	pots	strikethroud			C Entire o	olumn
18	cups	has hyperlin	ńk			
19	cake	has commer protected c				
20	equipment	unprotected c				ок
21	company	odd rows			_	
	recipe	even rows odd column				
23	recipes	even column			246000	
	break	visible cells			201000	
25	cups mugs	hidden valu			201000	
26	grinder	number for merged cell	mat contains		201000	
27	review	unmerged o	ells		201000	
28	reviews		0,25		201000	
29	roasters		0,08		201000	
30	buy		0,16		165000	
31	grinders		0,22		165000	
32	art		0,08		135000	

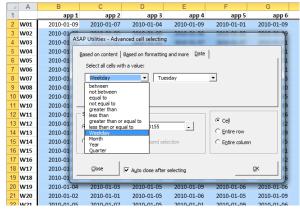
	A		В	C			D
1	Keyword	*	Competition 💌	Global Monthly	Searches 💌	Local Monthly Se	arches (l
2	shop		0,06		13600000		
3	machine		0,72		1830000		
4	maker	ASAD LItilitie	s - Advanced cell s	electing	-		
5	makers	ASAF Ounde	3 - Advanced cell 3	ciccung	-		
6	bar	Based on c	ontent Based on fo	ormatting and more	Date		
7	machines				Date	1	
8	pot	Select a	ll cells based on its fo	ormat:			
	table	cell co	lar	↓ of cell:	A2	[
10	cup	j cenco	IOF	•	#2		
11	bean						
	green						
13	tables						
	beans	- Select in 2	233 cells:				
	mug				(Cel		
	mugs	Range Range Revenue Re	: A2:	A234 -	0.54	ire row	
17	pots						
	cups	C Works	heet 🗌 Eg	pand selection	C E <u>n</u> t	ire column	
	cake						
	equipment						
21	company	Close	End			ОК	
22	recipe			ose after selecting			
23	recipes						
24	break		0,02		201000		
	cups mugs		0,19		201000		
00	and a stars		0.40		004000		

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

1. Search in: 2. Perform action on rows or co A1:A1396 -		value, ar deletes t	nd then sele	for a specified ects, hides or olumn or row where
3. What to do with the entire row from each found cell: C _Select C _Bide C	QK	program your sele options h For more use the Select »	ection, with hidden cells e flexibility a utility:	es in hidden cells in the other search are skipped. Ind options you can based on content,
like (text, with use of wildcards) not like (text, with use of wildcards) duplicate values unique values odd rows even rows even rows every rith row number empty cells completely empty rows				

Example screenshot: 2 Create a list of unique brand names

								-				
		A	В	С	D	E	F	G	Н		J	K
1	Brand	l names										
2	Rover											
3	Toyota	а										
4	Mitsut											
5	Rover											
6	Audic	_	-									
7	Τογο	ASAP Utili	ties - Condit	ional row ar	nd column se	elect, hide o	r delete					
8	Chev	🖂 1. Sea	ale te c		0.0-6		ws or columns	-				
9	Hyur	- 1. Sea	rcn in:		2. Perform	action on ro	ws or columns	ir —		searches for		
10	Chev	A2:A	1396	-	<u> Rows Rows </u>		C Columns			d then selects	;, hides or nn or row whe	
11	Chev								this value		nn or row whe	ere
12	Ford	- 3. Wha	at to do with t	he entire row	from each fo	und cell:			1			
13	Hyur	C Sele		Сı			Delete		When lool	king for duplic	ates the	
14	Hyur			0 [Jide		Delece				in hidden cells e other search	
15	Rove	4.5-4	rch options: -							dden cells are		
16	Τογο								_	a		
17	Τογο	dupli	ate values		•				For more use the u	flexibility and fility:	options you o	an
18	Ford	🗌 🗖 Cas	e Se <u>n</u> sitive									
19	Saab	G V	p the first val								sed on conten	it,
20	Rove		ete all duplicat		iplicate				rormatting	g and more		
21	Toyo		ste all'auplicat	e values								
22	Bent		1				······					
23	Audi	⊆k	se	🔽 <u>A</u> u	to close			<u>o</u> k				
24	Mitsu								1			
25	Saab	_	_									
26	Toyota	a										
27	Ford											
28	Mitsul	bishi										
29	Rover											
30	Rover											
31	Rover											
32	Ford											
33	Chevro											
34	Mitsul	bishi										

Example screenshot: 3 Each brand listed once

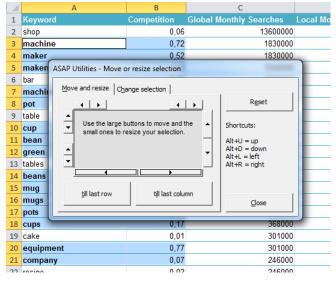
1 Brand names 2 Rover 3 Toyota 4 Mitsubishi 5 Audi 6 Chevrolet 7 Hyunday 8 Ford 9 Saab 10 Bentley	F
3 Toyota 4 Mitsubishi 5 Audi 6 Chevrolet 7 Hyunday 8 Ford 9 Saab 10 Bentley	
4 Mitsubishi 5 Audi 6 Chevrolet 7 Hyunday 8 Ford 9 Saab 10 Bentley	
5 Audi 6 Chevrolet 7 Hyunday 8 Ford 9 Saab 10 Bentley	
6 Chevrolet 7 Hyunday 8 Ford 9 Saab 10 Bentley	
7 Hyunday 8 Ford 9 Saab 10 Bentley	
8 Ford 9 Saab 10 Bentley	
9 Saab 10 Bentley	
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.

		_		-	_	-	-						
	A	В	С	D	E	F	G	H		J	K	L	Ν
1		app 1	app 2	app 3	app 4	app 5	app 6	app 7	app 8	app 9	app 10	app 11	ap
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	80W	99	13	63	36	81	67	50	98	89	11	6	
10	W09	38	42	72-		70	40	2	×ĺ	6	37	34	
11	W10	33	1	1 /	ASAP Utilitie	s - Desele	ect cells	B	<u> </u>	30	32	60	
12	W11	65	1	6	Select the ce		at to decele	-t.		6	93	80	
13	W12	13	4	1			it to desele	.6		100	11	72	
14	W13	36	62	1	\$B\$7:\$O\$1	1				58	5	82	
15	W14	34	82	5			ОК	Cano		99	78	78	
16	W15	69	8	5			UK	Cano		31	87	3	
17	W16	23	95	6	20	55	23	54		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	
20	10/26	77	70	70	0.0	60	20	45	00	01	40	22	

Example screenshot: 1 Before

Example screenshot: 2 After

	Α	В	С	D	E	F	G	Н	1	J	K	L	Ν
1		app 1	app 2	app 3	app 4	app 5	app 6	app 7	app 8	app 9	app 10	app 11	ар
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	
20	10/26	77	70	70	0.0	60	20	47	00	01	40	22	

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.

		А	В		С				
1	Keyword		Competition (Glob	al Monthly Search	es Local	Mo		
2	shop		0,06		1360	0000			
3	machine		0,72		183	0000			
4	maker		0,52	_	183	0000			
5	makers	ASAP Utilities - I	Inverse selection	2	X 150	0000			
6	bar	Colored the second			122	0000			
7	machines	\$A\$2:\$A\$234	around your selection:		122	0000			
8	pot	φΑ\$2;\$A\$234			122	0000			
9	table	1	ОК	Can	cel 122	0000			
10	cup				100	0000			
11	bean	_	0,1		82	3000			
12	green		0,26		82	3000			
13	tables		0,52		А		в	С	
14	beans		0.1	1	Keyword	C	ompetition	Global Monthly Searches	Lo
15	mug		0,17	2	shop		0,06	13600000	
16	mugs		0,19	3	machine		0,72	1830000	
17	pots		0,37	4	maker		0,52	1830000	
18	cups		0,17	5	makers		0,5	1500000	
19	cake		0,01	6	bar		0,09	1220000	
20	equipment		0,77	7	machines		0,76	1220000	
21	company		0,07	8	pot		0,44	1220000	
22	recipe		0,02	9	table		0,47	1220000	
23	recipes		0,02	10	сир		0,13	1000000	
24	break		0,02		bean		0,1	823000	
25	cups mugs		0,19	12	green		0,26	823000	
26	grinder		0,19		tables		0,52	823000	
27	review		0,2		beans		0,1	673000	
28	reviews		0.25	15	mug		0,17	550000	
					mugs		0,19	550000	
					pots		0,37	450000	
					cups		0,17	368000	
					cake		0,01	301000	
				20	equipment		0,77	301000	
				21	company		0,07	246000	
				22	recipe		0,02	246000	
				23	recipes		0,02	246000	
				24	break		0,02	201000	
				25	cups mugs		0,19	201000	
				26	grinder		0,19	201000	
				27	review		0,2	201000	
				28	reviews		0.25	201000	

6 Merge selection of selected areas

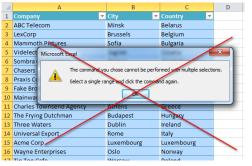
This utility merges multiple contiguous selections (areas) of cells into a new selection.

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.

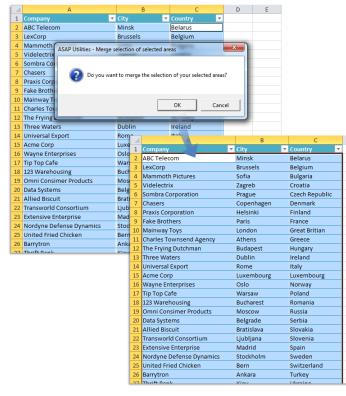
If the individual selections together make a contiguous rectangle, you can use this tool to create a new single selection.

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



Select adjacent cells below active cell with the same value 7

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

	А	В			С						
1	Company 🗸	City	↓Î	Count	try	Ψ.					
2	Burleigh and Stronginthearm	Barcelona		Spain							
3	QWERTY Logistics	Barcelona		Spain							
4	Sombra Corporation	Barcelona		Sr 🔟		А		В		С	
5	Blammo	Córdoba		Sr 1	Company	1	*	City	ΨÎ	Country	-
6	Carrys Candles	Córdoba		Sr 2	Burleigh	and Strong	inthearm	Barcelona		Spain	
7	Demo, inc.	Córdoba		Sr 3	QWERTY	Logistics		Barcelona		Spain	
8	Roxxon	Córdoba		Sr 4	Sombra C	orporation	1	Barcelona		Spain	
9	Wayne Enterprises	Córdoba		Sr 5	Blammo			Córdoba		Spain	
10	Big T Burgers and Fries	Las Palmas		SF 6	Carrys Ca	ndles		Córdoba		Spain	
11	Charles Townsend Agency	Las Palmas		Sr 7	Demo, in	с.		Córdoba		Spain	
12	Cogswell Cogs	Las Palmas		Sr 8	Roxxon			Córdoba		Spain	
13	Foo Bars	Las Palmas		Sr 9	Wayne Er	nterprises		Córdoba		Spain	
14	Globo Gym American Corp	Las Palmas		Sr 10	Big T Burg	gers and Fri	ies	Las Palmas		Spain	
15	Gringotts	Las Palmas		Sr 11	Charles T	ownsend A	gency	Las Palmas		Spain	
16	Initrode	Las Palmas		sr 12	Cogswell	Cogs		Las Palmas		Spain	
17	Input, Inc.	Las Palmas		Sr 💶	o Bars			Las Palmas		Spain	
18	Klimpys	Las Palmas		S <mark>r 14</mark>	Globo Gy	m America	n Corp	Las Palmas		Spain	
19	Mainway Toys	Las Palmas		S <mark>r 15</mark>	Gringotts			Las Palmas		Spain	
20	Megadodo Publications	Las Palmas		S <mark>r 16</mark>	Initrode			Las Palmas		Spain	
21	Mr. Sparkle	Las Palmas		S <mark>r 17</mark>	Input, Inc			Las Palmas		Spain	
22	Petrox Oil Company	Las Palmas		S <mark>r 18</mark>	Klimpys			Las Palmas		Spain	
23	Sixty Second Avenue	Las Palmas		S <mark>r 19</mark>	Mainway	Toys		Las Palmas		Spain	
24	Strickland Propane	Las Palmas		Sr 20	Megadod	o Publicati	ons	Las Palmas		Spain	
25	Taco Grande	Las Palmas		Sr 21	Mr. Spark	le		Las Palmas		Spain	
26	The Frying Dutchman	Las Palmas		S <mark>r</mark> 22	Petrox O	l Company		Las Palmas		Spain	
27	Three Waters	Las Palmas		Sr 23	Sixty Sec	ond Avenu	e	Las Palmas		Spain	
28	Universal Export	Las Palmas		S <mark>r</mark> 24	Strickland	d Propane		Las Palmas		Spain	
29	ABC Telecom	Madrid		Sr 25	Taco Grar	nde		Las Palmas		Spain	
20	Dig Kabupa Durgar	Madrid		er 26	The Fryin	g Dutchma	n	Las Palmas		Spain	
				27	Three Wa	iters		Las Palmas		Spain	
				28	Universa	Export		Las Palmas		Spain	
				29	ABC Tele	com		Madrid		Spain	
				20	Dig Kabu	Durgor		Madrid	_	Coolo	

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 2 Burleigh and Stronginthearr 3 QWERTy Logistics 4 Sombra Corporation 5 Blammo 6 Carrys Candles 7 Demo, inc.	City Barcelona Barcelona Barcelona Córdoba Córdoba Córdoba Córdoba	Sp Sp Sp Sp	ain	y ▼ A Company	ΨÎ	В	C
 3 QWERTY Logistics 4 Sombra Corporation 5 Blammo 6 Carrys Candles 	Barcelona Barcelona Córdoba Córdoba Córdoba	Sp Sp Sp Sp	1			_	-
 4 Sombra Corporation 5 Blammo 6 Carrys Candles 	Barcelona Córdoba Córdoba Córdoba	Sp Sp Sp	1		τÎ	_	-
5 Blammo 6 Carrys Candles	Córdoba Córdoba Córdoba	Sp Sp	1		ΨÎ	_	-
6 Carrys Candles	Córdoba Córdoba	Sp					Country 🔽
	Córdoba			Burleigh and Stronginthearm	-	Barcelona	Spain
7 Demo, inc.				QWERTY Logistics	_	Barcelona	Spain
	C fast a la s	Sp	-	Sombra Corporation	_	Barcelona	Spain
8 Roxxon	Cordoba	Sp		Blammo	_	Córdoba	Spain
9 Wayne Enterprises	Córdoba	Sp	-	Carrys Candles	_	Córdoba	Spain
10 Big T Burgers and Fries	Las Palmas	Sp		Demo, inc.	_	Córdoba	Spain
11 Charles Townsend Agency	Las Palmas	Sp	8	Roxxon	_	Córdoba	Spain
12 Cogswell Cogs	Las Palmas	Sp	9	Wayne Enterprises	_	Córdoba	Spain
13 Foo Bars	Las Palmas	Sp	-	Big T Burgers and Fries	-	Las Palmas	Spain
14 Globo Gym American Corp	Las Palmas	Sp		Charles Townsend Agency	-	Las Palmas	Spain
15 Gringotts	Las Palmas	Sp		Cogswell Cogs	-	Las Palmas	Spain
L6 Initrode	Las Palmas	Sp	_	Foo Bars	-	Las Palmas	Spain
17 Input, Inc.	Las Palmas	Sp		obo Gym American Corp	-	Las Palmas	Spain
18 Klimpys	Las Palmas	Sp	15	Gringotts	-	Las Palmas	Spain
19 Mainway Toys	Las Palmas	Sp		Initrode	-	Las Palmas	Spain
20 Megadodo Publications	Las Palmas	Sp		Input, Inc.	-	Las Palmas	Spain
21 Mr. Sparkle	Las Palmas	Sp		Klimpys	-	Las Palmas	Spain
22 Petrox Oil Company	Las Palmas	Sp		Mainway Toys	-	Las Palmas Las Palmas	Spain Spain
23 Sixty Second Avenue	Las Palmas	Sp		Mainway Toys Megadodo Publications	-	Las Palmas Las Palmas	Spain Spain
24 Strickland Propane	Las Palmas	Sp		Mr. Sparkle	-	Las Palmas Las Palmas	Spain Spain
25 Taco Grande	Las Palmas	Sp	21	Petrox Oil Company	_	Las Palmas Las Palmas	
26 The Frying Dutchman	Las Palmas	Sp	22		_		Spain
27 Three Waters	Las Palmas	Sp	25	Sixty Second Avenue	_	Las Palmas Las Palmas	Spain
28 Universal Export	Las Palmas	Sp	24	Strickland Propane	_		Spain
29 ABC Telecom	Madrid	Sp	25	Taco Grande	_	Las Palmas	Spain
Dig Kabupa Burgar	Madeid			The Frying Dutchman	_	Las Palmas	Spain
				Three Waters	_	Las Palmas	Spain
				Universal Export	_	Las Palmas	Spain
				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.

1	A	В		С			D		E			F		G	
1	Company 💌	TR-01	-	TR-02	Ŧ	TR-	03	•	TR-04	Ŧ	TR-0	5	•	TR-06	
2	Blammo				12										
3	Chasers											1			
4	Niagular		73						A		В		с	D	ε
5	Krustyco		67		51	1	Con Blan	npany nmo		×	TR-01	TR-0	2 -	TR-03 💌 T	R-04 💌 1
6	ZiffCorp					3	Cha: Niag				7		_		28
7	Chez Quis		58		16	5	Krus	styco			6		51	38	67
8	Roxxon		50		10	6	Ziffo	Corp z Quis			5	8	16	22	17
9	Wayne Enterprises					8	Rox		terprises				_		_
-						10	Big1	T Burg	ers and Fries						
	Big T Burgers and Fries							ries To swell (wnsend Age Cogs	ncy	6	5	16 57	66 80	75 38
	Charles Townsend Agency		61		16		Foo		n American (ioro	7		20	65	63 67
	Cogswell Cogs		46		57	15	Grin	gotts		(orp	8			79	34
13	Foo Bars		76		20		Initr	rode ut, Inc.			6	1	65	77	70
14	Globo Gym American Corp		11		50		Klim	npys nway 1	louis		6		31 79	46	38 12
15	Gringotts		84			20	Meg	padodo	Publication	s					
16	Initrode		60		65			Sparkl rox Oil	e Company		5	2	78		12
17	Input, Inc.					23	Sixt	y Seco	nd Avenue Propane		6		27 45	29 42	15
	Klimpys		69		31	25	Taco	o Grani	de		2		33	30	41
	Mainway Toys		14		79			Frying te Wat	Dutchman ers						
	Megadodo Publications		1.4		15			versal i Teleci					77	83	17
						30	Big	Kahun	a Burger		8		-		16
	Mr. Sparkle							getron xy Cor			3		30 72	54	60 52
	Petrox Oil Company		52		78	33		eral Fo	orge and Fou	ndry	1/7		49	44	61 82
23	Sixty Second Avenue		60		27	35	Lex	Corp			7		53	12	82 69
24	Strickland Propane		18		45			nmoth	p Pictures				_		_
25	Taco Grande		24		33	38	McN	Aahon	and Tate						_
26	The Frying Dutchman					40	Osat	to Che	micals						
27	Three Waters							th and Plains	Co. Holdings				61	15	67
28	Universal Export					43	The	New F	irm		3		42	46	65 67
	ABC Telecom				77		Viol	electri ucon	ĸ		6		18 19	12	11
20	Dig Kabupa Durgar		00					o Toys	ousing		5		53 27	13 51	59 78
			-			43	Allie	ed Bisc			5				12
								iways ytron			5		68 58	52 21	42
						51	Prim	natech			4		38		
								w King se Corp	>		7.	5	65	10	24
						54	Acm	inc.			5		41	61	37
								bo-Che tchkie			2		26 59	26 19	37 29
						57	Mod	oby Co	rp		3		21	54	49
								no, inc 1ks Dir							-
						60	Sam	ple, ir	ic .						
								get Co ft Bank							
								no Con			5				
						64	Tip1	Top Ca	fe		3		81		68
								tral Pe ngShie			4		84	10 75	35
								a Syste			4		27	,5	19

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	В	С	D	E	F	G						
I	1	Company 🚽	TR-01 💌	TR-02 💌	TR-03 💌	TR-04 💌	TR-05 💌	TR-06 💌 T	TE					
	2	123 Warehousing	71	27	51	78	30							
	3	ABC Telecom		77	83	17	12							
	4	Acme Corp							1					
	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						
l	13	Chasers												
	14	Chez Quis	58	16	22	17	36	65						
l	15	Chotchkies	85	59	19	29	41	17						
l	16	Cogswell Cogs	46	57	80	38	28	56						
l	17	Data 🖇 🧈 tems	42	27		19	21							
l	18	Dem Company	55											
l	19	Dem inc.							_					
						NO		5 T U	v w	x . x	7 4	4.0	AC	AD AE
		1 Company c 19.01 * 19.02 * 19.01 * 19.04 2 123 Warehousie 71 27 55	111.05 111.06 111 78 30	87 • TR-08 • TR-09 •		11 19 11 19	15 118.56 118.57 1 68	10.14 0 10.15 0 10.20 0 1 91 83 12	10-21 10-22 10	16-21 0 16-24 0	16.25 1 16.2	5 0 11.27 0 95	TR-24 E TR-	29 💌 TR-30
		3 ABC Telecom 77 83 4 Anne Corp	17 12	58 5 34 22	*	-	37 37 30	85 68 65 28		56	15	24		47
		3 Acme, inc. 50 41 61 6 Alled Brout 55	17 52 12 26	60 52	47		62 19	70 80	75 49	35	64		97	51
		7 Berrytron 23 56 21	42 85	60 54		51	85		1 75	23 52				
		8 Big Kahura Burger 80 3 Big T Burgers and Fries	16 30 21	13 98	65	26 24 46	81 10 11	61	21 25	26	92	87 58		24
		9 Big T Burgers and Fries 10 Blammo 12		31	28 21		52 B 63	97	28 76 76 17	24	95		24	72
		11 Central Perk 49 84 30	35 41 37	32 88	68		68	11 75	79 11	30	25	71		65
		12 Charles Townsend Agency 61 16 66 13 Chasers	75 63	34 50		45	85 17	87 22 10 51	5	17 16		ы	4 41	93
		13 Chases 14 Char Quis 58 16 22	17 36 65	79	64 10 25 51	33	15 97	10 51	15				68	80
		15 Chotchkies 85 59 19	29 41 17	73 35 64	91 52	15 94			73 65					
		16 Cogswell Cogs 46 57 80 17 Data Systems 42 27	38 28 56 19 21	17 28 52	52	71	37	45	75	37		_	62	55
		17 Data Systems 42 27 18 Demo Company 55	17 ZI	52		73 58	57	45 38	67	84	59	31 62		96 59
		19 Demo, inc.				54 65		18		56 24		93	70	20

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.

1	A		В			С						
1	Company	🕂 City	Ţ	Cou	ntry	•						
2	Burleigh and Stronginthearm	Vigo		Spai	in							
3	QWERTY Logistics	Vigo		Spai	n	1				_	-	
4	Sombra Corporation	Vigo		Spai			A			В	C	
5	Blammo	Vigo		Spai	1	Company	1.01		↓ † City		Country	
6	Carrys Candles	Vigo		Spai	2	-		nginthearm	Vigo		Spain	
7	Demo, inc.	Vigo		Spai	3	QWERTY L	-		Vigo		Spain	
8	Roxxon	Vigo		Spai	4	Sombra Co	orporati	ion	Vigo		Spain	
9	Wayne Enterprises	Vigo		Spai	5	Blammo			Vigo		Spain	
10	Big T Burgers and Fries	Vigo		Spai	6	Carrys Car			Vigo		Spain	
11	Charles Townsend Agency	Vigo		Spai	7	Demo, inc			Vigo		Spain	
12	Cogswell Cogs	Vigo		Spai	8	Roxxon			Vigo		Spain	
13	Foo Bars	Vigo		Spai	9	Wayne En			Vigo	1	Spain	
14	Globo Gym American Corp	Vigo		Spai		Big T Burg			Vigo	1	Spain	
15	Gringotts	Vigo		Spai		Charles To		d Agency	Vigo		Spain	
16	Initrode	Vigo		Spai		Cogswell	Cogs		Vigo		Spain	
17	Input, Inc.	Vigo		Spai	13	Foo Bars			Vigo	1	Spain	
18	Klimpys	Vigo		Spai	14	Globo Gyr	n Amer	ican Corp	Vigo	1	Spain	
19	Mainway Toys	Vigo		Spai	15	Gringotts			Vigo	1	Spain	
20	Megadodo Publications	Vigo		Spai	16	Initrode			Vigo	1	Spain	
21	Mr. Sparkle	Vigo		Spai	17	Input, Inc.			Vigo	1	Spain	
22	Petrox Oil Company	Vigo		Spai	18	Klimpys			Vigo	l.	Spain	
22	Sixty Second Avenue	Vigo		Spai	19	Mainway	Toys		Vigo	1	Spain	
23 24	Strickland Propane	Vigo			20	Megadod	Public	ations	Vigo	1	Spain	
24 25	Taco Grande	Vigo Vigo		Spai	21	Mr. Spark	e		Vigo	1	Spain	
				Spai	22	Petrox Oil	Compa	iny	Vigo		Spain	
26 27	The Frying Dutchman	Vigo		Spai	23	Sixty Seco	nd Ave	nue	Vigo	ı.	Spain	
	Three Waters	Vigo		Spai	24	Strickland	Propan	e	Vigo		Spain	
28	Universal Export	Vigo		Spai	25	Taco Gran	de .		Vigo		Spain	
29	ABC Telecom	Vigo		Spai	0-	The Frying	Dutchr	man	Vigo		Spain	
30	Big Kahuna Burger	Vigos		Spai	2	innree Wa			Vigo		Spain	
31	Gadgetron	Vigo		Spai		Universal			Vigo		Spain	
	Galaxy Corp	Vigo		Spai		ABC Telec			Vigo		Spain	
	General Forge and Foundry	Vigo		Spai	<u> </u>	Big Kahun		r	Vigo		Spain	
34	Initech	Vigo		Spai		Gadgetror			Vigo		Spain	
						Galaxy Co			Vigo		Spain	
						General F		d Foundry	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.

1	A	В	С	D	E	F	G	н					
1	Company	TR-01	TR-02	TR-03	TR-04	TR-05	TR-06	TR-07					
2	ABC Telecom	57	178	167	167	7 15	8 190) 149					
3	Big Kahuna Burger	117	147	140	122	2 7.	1 173	102					
4	Big T Burgers and Fries	67	126	157	89	11	5 167	136					
5	Blammo	81	118	108	114	I 9	5 172	85					
6	Charles Townsend Agency	196	· ~		A		в	c 1	D	F	F	G	н
7	Chasers	130	1	Compan			-	_	-			-	TR-07
8	Chez Quis	148	2	ABC Tele			57	178	167	167	158	190	149
9	Cogswell Cogs	103	3		na Burger		117	1/0	107	107	71	150	10
10	Foo Bars	106	i 4		gers and F		67	147	140	89	115	1/5	102
11	Gadgetron	182	5	Blammo	gers and r	nes	81	120	108	114	95	107	15
12	Globo Gym American Corp	72	6		ownsend		81 196	118	108	114	95	1/2	14
13	Gringotts	81		Chasers	ownsend	Agency		71	1/1 132	195	128		14
14	Initrode	166	-				130					164	
15	Input, Inc.	136	8	Chez Qu			148	193	135	118	57	111	11
16	Klimpys	84	9	Cogswel			103	178	83	184	154	54	9
17	Krustyco	130	10				106	67	81	52	143	93	10
18	Mainway Toys	169					182	50	82	150	55	172	14:
19	Megadodo Publications	76	12	_	m Americ	an Corp	72	187	76	131	156	58	18
20	Mr. Sparkle	133	13	· ·	5		81	100	183	134	119	185	16
21	Niagular	86	14	Initrode			166	196	89	55	146	149	15
	Petrox Oil Company	171	12		с.		136	110	121	141	86	191	5
23	Roxxon	163	10	Klimpys			84	178	126	175	70	152	17
23	Sixty Second Avenue	103					130	144	196	103	65	170	13
24 25	Strickland Propane	109	18				169	122	181	198	193	121	15
26	Taco Grande	100	19	Megado	do Publica	tions	76	68	60	151	112	93	113
	The Frying Dutchman	100	- 20	Mr. Spar	kle		133	84	152	121	164	108	9
27			21				86	99	137	185	132	194	12
28	Three Waters	126		Petrox C	il Compan	у	171	123	109	57	170	62	13
29	Universal Export	169	23				163	175	124	51	97	72	9
30	Wayne Enterprises	148	20	Sixty Sec	ond Aven	ue	109	154	159	141	174	120	14
31	ZiffCorp	169	25	Stricklan	d Propane		110	138	77	186	84	169	18
32			26	Taco Gra	nde		100	198	115	151	155	152	18
33	1		27	The Fryin	ng Dutchm	an	155	200	190	68	95	151	14
			28	Three W	aters		126	50	91	90	160	123	74
			25	Universa	I Export		169	160	64	143	171	112	13
			30		nterprises		148	113	55	177	154	181	8
			31				169	91	124	132	75	86	11
			32										
			33										

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

	А	В	С	D	E	F	G	н					
1	Company	TR-01	TR-02	TR-03	TR-04 1	R-05	TR-06	TR-07					
2	ABC Telecom	57	178	167	167	15	3 190	149	Э				
3	Big Kahuna Burger	117	147	140	122	7	l 173	102	2				
4	Big T Burgers and Fries	67	126	157	89	115	5 167	136	5				
5	Blammo	81	118	108	114	9	5 172	85	5				
6	Charles Townsend Agency	196	-0		A	- 11	вТ	c 1	- D	F	F	G	н
7	Chasers	130	1	Company						-			TR-07
8	Chez Quis	148	2	ABC Tele			57	178	167	167	158	190	149
9	Cogswell Cogs	103	3	Big Kahur			117	1/8	140	107	71	150	149
10	Foo Bars	106	4		ta Burger gers and Frie		67	147	140	89	115	1/5	102
11	Gadgetron	182	5	Blammo	sers and the		81	118	108	114	95	107	85
12	Globo Gym American Corp	72	6		ownsend Ag	ency	196	71	100	114	128	56	148
13	Gringotts	81	7	Chasers	ownsenu Aş	seriey	130	89	132	195	128	164	140
14	Initrode	166	8	Chez Qui			148	193	135	118	57	111	113
15	Input, Inc.	136	9	Cogswell			140	175	83	110	154	54	96
16	Klimpys	84		Foo Bars	cogs		105	67	200	52	134	93	102
17	Krustyco	130		Gadgetro	n		182	50	82	150	55	172	142
18	Mainway Toys	169			 m American	Corp	72	187	76	130	156	58	183
19	Megadodo Publications	76		Gringotts		corp	81	100	183	134	119	185	165
20	Mr. Sparkle	133		Initrode			166	196	89	55	146	149	155
21	Niagular	86		Input, Inc			136	110	121	141	86	191	52
22	Petrox Oil Company	171		Klimpys			84	178	126	175	70	152	174
23	Roxxon	163		Krustyco			130	144	196	103	65	170	136
24	Sixty Second Avenue	109		Mainway	Toys		169	122	181	198	193	121	157
25	Strickland Propane	110			o Publicatio	ins	76	68	60	151	112	93	112
26	Taco Grande	100		Mr. Spark			133	84	152	121	164	108	92
27	The Frying Dutchman	155		Niagular			86	99	137	185	132	194	121
28	Three Waters	126			I Company		171	123	109	57	170	62	138
29	Universal Export	169	23	Roxxon			163	175	124	51	97	72	96
30	Wayne Enterprises	148	24	Sixty Seco	ond Avenue		109	154	159	141	174	120	149
31	ZiffCorp	169	25	Strickland	d Propane		110	138	77	186	84	169	186
32			26	Taco Gran	nde		100	198	115	151	155	152	183
33			27	The Fryin	g Dutchman		155	53	190	68	95	151	145
			28	Three Wa	iters		126	50	91	90	160	123	74
			29	Universal	Export		169	160	64	143	171	112	134
			30	Wayne Er	nterprises		148	113	55	177	154	181	87
			31	ZiffCorp			169	91	124	132	75	86	113
			32										- 1
			33										

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'

	B2 ▼ (* <i>f</i> x =	VLOOKUP(A2;k	(\$1:L\$23	;2;FALSE)						
	А	В		С	D						
1	Company	Employees	s								
2	ABC Telecom	#N/A									
3	Big Kahuna Burger	#N/A									
4	Big T Burgers and Fries	#N/A									
5	Blammo	8	1								
6	Charles Townsend Agency	19	6								
7	Chasers	13		В	2	v (n	fx	=V'	OKUP(A	2;K\$1:L\$2	3;2;FALSE)
8	Chez Quis	14	1			A		D.	в	С	D
9	Cogswell Cogs	10	1	Compa	01/	A		Err	ployees	C	U
10	Foo Bars	10		ABC Te					#N/A		
11	Gadgetron	18			una Burge	r		-	#N/A		
	Globo Gym American Corp	#N/A	2		una Burge Irgers and				#N/A #N/A		
	Gringotts	8		Blamm		rnes			#IN/A 81		
	Initrode	16	5		o Townsen	d Agonou		-	81 196		
	Input, Inc.	13	0	Chaser		a Agency		-			
	Klimpys	8	/	Chaser: Chez Q				-	130		
	Krustyco		0					-	148		
	Mainway Toys	16	9	Cogswe Foo Bar	ell Cogs			-	103		
	Megadodo Publications	7						-	106		
	Mr. Sparkle			Gadget	ron			-	182		
21		#N/A	12	GIODO	Gym Amer	ican Corp			#N/A		
	Petrox Oil Company		13	Gringot	ts			-	81		
	Roxxon	#N/A		Initrod				-	166		
	Sixty Second Avenue	#N/A		Input, I				-	136		
	Strickland Propane	#N/A		Klimpy				_	84		
	Taco Grande			Krustyc				_	130		
	The Frying Dutchman	15	18	Mainwa	ay Toys			_	169		
	Three Waters	13			odo Public	ations		-	76		
	Universal Export	12	20	Mr. Spa					133		
	Wayne Enterprises	10	21	Niagula					#N/A		
	ZiffCorp			Petrox	Oil Compa	iny			171		
22	Lincorp	10		Roxxor					#N/A		
					cond Ave				#N/A		
					nd Propan	ie			#N/A		
				Taco Gr					100		
					ing Dutch	man			155		
				Three \					126		
					al Export				169		
					Enterprise	25			148		
				ZiffCor	p				169		
			22				_			_	

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.

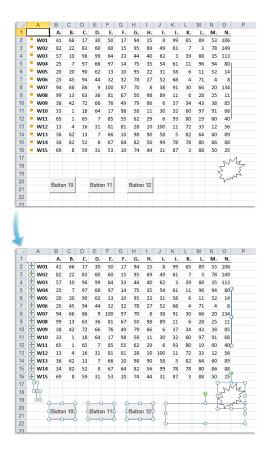
The advantage of this tool in ASAP Utilities is that you can assign your own shortcut to this action.

6 7												
8												
♦ ► ► Vienna /	Dublin / Ne	w York /	London	Luxembo	ourg / Am	nsterdam 🏒	Copenhage	en / Minsk	/ Prague	/ 🐑 /		
leady												
								_	_			
		-			-							
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	36 37											
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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.



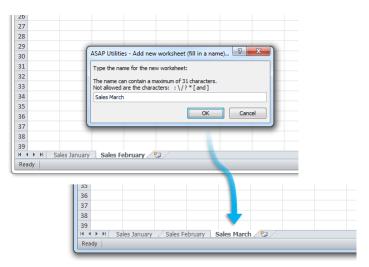
5.5.4 Sheets

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:

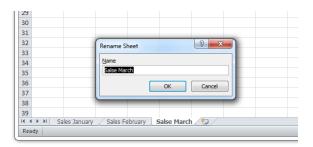
1. Select a range of cells that contain the names for the new sheets. (You can use the "Quick numbering of selected cells" utility from ASAP Utilities, or Excel's built in fill tools to help you quickly create a list of names).

2. Start this utility, set the options and a sheet will be created for each and based on each cell in your selection.

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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.

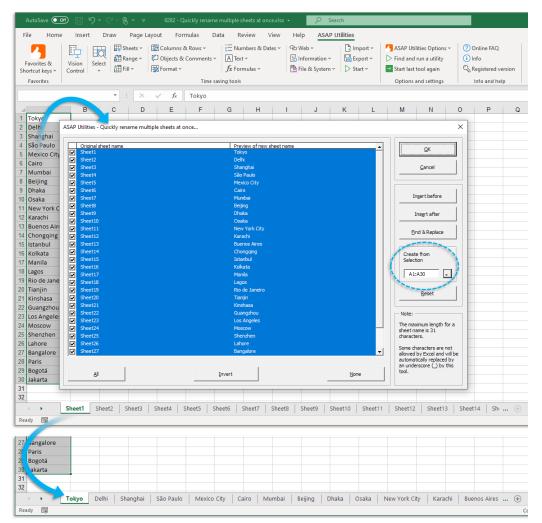


4 Quickly rename multiple sheets at once...

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.

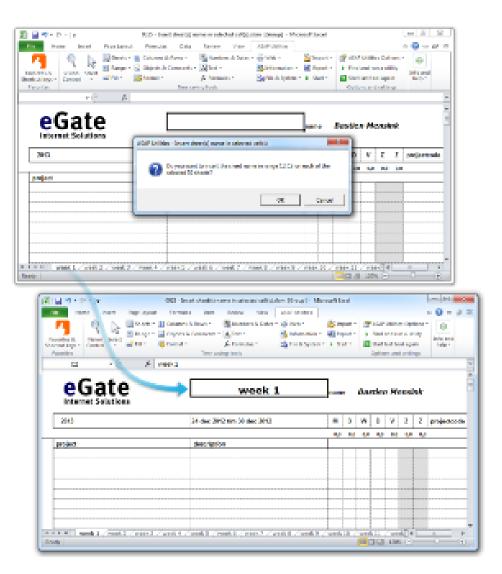
You can rename all selected worksheets by giving them as a name the value of for example cell A1 on each worksheet.

(] *) * (° - =	0024 - Change name of selected sheets to selected cell's value.xlsb [Group] - Microsoft Excel
File Home Insert	Page Layout Formulas Data Review View ASAP Utilities
eGat Internet Solution	e week 1 name Bastien Mensink
2013 project	ASAP Utilities - Change name of selected sheets to selected cell's value V Z Z projectcode Do you want to change the name of the selected 53 worksheets to the value that is in cell C2 on each sheet? 0 0,0 0,0
♦ ► ► ► Sheet 1 Sheet 1 Sheet 1	et 2 / Sheet 3 / Sheet 5 / Sheet 6 / Sheet 7 / Sheet 8 / Sheet 9 / Sheet 10 / Sheet 11 1 4 > III III 120% +
	week 1 / week 2 / week 3 / week 4 / week 5 / week 6 / week 7 / week 8 / week 9 / week 10 / week 11 / week 10 / week 11 / week 10 / week

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.

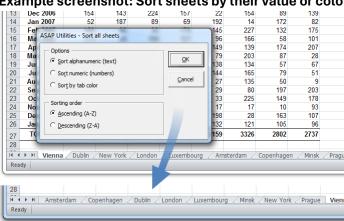
You can for example use this to insert the sheet name into cell A1 on every selected worksheet.



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.

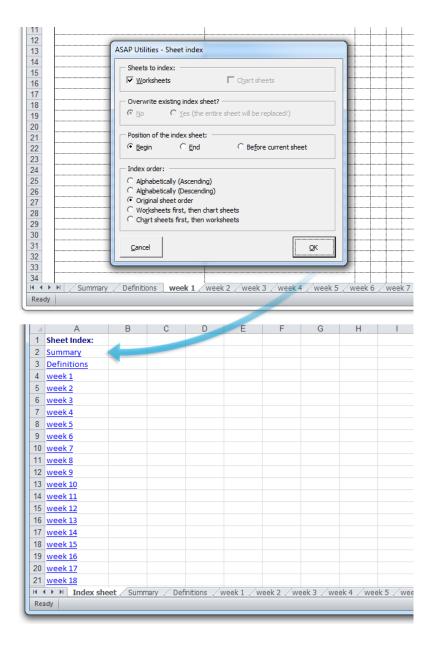
You can see this as a menu for your workbook with the names of- and a link to all sheets and a quick navigation back to the main menu (index worksheet).

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.

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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

23	okt 2024	72	153	20	88	117	9	106	8			
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25	dec 2024	146	11/	110	9.4	27	79	20	71			
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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.

) 0	ASAP Utilities - Protect multiple sheets at once		
1	Type a password to prevent unauthorized users	Allow all users of the worksheet to	
2	from removing the sheet protection. The password is case sensitive, can be up to 255 characters long,		
3	and can contain any combination of letters,	Select locked cells	
4	numbers and symbols	Select unlocked cells Format cells	
5	1	Format cells	
6	1	Format coumns	
17		Insert columns	
18	Enter password (optional)	Insert rows	
19	*********	Insert hyperlinks	
20	Re-enter password	Delete columns	
21	*********	Delete rows	
22		□ Sort	
23	Mask password	Use AutoFilter	
24		Use PivotTable reports	
25	Protect	Edit objects	
26	Selected sheets (1)	Edit scenarios	
27	all sheets (52)		
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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.

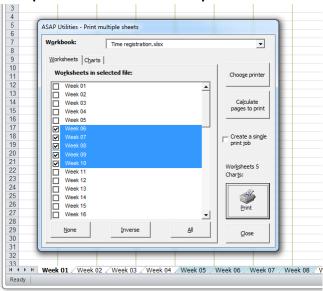
With this tool unprotecting your sheets is much easier and furthermore a lot faster.



Example screenshot: Unprotect multiple sheets at once

Print multiple sheets at once... 17

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:

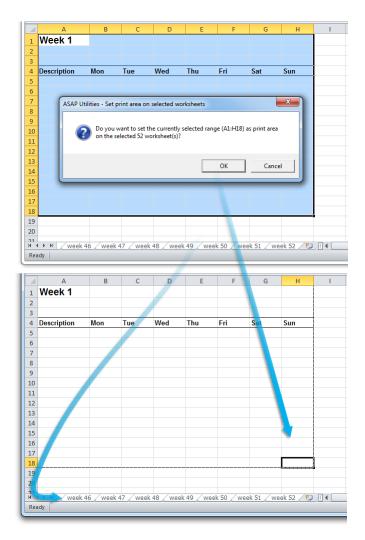
The speed of this utility might vary, depending on the type of printer(driver) that is set as default when the tool is executed.

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.*"

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All Inverse None Active printer (might affect speed): Xerox Phaser 6121MFP#:2 on TPVM: 6 4 M Amsterdam Copenhagen	Printing guality	Cancel

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.

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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.

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22 Freeze panes on multiple sheets at once

This utility freezes the panes in all or all selected worksheets, based on your selected range.

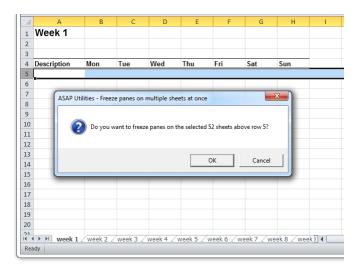
If you have selected only one sheet the utility works on all worksheets in your workbook. If you have selected multiple sheets, it will work on those selected sheets.

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.

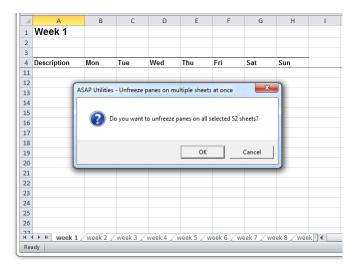
In Excel you can only freeze the panes on one sheet at a time. With this utility you can now quickly do this on multiple sheets at once.



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.

Worksheets V Ublin Dublin New York London V Luxembourg Ansterdam Copenhagen Mrnsk V Prague	Put side by side or below each other on a new worksheet: DK C []le vertically ([]) Columns: C Columns: R _ : Last Column C Entire sheet Tile horizontally (=) C Rows: 2 _ : Last Row
All Invert None Copy the data in the specified columns or rows from each o You can for example put the data from F of each selected v	C Entre sheet Values or cell references: Cogy the values C Grgate dynamic links (cell references) of the 9 selected sheets, and put the data together on a new worksheet. worksheet side by side on a new worksheet.

Example screenshot: Put together rows or columns from several sheets

25 Remove all unused styles on every sheet

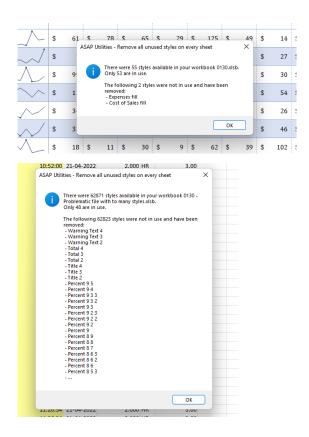
This utility removes all unused styles from every worksheet in your workbook. In most of the times this fixes the problems when you get the message "Too Many Different Cell Formats" in Excel.

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: <u>https://support.microsoft.com/kb/q213904/</u>





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.

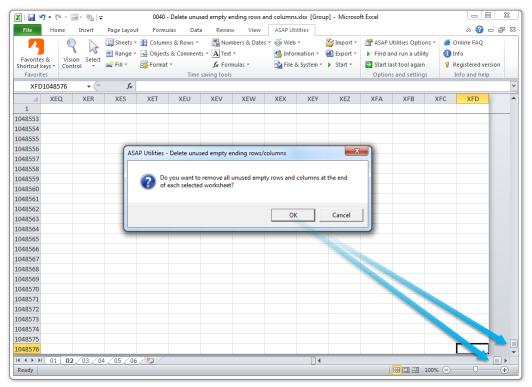
It is useful when the "Reset Excel's last cell" tool from ASAP Utilities can't reset the last cell.

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

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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.

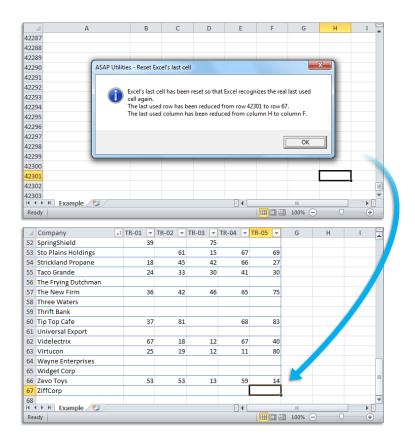
Two indications that Excel doesn't recognize the last cell correctly are:

- 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

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Select a ro	w to jump to	the found cell:		Results found:		18	Fold out >>						
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Example screenshot: 2

iearch for: Press ALT+ENTER {If}to insert the line break	Replace with:	TER to insert the line break	Find all
Find/replace in:	Search Look in:	By Rows Values	Close Glose Replace Replace All Fold out >>
Select a row to jump to the found cell:	Results found:		

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

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- 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.

- 4	A	В	С	D	E	F		A	В	
	Name 🚽	Age 🔽					1	Name 💌	Age 💌	
	Agustín	48					2	Francesco	22	
3	Aiden	31					3	Ethan	21	
4	Alejandro	21					4	Ryan	42	
5	Alexander	42					5	Ján	39	
6	ASAP Utilities - Sort the da	ta in random order				×	6	Marc	40	
7	A ASAF Ounces - Sort the da	ta in fandom order					7	Matthew	20	
8	Α						8	Maksym	48	
9	A Do you want to	o sort your data in rand	om order	from top t	o bottom?		9	Jacob	41	
10	в						10	Narek	45	
11	в						11	Ali	23	
12	C					_	12	Andrei	24	
13	C		0	ĸ	Cance		13	Nathan	32	
14	E						14	Eetu	30	
15	Emil	34	_	_	_	_	15	Enzo	27	
16	Enzo	27					16	Jack	21	
17	Erik	49					17	Jens	32	
18	Ethan	21					18	Josh	23	
19	Francesco	22					19	Daan	37	
20	Georgi	37					20	Santiago	34	
_	Georgios	31						Raphael	28	
	Giorgi	30					22	Leon	28	
_	Hans	42						Noah	38	
_	lker	42						Benjamín	43	
_	Ivan	34					25	Iker	42	
_	Jack	21						Mohamed	33	
_	Jacob	41						Jonas	21	

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.

	A	В	С	D	E	F	G	4	A	В
1	Montgomery, Alabama							1	Alabama, Montgomery	
2	Juneau, Alaska							2	Alaska, Juneau	
З	Phoenix, Arizona							з	Arizona, Phoenix	
4	Little Rock, Arkansas							4	Arkansas, Little Rock	
5	Sacramento, California							5	California, Sacramento	
6	Denver, Colorado							6	Colorado, Denver	
7	Hartford, Connecticut							7	Connecticut, Hartford	
8	Dover, Delaware							8	Delaware, Dover	
9	Tallahassee ASAP Utilities - S	ort values in	side each c	ell in selection	h	×		9	Florida, Tallahassee	
10	Atlanta, Ge 1. The values w	المحاجب والملا	and definition	J				10	Georgia, Atlanta	
11	Honolulu, F	inn each cei						11	Hawaii, Honolulu	
12	Boise, Idah C Space		C Semic	olon				12	Idaho, Boise	
13	Springfield Comma		C Line b	oreak (Alt+Ente	r)			13	Illinois, Springfield	
14	Indianapoli 📀 Comma + Spi	ace	C Other	r: 📝				14	Indiana, Indianapolis	
15	Des Moine:							15	Iowa, Des Moines	
16	Topeka, Kai 2. Order							16	Kansas, Topeka	
17	Frankfort, K C Ascending (A	to 7)						17	Kentucky, Frankfort	
18	Baton Roug							18	Louisiana, Baton Rouge	
19	Augusta, M C Descending (· · · ·						19	Maine, Augusta	
20	Annapolis, 🔍 🔍 Reverse orde	r						20	Maryland, Annapolis	
21	Boston, Ma							21	Massachusetts, Boston	
22	Lansing, Mi	1						22	Michigan, Lansing	
23	St. Paul, Mi				<u>O</u> k			23	Minnesota, St. Paul	
24	Jackson, Mississippi							24	Mississippi, Jackson	
25	Jefferson City, Missouri							25	Missouri, Jefferson City	
26	Helena, Montana							26	Montana, Helena	
27	Lincoln, Nebraska							27	Nebraska, Lincoln	
28	Carson City, Nevada							28	Nevada, Carson City	
29	Concord, New Hampshire							29	New Hampshire, Concord	
30	Trenton, New Jersey							30	New Jersey, Trenton	
31	Santa Fe, New Mexico							31	New Mexico, Santa Fe	
32	Albany, New York							32	New York, Albany	
33	Raleigh, North Carolina							33	North Carolina, Raleigh	
34	Bismarck, North Dakota							34	North Dakota, Bismarck	
35	Columbus, Ohio							35	Ohio, Columbus	
36	Oklahoma City, Oklahoma							36	Oklahoma, Oklahoma City	

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.

	A	\rightarrow	$(\ \)$	В	
1	Country 🔽	_		· ·	\
2	Vienna	Aus	tria		\mathbf{X}
3	Minsk	Bela	arus		
4	Brussels	Bel	- 21	💙 A	🕈 В
5	Sofia	RU)	1	City 🔽	Country 🔽
6	Zagreb	Cro	2	Vienna	Austria
7	Prague	Cze	3	Minsk	Belarus
8	Copenhagen	Der	4	Brussels	Belgium
9	Helsinki	Finl	5	Sofia	Bulgaria
10	Paris	Frai	6	Zagreb	Croatia
11	London	Gre	7	Prague	Czech Republic
12	Athens	Gre	8	Copenhagen	Denmark
13	Budapest	Hur	9	Helsinki	Finland
14	Dublin	Irel	10	Paris	France
15	Rome	Ital	11	London	Great Britian
16	Luxembourg	Lux	12	Athens	Greece
17	Oslo	Nor	13	Budapest	Hungary
_	1	-	14	Dublin	Ireland
			15	Rome	Italy
			16	Luxembourg	Luxembourg
				Oslo	Norway

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.

4	Α	В		С	D	F	F	G	Н	1	J	_	Α	В	
1	A Name ↓	Age	.	-	U	C	г	G	п		J		Name 🚽		
2	Agustín	48		1								2	Agustín	48	1
3	Aiden	#N/A										3	Aiden	-	
4	Alejandro	21										4	Alejandro	21	
5	Alexander	42	ASAF	P Utilities -	Custom fo	ormula erro	or message				1	5	Alexander	42	
6	Ali	23										6	Ali	23	
7	Andrei	24		Errors to rep	lace in your	selection:						7	Andrei	24	
8	Arda	#N/A		#VALUE! #DIV/0!					QK]		8	Arda	-	
9	Artem	47		#NAME?					Can	~ 1		9	Artem	47	
10	Bence	40										10	Bence	40	
11	Benjamín	43		#NUM!								11	Benjamín	43	
12	Daan	#N/A		#NULL!								12	Daan		
13	Daniel	33	- 4	Alternative to	ext for the	error messa	age:		1			13	Daniel	33	
14	Eetu	30					-9	_				14		30	
15	Emil	34		🗸 skip existi		0 formula	-					15		34	
16		27			-	-						16		27	
17	Erik	#N/A	Ye	ou can make lank to hide i	the field w	ith the alte	rnative error	message				17		-	
18	Ethan	#N/A		Idnik tu filue i	airen ors.								Ethan	-	
19		22		-								19		22	
20		37										20		37	
21	0	31										21	<u> </u>	31	
22	0	30										22		30	
23		42										23		42	
24	Iker	42										24		42	
25	Ivan	34											Ivan	34	
		21											Jack	21	
27	Jacob	#N/A										27	Jacob	-	

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.

Paste	
Formulas	Validation
Values	All except borders
 Formats Comments 	Column widths
iv cominenta	
Operation	
	C Multiply
C Add	C Dįvide
C Subtract	
Extra	
Skip blanks	Transpose
Past <u>e</u> Link	
Cancel	ОК

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.

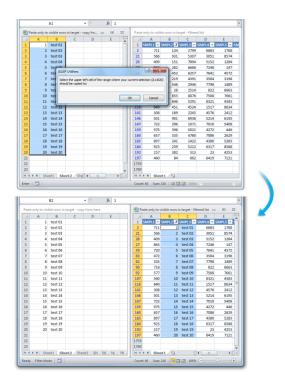
You can assign your own shortcut to this via the "Favorites & Shortcut keys" menu. This tool can speed things up when you use this often and save you a few strokes/mouse actions compared to the "Paste > Paste Values" via the menu in Excel when you assign a shortcut to it.

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

	B2	• (*	<i>f</i> _x 20421	6938					Г	B2	• (<i>∫</i> ∗ '020 -	421 69 38	
	А	В	С	D	E	F	G	Н		A	В	С	D	E
1 Nar	ne 🖃	Phone	¥						1	Name 🚽	Phone 1	*		
2 Agu	istín	020 - 421 69 3	8						2	Agustín	020 - 421 69 38			
3 Aid	en	020 - 495 56 9	6						3	Aiden	020 - 495 56 96			
4 Ale	jandro	020 - 415 77 4	6						4	Alejandro	020 - 415 77 46			
5 Ale	xander	020 - 722 43 6	3						5	Alexander	020 - 722 43 63			
6 AI		020 761 00 2					×	D	6	Ali	020 - 761 80 23			
7 Ar	ASAP Utilitie	es - Fill cells with th	eir formatted	value					7	Andrei	020 - 245 49 07			
8 Ar									8	Arda	020 - 182 93 95			
9 Ar		Do want to replace	the values in	selected ce	lls with the	ir formatte	d		9	Artem	020 - 286 60 72			
10 Be		values?							10	Bence	020 - 513 32 46			
11 Be		For example a cell with []		[1,15] form	atted as [E	UR * #.##0	,00]		11	Benjamín	020 - 403 26 63			
12 Da		win be fined with [t	.0((1,1))						12	Daan	020 - 255 44 02			
13 Da									13	Daniel	020 - 714 23 93			
14 Ee					ОК] c	ancel		14	Eetu	020 - 865 12 44			
15 En									15	Emil	020 - 260 11 54			
16 Enz	0	020 - 274 35 9	2	_	_	_	_		16	Enzo	020 - 274 35 92			
17 Erik		020 - 373 63 1	7						17	Erik	020 - 373 63 17			
18 Etha	an	020 - 466 27 5	8						18	Ethan	020 - 466 27 58			
19 Frai	ncesco	020 - 270 46 9	3						19	Francesco	020 - 270 46 93			
20 Geo	orei	020 - 061 47 7	0						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:

G r 3 🔻 4 🔻 5 👻 1 P r 2 🔽 PR163 17.48 21.14 21.12 19.71 PR150 25.67 22.93 24.39 24. 14.61 15.15 PR164 15.21 13.79 PR152 21.46 22.25 20.77 22.71 ASAP Utilities - Replace co ng with static fo nal for natting in : Do you want to replace the conditional formatting in selected cells with standard/static formatting? Conditional Format settings of Number Font, Border and Fill will be standard/static formatting? Conditional Format settings of Number, Font, Border and Fill will be applied. Data Bars and Icon Sets cannot be made static with this tool. Continue ок Cancel 13.29 14.31 PR172 PR161 17.77 17.8 16.82 PR16 25.14 11.86 25.06 22.4 22.95 🗶 🛃 🍠 • (* -ASAP Utilitie Home 👗 Cut 📑 Wrap Text - 11 • A A Copy 🖞 BI Paste ù 3 - A -Merge & C I Format Painter **B**2 G 2 -5 👻 1 8 r 1 🔻 PR163 19.71 3 PR150 25.67 22.93 24.7 No Fill PR164 14 61 15.15 5 PR152 😗 More Cole 21.46 22.71 PR173 13.88 15.36 13.78 14.12 PR166 30.27 27.28 26.96 8 PR162 22.87 24.78 26.08 26.3 9 PR160 10 PR159 14.12 11.16 13.69 13.01 14.56 9.75 10.75 9.99 11 PR154 25.55 27.22 24.18 24.31 12 PR155 15.9 15.28 15.66 14.8

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 ▼ A =Sheet1IA10													
	A		В	С	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														
	1													

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

	A7 🗸	<i>f</i> ∗ =She	et1!A10
	A	В	C
6	value	formula used	l:
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.

	А		В	С	D	E	F	G
1		Com		▼ TR-01	TR-02	▼ TR-03 ▼	TR-04	TR-05 T
2	Barcelona		eigh and Stronginthearm			12		
3	Barcelona	OW	ASAP Utilities - Split the data into	multiple wor	kehoote			
4	Barcelona	Sor	ASAP Ounties - Spirt the data into	multiple wor	Glieets			8
5	Córdoba	Bla	When to create a new worksheet			100		7 69
6	Córdoba	Car	when to create a new worksheet		I ange A Li	120		
7	Córdoba	Der	Eor every new value/group in	column:		A - City	-	7 36
8	Córdoba	Rox	C For every so many rows:			1000		
9	Córdoba	Wa				1000		
10	Las Palmas	Big	Copy rows as headers on each n	ew worksheet?				
11	Las Palmas	Cha	Number of rows to repeat at the		eet:	1		5
12	Las Palmas	Cog				,		8 28
13	Las Palmas	Fod	Template for the new worksheet	s:				3 66
14	Las Palmas	Glo	(none, create blank worksheet)	1			-	7 77
15	Las Palmas	Gri		1				4 53
16	Las Palmas	Init	First cell of destination range:	Γ	A1	-		0 43
17	Las Palmas	Inp	Insert Rows					
18	Las Palmas	Klir	Keep Source Formatting					8 43
19	Las Palmas	Ma	The market boarder of marking					2
20	Las Palmas	Me	Name for the new sheets that ar	e created:				
21	Las Palmas	Mr.	C Leave default Excel sheet nar	ne				
22	Las Palmas	Pet	C Sequential numbering					2 53
23	Las Palmas	Six	C Use set numbering					2 33 5 24
24	Las Palmas	Stri						6 27
25	Las Palmas	Тас	C Use set numbering with leadin					1 30
25	Las Palmas	The	Use the value of the cell in the	e specified colur	nn			1 30
20	Las Palmas	Thr	Prefix:	Suffix:				
27	Las Palmas	Uni						
28	Madrid	ABC	1					7 12
	Madrid	_	Example:					
30		Big	Barcelona					6 30 0 58
31	Madrid	Gad	1			· · · · · · · · · · · · · · · · · · ·		
32	Madrid	Gal	Cancel			OK	/	2 34
33	Madrid	Ger						1 33
34	Madrid	Init		_				2 57
35	Madrid	LexC		7	6	53	6	9 37
26	Madrid	Lufh	orCorn					
	A		В	С	D	E	F	G
1	City	Com	рапу	TR-01	TR-02	TR-03	TR-04	
2	Barcelona			11-01		12 IK-03	TN-04	TR-05 T
3	Barcelona		eigh and Stronginthearm		-	12		++
4	Barcelona	_	ERTY Logistics bra Corporation	7	2			8
4	Darcelona	som	iora corporation	- '	3		2	0
6								
7								
8								
9								
10								
11								
14	1	Barce	elona / Córdoba / Las Palmas	/ Madrid /	Pamplona	Seville	Vigo 🦯 🞾	
Re	ady							

20 Clear duplicated values in selection (leave one original)

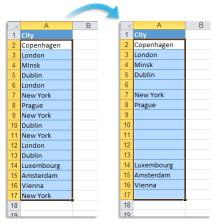
This utility will remove all duplicated values within the selected cells and keep one original. The first cell containing a duplicated value will keep its value, all other cells with this same value will have their contents cleared.

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



Example screenshot: 2

	A		A	
1	email address	1	email address	
2	amsterdam@asap-utilities.com	2	amsterdam@asap-utilities.com	
3	amsterdam@asap-utilities.com	3		
4	ankara@asap-utilities.com	4	ankara@asap-utilities.com	
5	athens@asap-utilities.com	5	athens@asap-utilities.com	
6	belgrade@asap-utilities.com	6	belgrade@asap-utilities.com	
7	berlin@asap-utilities.com	7	berlin@asap-utilities.com	
8	bern@asap-utilities.com	8	bern@asap-utilities.com	
9	bratislava@asap-utilities.com	9	bratislava@asap-utilities.com	
10	brussels@asap-utilities.com	10	brussels@asap-utilities.com	
11	brussels@asap-utilities.com	11		
12	bucharest@asap-utilities.com	12	bucharest@asap-utilities.com	
13	budapest@asap-utilities.com	13	budapest@asap-utilities.com	
14	copenhagen@asap-utilities.com	14	copenhagen@asap-utilities.com	
15	dublin@asap-utilities.com	15	dublin@asap-utilities.com	
16	dublin@asap-utilities.com	16		
17	helsinki@asap-utilities.com	17	helsinki@asap-utilities.com	
18	kiev@asap-utilities.com	18	kiev@asap-utilities.com	
19	lisbon@asap-utilities.com	19	lisbon@asap-utilities.com	
20	ljubljana@asap-utilities.com	20	ljubljana@asap-utilities.com	
21	london@asap-utilities.com	21	london@asap-utilities.com	
22	luxembourg@asap-utilities.com	22	luxembourg@asap-utilities.com	
23	madrid@asap-utilities.com	23	madrid@asap-utilities.com	
24	minsk@asap-utilities.com	24	minsk@asap-utilities.com	
25	moscow@asap-utilities.com	25	moscow@asap-utilities.com	
26	moscow@asap-utilities.com	26		
27	nicosia@asap-utilities.com	27	nicosia@asap-utilities.com	
28	oslo@asap-utilities.com	28	oslo@asap-utilities.com	
29	paris@asap-utilities.com	29	paris@asap-utilities.com	
30	prague@asap-utilities.com	30	prague@asap-utilities.com	
31	prague@asap-utilities.com	31		
32	reykjavík@asap-utilities.com	32	reykjavik@asap-utilities.com	
33		33		
34		34		

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

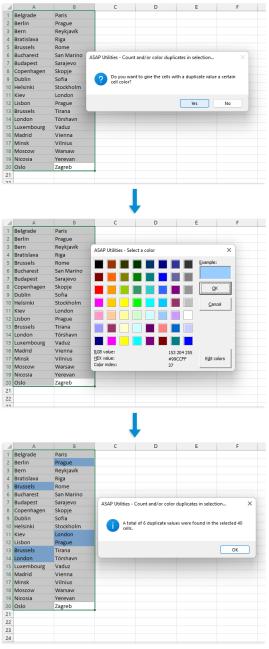
This utility tells you how many duplicate values there are in your selected range. You can choose to paint all duplicate cells with a certain color.

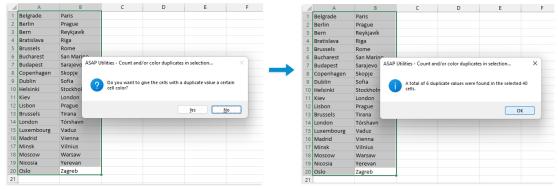
Note:

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.

1	А	В
	London	Belgrade
2	Berlin	Prague
3	Bern	Reykjavík
4	Bratislava	Riga
5	Paris	Rome
6	Brussels	Paris
7	Budapest	Sarajevo
8	Copenhagen	Skopje
9	Dublin	Sofia
10	Helsinki	Stockholm
11	Kiev	London
12	Lisbon	Prague
13	Brussels	Tirana
14	London	London
15	Luxembourg	Vaduz
16	Madrid	Vienna
17	Minsk	London
18	Moscow	Warsaw
19	Paris	Yerevan
20	Oslo	Zagreb
21	Copenhagen	Moscow
22	Skopje	Vienna
23		
~		

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

	C2	- (°	<i>f</i> <u>∗</u> =A2*u	nit_price*	dollar_to_	euro		
4	Α	В	С	D	E	F	G	Н
1	quantity	worth in USD	worth in EUR					
2	236	\$118,000	€ 84,286					
3	263	\$131,500	€ 93,929					
4	105	ASAP Utilities - Rep			for such as a sub	ale ale alle and the		x
5	28	ASAP Offitties - Rep	lace the range har	nes used in	formulas wi	th their cell	refere	
6	93							
7	25		want to replace th			he formulas	by their	
8	40	Cell refe	rences on all 1 sel	ected works	heets?			
9	253							
10	260							_
11	110					ОК	Cancel	
	290							
12 13	162	\$81,000	€57,857	_	_	_	_	
13 14	162 194	\$81,000 \$97,000	€57,857 €69,286					
13 14 15								
13 14 15	194	\$97,000	€ 69,286					
13 14 15	194 139	\$97,000 \$69,500	€ 69,286 € 49,643					
13 14 15	194 139 260	\$97,000 \$69,500 \$130,000	€ 69,286 € 49,643 € 92,857					
13 14 15 16 17	194 139 260 67	\$97,000 \$69,500 \$130,000 \$33,500	€ 69,286 € 49,643 € 92,857 € 23,929					

		100			1010110		60	
	C2	▼ (C	=A2*D	etinitions	IŞAŞ1*Det	initions!\$A	\$2	
1	A	В	С	D	E	F	G	H
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					

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

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

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.

- 4	А		E	3	C		D		Е							
1	Country 💌	Company		*	2011	Ŧ	2012	2	013 💽	·						
2	Austria	Luthorcor	р			2	3	1	1	1						
3		Virtucon				59	3		3	7						
4		Forge And	A	A	1			В			C		D		E	
5	Belarus	Lexcorp	1	Country	Ŧ		npany			Ŧ	2011	*	2012	_	2013	*
6		Zevo T	2	Austria			norcorp					2		31		14
7	Belgium	Initech	3	Austria			ucon					59		30		37
8		Gadgetror	4	Austria		For	ge And Fo	our	ndry			37		10		42
9		Mammoth	5	Belarus		Lexe	corp					3		51		8
10		Big Kahun	6	Belarus			o Toys					20		11		13
11	Bulgaria	Smith And		Belgium		Inite	ech					10		15		17
12		The New I	8	Belgium			getron					51		46		15
13	Croatia	Videlectri	9	Belgium			nmoth Pi					55		26		33
14		Moes Tave		Belgium			Kahuna B		ger			35		40		50
15		Galaxy Co		Bulgaria			th And Co					43		28		47
16		Burleigh	12	Bulgaria			New Firr	n				43		57		17
17		Sombra Co	13	Croatia			electrix					8		24		12
18		Qwerty Lo		Croatia			es Tavern					59		29		17
19	Czech Republic	Globo-che		Croatia			axy Corp					32		16		14
20		Spacely Sp		Croatia			leigh					31		7		36
21	Denmark	Chasers	17	Croatia			nbra Corp					37		37		42
22		Spade And	18	Croatia			erty Logis	tic	s			30		29		1
23		Monarch F		Czech Repub			bo-chem					9		19		43
24		Roboto In		Czech Repub	lic		cely Spro	cke	ets			8		9		20
25		Praxis Cor		Denmark		Cha						32		32		59
26	Finland	Acme, Inc		Denmark			de And A					22		23		49
27		General P		Denmark			narch Pla			ò.		59		32		34
28		Water And		Denmark		Rob	oto Indu	stri	ies			29		59		27
29		Fake Broth		Denmark			kis Corpo	rat	ion			49		15		51
30		Demo Cor		Finland			ne, Inc.					36		43		42
31		Widget Co		Finland			eral Proc					4		21		49
32		Strickland		Finland			ter And P		er			11		13		49
33	France	Mainway		Finland			e Brother					49		1		2
34		Big T Burg		Finland			no Comp	an	/			32		8		4
35		Klimpys	31	Finland			lget Corp					22		51		11
36		Petrox Oil		Finland			ckland Pr		ane			8		6		10
37	Great Britian	Charles To		France			nway Toy					34		6		4
			34	France			T Burgers	A	nd Fries			42		50		29
			35	France			npys					41		40		20
			36	France			rox Oil Co					23		55		32
			37	Great Britian		Cha	rles Tow	nse	ond ∆øe	ncv		31		27		35

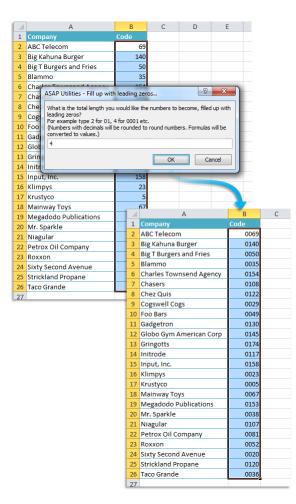
4 Fill up with leading zeros...

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.



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.

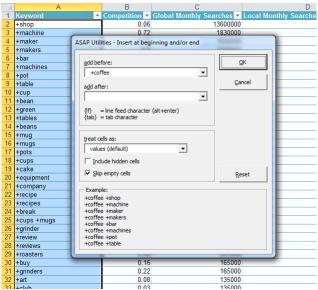
You can specify the following:

- 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	В	С	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	
	+coffee +reviews	0,25	201000	
	+coffee +roasters	0,08	201000	
	+coffee +buy	0,16	165000	
31	+coffee +grinders	0,22	165000	
32	+coffee +art	0,08	135000	
22	Looffee Lebub	0.00	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 $\ensuremath{\mathsf{Excel's}}\xspace$ 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:

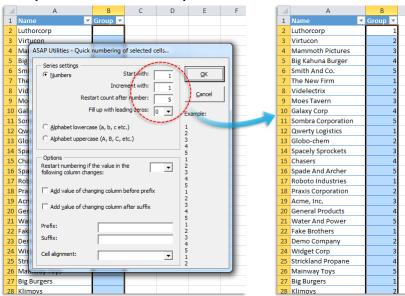
- Create a series with numbers:
 - The number to start with.
 - The number to increment with.
 - Restart counting after a certain value.
 - Fill up the numbers with leading zeros to a specified length.
- Create a series based on the letters from alphabet in lowercase (a, b, c, etc.).
- Create a series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



	A	-	В	C	-	D	E			А	В	С
1	ID A	Ŧ	Company 🔻	Country	٣Î	U	c		1			T Country
2			Luthorcorp	Austria					2	_	Luthorcorp	Austria
3			Virtucon	Austria					3		Virtucon	Austria
4		_		Austria			_		4		Mammoth Pictures	Belgium
5		AS	AP Utilities - Quick numberin	g of selected	cells				5		Big Kahuna Burger	Belgium
6			Series settings	-		_			6		Smith And Co.	Belgium
7			Numbers	Start with:		OK OK			7		The New Firm	Belgium
8			-	rement with:		4			8		Videlectrix	Bulgaria
9					1	Cano	a		9		Moes Tavern	Bulgaria
10			Restart count a	fter number:					10		Galaxy Corp	Bulgaria
11			Fill up with l	eading zeros:	0 -	Example:	- 10		11		Sombra Corporation	Croatia
12									12		Qwerty Logistics	Croatia
13	-		Alphabet lowercase (a, b, c			2			13		Globo-chem	Croatia
14	-		C Alphabet uppercase (A, B, C	C, etc.)		3			14		Spacely Sprockets	Croatia
15	-	L L				5			15		Chasers	Czech Rep
16	-	I I	 Options Restart numbering if the value i 	- 44		6			16		Spade And Archer	Czech Rep
17	-		following column changes:	n the	-	8			17		Roboto Industries	Czech Rep
18	-					9 10			18	_	Praxis Corporation	Denmark
19	-		Add value of changing colum	nn before pret	fix	11			19		Acme, Inc.	Denmark
20	-					12			20		General Products	Denmark
21			Add value of changing colum	nn after suffix		14			20	_	Water And Power	Denmark
22			Prefix:			15 16			22	_	Fake Brothers	Finland
23	-					17			22	_	Demo Company	Finland
24	-		Suffix:			18 19			23		Widget Corp	Finland
24			Cell alignment:			20			24		Strickland Propane	Finland
20					-	21 22			25		Mainway Toys	France
20			Big T Burgers And Fries	France					20		Big T Burgers And Fries	France
27			Klimpys	France					27		Klimpys	France
20			INTERIOR N	TRUCP				-	20		and and a second s	T LAUGE

Example screenshot: 2 Example 2



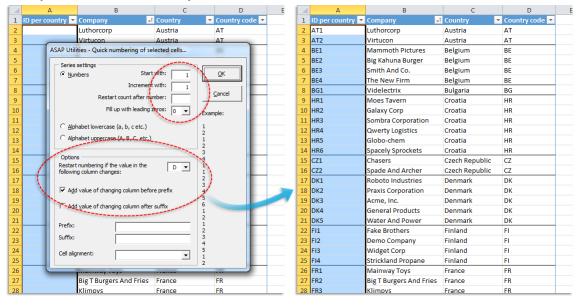
		А	В	С	D	E	F	
1	Name	-	Group 💌					
2	Luthorcor	р						
3	Virtuco	CAR 11/11/1 0						
4	Mamm A	SAP Utilities - Q	uick numberi	ng of select	ed cells			
5	Big Kah	- Series settings						
6	Smith A	Numbers		Start wit	h: 10	<u>O</u> K		
7	The Ne		Ir	ncrement wit	h: 10			
8	Videlec		Restart count	after numbe	r: 50	<u>C</u> anc	el 📗	
9	Moes T		Fill up with	leading zero	1	1		
10	Galaxy					Example:		
11	Sombra	C Alphabet lov	vercase (a, b,	c etc.)		010		
12	Qwerty	C Alphabet up	percase (A, B,	C, etc.)		020 030		
13	Globo-					040		
14	Spacely	Options				010		
15	Chaser	Restart numberi following column		in the	-	020 030		
16	Spade /	Tollowing column	r changes.			040		
17	Roboto	Add value of	f changing colu	umn before p	refix	050 010		
18	Praxis (020		
19 20	Acme, Genera	Add value of	f changing colu	ımn after suf	fix	030 040		
20	Water					050		
21	Fake Br	Prefix:				020		
22	Demo (Suffix:				030		
23	Widget	Cell alignment:				050		
24	Strickla	oen angrimerra			•	010 020		
_	Mainway	LOVS			_			
27	Big Burger							
	Klimpys							
20							(

J									
1		11	Qwerty Logistic	s	С	roatia			
1		12	Globo-chem		C	roatia			
		13	Spacely Sprocke	ets	C	roatia			
		14	Chasers		C	zech Republic			
1		15	Spade And Arch	er	C	zech Republic			
1		16	Roboto Industri	es		zech Republic			
1		17	Praxis Corporat	ion	D	Denmark			
		18	Acme, Inc.		D	Denmark			
1		19	General Produc	ts	D	enmark			
1		20	Water And Pow	er	D	enmark			
1		21	Fake Brothers		Fi	nland			
		22	Demo Company	/	Fi	nland			
		23	Widget Corp		Fi	nland			
		24	Strickland Prop	ane	Fi	nland			
		25	Mainway Toys		Fr	ance			
		26	Big T Burgers Ar	nd Fries	Fr	ance			
		27	Klimpys		Fr	ance			
	1		Α	В					
	1	Name		Group	Ŧ				
	2	Luthor	orp	010					
	3	Virtuco	'n	020					
	4	Mamm	oth Pictures	030					
	5		una Burger	040					
	6	Smith A	And Co.	050	_				
	7	The Ne	w Firm	010	_				
	8	Videle		020	_				
	9	Moes T		030	_				
	10	Galaxy							
	11			040	_				
	12		Corporation	050					
			Corporation Logistics	050 010					
	13	Globo-	Corporation Logistics chem	050 010 020					
	14	Globo- Spacely	Corporation Logistics chem / Sprockets	050 010 020 030					
	14 15	Globo- Spacely Chaser	a Corporation / Logistics chem / Sprockets s	050 010 020 030 040					
	14 15 16	Globo- Spacely Chaser Spade	a Corporation / Logistics chem / Sprockets s And Archer	050 010 020 030 040 050					
	14 15 16 17	Globo- Spacely Chaser Spade Roboto	a Corporation / Logistics chem / Sprockets s And Archer Industries	050 010 020 030 040 050 010					
	14 15 16 17 18	Globo- Spacely Chaser Spade Roboto Praxis (a Corporation r Logistics chem y Sprockets s And Archer Industries Corporation	050 010 020 030 040 050 010 020					
	14 15 16 17 18 19	Globo- Spacely Chaser Spade A Roboto Praxis (Acme,	a Corporation r Logistics chem y Sprockets s And Archer Industries Corporation Inc.	050 010 020 030 040 050 010 020 030					
	14 15 16 17 18 19 20	Globo- Spacely Chaser Spade Roboto Praxis (Acme, Genera	a Corporation / Logistics chem / Sprockets S And Archer Industries Corporation Inc. I Products	050 010 020 030 040 050 010 020 030 040					
	14 15 16 17 18 19 20 21	Globo- Spacely Chaser Spade J Roboto Praxis (Acme, Genera Water J	a Corporation r Logistics chem / Sprockets s And Archer Industries Corporation Inc. I Products And Power	050 010 020 030 040 050 010 020 030 030 040					
and the second sec	14 15 16 17 18 19 20 21 22	Globo- Spacely Chaser Spade J Roboto Praxis (Acme, J Genera Water J Fake Br	a Corporation / Logistics chem / Sprockets s And Archer Industries Corporation Inc. il Products And Power rothers	050 010 020 030 040 050 010 020 030 040 050 010					
	14 15 16 17 18 19 20 21	Globo- Spacely Chaser Spade A Roboto Praxis (Acme, Genera Water Fake Br Demo (a Corporation Logistics chem S Sprockets and Archer Industries Corporation Inc. Il Products And Power rothers Company	050 010 020 030 040 050 010 020 030 030 040					
	14 15 16 17 18 19 20 21 22 23 24	Globo- Spacely Chaser Spade / Roboto Praxis (Acme, Genera Water / Fake Br Demo (Widget	a Corporation / Logistics chem / Sprockets S And Archer Industries Corporation Inc. Il Products And Power rothers Company : Corp	050 010 020 030 040 050 010 020 030 040 050 010 020 020 030					
	14 15 16 17 18 19 20 21 22 23 24 25	Globo- Spacely Chaser Spade / Roboto Praxis (Acme, / Genera Water / Fake Br Demo (Widget Strickla	a Corporation / Logistics chem S Sprockets s And Archer - Industries Corporation Inc. I Products And Power others Company Corp and Propane	050 010 020 030 040 050 010 020 030 040 050 010 020 030 030					
	14 15 16 17 18 19 20 21 22 23 24	Globo- Spacely Chaser Spade Praxis (Acme, Genera Water Fake Br Demo (Widget Strickla Mainw	a Corporation / Logistics chem / S prockets s And Archer Industries Corporation Inc. I Products And Power others Company C Corp ind Propane ay Toys	050 010 020 030 040 050 010 020 030 040 050 010 020 020 030					
	14 15 16 17 18 19 20 21 22 23 24 25 26	Globo- Spacely Chaser Spade / Roboto Praxis (Acme, / Genera Water / Fake Br Demo (Widget Strickla	a Corporation Logistics chem S SAnd Archer Industries Corporation Inc. Il Products And Power others Company Corp Ind Propane ay Toys gers	050 010 020 030 040 050 010 020 030 040 050 010 020 030 040					

Example screenshot: 4 Example 4

	A B	C	D		A	В	С
1	ID per country 🔽 Company	🚽 Country 📃 💌		1	ID per country 💌	Company 🚽	Country 💌
2	Luthorcorp	Austria		2	1	Luthorcorp	Austria
3	Virtucon	Austria		3	2	Virtucon	Austria
4	ASAP Utilities - Quick numbering	of selected cells		4	1	Mammoth Pictures	Belgium
5	Series settings			5	2	Big Kahuna Burger	Belgium
6	Numbers	Start with: 1 OK		6	3	Smith And Co.	Belgium
7	_	ement with:		7	4	The New Firm	Belgium
8		1	cel l	8	1	Videlectrix	Bulgaria
9	Restart count af	ter number:		9	1	Moes Tavern	Croatia
10	Fill up with lea	ading zeros: 0 - Example:		1	2 2	Galaxy Corp	Croatia
11	Carlos Ca			1	1 3	Sombra Corporation	Croatia
12	C Alphabet lowercase (a, b, c e	2		1	2 4	Qwerty Logistics	Croatia
13	C Alphabet uppercase (A, B, C,	etc.) 1		1	3 5	Globo-chem	Croatia
14		3		1	4 6	Spacely Sprockets	Croatia
15	Options Restart numbering if the value in	the 1		1	5 1	Chasers	Czech Republic
16	following column changes:	the C - 1		1	5 2	Spade And Archer	Czech Republic
17		23		1	7 1	Roboto Industries	Denmark
18	Add value of changing column			1	3 2	Praxis Corporation	Denmark
19	Add value of changing column	5		1	9 3	Acme, Inc.	Denmark
20	Add value of changing column	1 1		2	2 4	General Products	Denmark
21	Prefix:			2	1 5	Water And Power	Denmark
22		2 3		2	2 1	Fake Brothers	Finland
23	Suffix:	4		2	3 2	Demo Company	Finland
24	Cell alignment:	▼ 5		2	4 3	Widget Corp	Finland
25		2		2	5 4	Strickland Propane	Finland
26	Inianiway roys	rance		2	5 1	Mainway Toys	France
27	Big T Burgers And	Fries France		2	7 2	Big T Burgers And Fries	France
28	Klimpvs	France		2	3 3	Klimpvs	France

Example screenshot: 5 Example 5

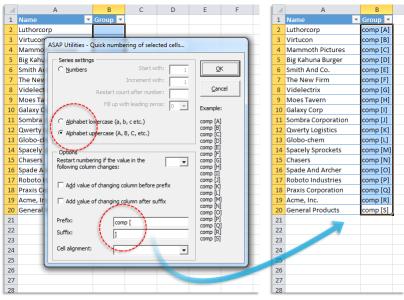


D

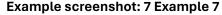
Field_3 Field_4

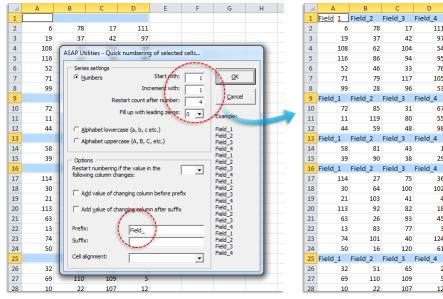
ield 3 Field 4

d_3 Field_4

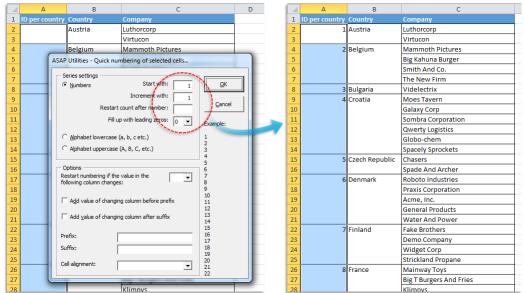


Example screenshot: 6 Example 6

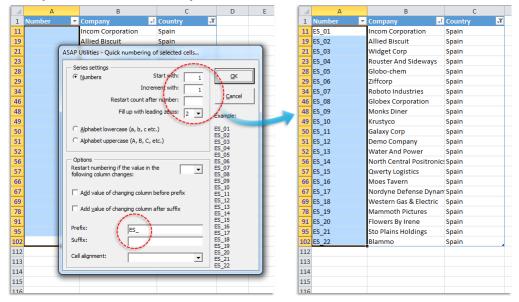




Example screenshot: 8 Example 8



Example screenshot: 9 Example 9

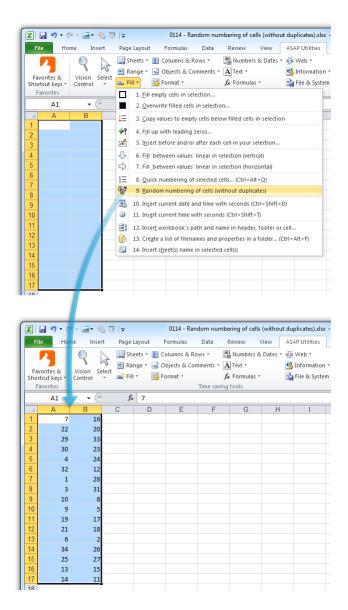


9 Random numbering of cells (without duplicates)

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.

А	В	С
Excel:	7-4-2013	
ASAP Utilities:	7-4-2013 23:40	

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.

A	В	С
Excel:	23:45	
ASAP Utilities:	23:45:20	

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

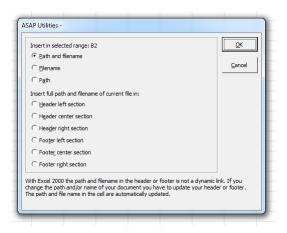
The path and filename in the cell are automatically updated when you change the name or location of your file.

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:

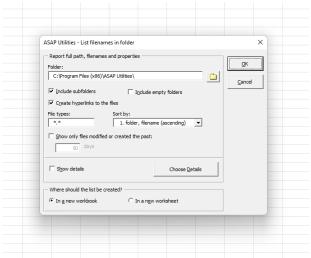
- The folder to be searched.
- Search subfolders.
- Create hyperlinks to the files.
- Show only certain file types. For example to report only Excel files you can enter '*.xl*'.
- Sort the results, for example by filename, foldername, date, etc.
- Show only files modified or created within the past specified 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.



🚺 AutoSave	Off 🗄 Book2 - Excel										1
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des.	Columns & Rows	- E Numbers & Dates -	© Web ∽	🗋 🖹 Import - 🖉 A	SAP Utilities Options ~	Online FAQ					
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	ASAP Utilities.xlam					s (x86)\ASAP Utilities\ASAP Utilities.xl					
	ASAP Utilities User Guide.pdf					s (x86)\ASAP Utilities\ASAP_Utilities_U		df			
	asap-utilities.ico					s (x86)\ASAP Utilities\asap-utilities.icc		_			
	readme.txt					s (x86)\ASAP Utilities\readme.txt					
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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.

		nsert sheet(s) name in select								- 0	
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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

A1:A1396 - © Rows C Co	oļumns	This utility searches for a spec value, and then selects, hides deletes the entire column or ro this value is found.	or
3. What to do with the entire row from each found cell:			
Select C tilde C peletr 4. Search options:	e	When looking for duplicates the program also searches in hidde your selection, with the other options hidden cells are skippe For more flexibility and options use the utility:	en cells ir search :d.
not between equal to not equal to		Select » Select cells based on o formatting and more	content,
greater than			
less than greater than or equal to		<u> </u>	
less than or equal to	ок		
like (text, with use of wildcards)	21		
not like (text, with use of wildcards)			
			_
unique values			
odd rows even rows			

Example screenshot: 2 Create a list of unique brand names

	A	В	С	D	E	F	G	Н	1	J	K
1	Brand names	_									
2	Rover										
3	Toyota										
4	Mitsubishi										
5	Rover										_
7	Audi Toyo ASAP Uti	ities - Condit	tional row ar	nd column se	elect, hide o	r delete					
8	Chau										
9	Hyur 1. Sea	arch in:		2. Perform	action on ro	ws or columns	?		searches for		
10		1396	- 1	Rows Rows		C Columns		value, an	then selects	s, hides or nn or row whe	
11	Chev		_					this value		nn or row whe	re
		at to do with t	he entire row	from each fo	und cell:						
		ect	CI	lide	•	Delete			king for duplic also searches	ates the: in hidden cells	in
14	Hyur							your seler	tion, with the	e other search	
15		arch options: -						options hi	dden cells are	e skipped.	
16 17		icate values		-						options you d	an 🚽
	Toyo Ford □ Ca	se Sensitive						use the u	tility:		
10	Saak	-						Select » S	elect cells ba:	sed on conten	t,
20	Douro (* Kei	ep the first val		plicate				formatting	g and more		
21	Toyo C De	ete all duplicat	e values								
22	Bent	1				[
23		ose	🔽 Au	to close			<u>o</u> k				
24	Mits										
25	Saab										
26	Toyota Ford										
27	r ora Mitsubishi										
20	Rover										
	Rover	1									
32	Ford	1									
33	Chevrolet										
34	Mitsubishi										

Example screenshot: 3 Each brand listed once

	A	В	С	D	E	F
1	Brand names					
2	Rover					
	Toyota					
	Mitsubishi					
	Audi					
6	Chevrolet					
7	Hyunday					
8	Ford					
	Saab					
10	Bentley					
	Mazda					
12	Jaguar					
13	Volkswagen					
	Volvo					
15						
16						
17						
18						
19						

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)

1		A	В	С	D
1	Keyword			lobal Monthly Searches 💌	Local Monthly Searches (Ne
2	shop		0.06	13600000	
3	machine		0.72	1830000	
4	maker	ASAP Utilities -	- Advanced sorting		
5	makers	- Sort orienta	ation:	My list has:	
6	bar	• Top to be	ottom	Header row	
7	machines	C Left to ri		C No header row	
8	pot		gitt		
9	table	Sort by			
10	cup	Keyword (A) 🔻 Bold	Ascending	Case sensitive
11	bean		Value	C Descending	
12	green	Then by	Number format		
13	tables	Keyword (A) 💌 Cell Color Inde	knumber	
14	beans		Font Color Font Color Inde	exnumber	
15	mug	Then by	Font Size		
16	mugs		Font Name Bold		
17	pots	These bus	Italic		
18	cups	Then by	Underline Strikethrough		
19	cake	1	Text Length	(-h., 60 -)	
20	equipment	Then by	Random order Reverse order	(snume)	
21	company		Formula Email address h	unat (@)	
22	recipe			ontent based on the numeric portio	ns
23	recipes			inus sign (-) in numbers	
24	break	<u>C</u> ancel	Year-Day-Mont	h	<u>o</u> k
25	cups mugs		Month-Day-Yea Month-Year-Da	ar	
26	grinder	_	Day-Year-Mont	ĥ	
27	review		Day-Month-Yea	ar ek (start on Sunday)	
28	reviews			k (start on Monday)	
29	roasters		0.08	201000	
30	buy		0.16	165000	
31	grinders		0.22	165000	
32					
	art		0.08	135000	
33	club	A	0.08 0.03	135000 135000 C	D
33	club	A	0.03 B Competition S	C C Iobal Monthly Searches	
33 1 2	club Keyword art		0.03 B Competition ¥ G 0.08	C C Iobal Monthly Searches 135000	
33 1 2 3	club Keyword art bar		0.03 B Competition ▼ G 0.08 0.09	C Iobal Monthly Searches 7 135000 1220000	
33 1 2 3 4	club Keyword art bar break		0.03 B Competition G 0.08 0.09 0.02	C Iobal Monthly Searches 7 135000 1220000 201000	
33 1 2 3 4 5	club Keyword art bar break cake		0.03 B Competition V G 0.08 0.09 0.02 0.01	C Iobal Monthly Searches ▼ 135000 1220000 201000 301000	
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33 1 2 3 4 5 6 7	club Keyword art bar break cake cake recipe club		0.03 B Competition G Competition G Competition G Compet	C lobal Monthly Searches 135000 1220000 201000 301000 90500 135000	
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33 1 2 3 4 5 6 7 8 9 10	club Keyword art bar break cake cake recipe club coupons french press pictures		0.03 B Competition • G 0.09 0.02 0.01 0.03 0.09 0.02 0.09 0.02	C lobal Monthly Searches ▼ 135000 1220000 201000 301000 90500 135000 110000 49500 135000	
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33 1 2 3 4 5 6 7 8 9 10 11 12	club Keyword art bar break cake cake recipe club cake recipe club french press pictures recipe recipes		0.03 B Competition ✓ G 0.08 0.09 0.02 0.01 0.03 0.03 0.09 0.02 0.02 0.02 0.02 0.02 0.02 0.02	C 135000 Iobal Monthly Searches ▼ 135000 201000 201000 301000 90500 135000 135000 135000 135000 246000 246000	
33 1 2 3 4 5 6 7 8 9 10 11 12 13	club Keyword art bar break cake cake recipe club coupons french press pictures recipe recipe school		0.03 B 0.09 Competition G 0.09 0.02 0.01 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	C lobal Monthly Searches ≥ 135000 201000 301000 90500 135000 110000 49500 135000 246000 246000 90500	
33 1 2 3 4 5 6 7 8 9 10 11 12 13 14	club Keyword art bar cake cake recipe club coupons french press pictures recipe recipe school shop		0.03 B Competition C G 0.09 0.02 0.01 0.03 0.09 0.02 0.02 0.02 0.02 0.02 0.02 0.02	C lobal Monthly Searches ▼ 135000 1220000 301000 90500 135000 110000 49500 135000 246000 90500 1360000	
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33 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	club Keyword art bar break cake cake recipe club coupons french press pictures recipe recipe school shop table		0.03 B 0.08 0.09 0.02 0.01 0.01 0.01 0.03 0.03 0.03 0.03 0.03 0.03 0.02 0.02 0.02 0.02 0.02 0.02 0.02 0.02 0.06 0.06 0.08 0.09 0.00 0.09 0.00 0.09 0.00 0.	C 135000 iobal Monthly Searches ▼ 135000 1220000 201000 301000 135000 110000 49500 135000 246000 246000 246000 135000 1350000 1350000 1350000 13500 135000	
33 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	club Keyword art bar break cake cake recipe club coupons french press pictures recipe recipes school shop table table tables		0.03 B 0.09 Competition © G 0.02 0.01 0.01 0.03 0.19 0.02 0.02 0.02 0.02 0.02 0.02 0.02 0.0	C lobal Monthly Searches ≥ 135000 201000 301000 90500 110000 49500 115000 246000 246000 90500 13600000 13600000 1320000 823000 9900	
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33 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 31 31 32 32 32 32 33 32 33 32 33 32 33 33	club Keyword art bar break cake cake recipe club coupons french press pictures recipe recipe recipe school shop table tables tables tables tables bags baskets bag bean grinder bean grinder bean grinder bean roaster bean roaster beans for sale beans online beans wholes	s e	0.03 B 0.08 0.09 0.02 0.02 0.01 0.03 0.03 0.03 0.02 0.02 0.02 0.02 0.02	C Iobal Monthly Searches ≥ 135000 1220000 201000 301000 135000 135000 135000 246000 246000 246000 246000 246000 135000 0 245000 246000 333100 49500 1220000 823000 333100 49500 6600 4400 6600 6600 6600 823000 6600 6600 6600 823000 6600 6600 823000 82000 823000 82000 8000 8000 8000 8000 8000 8000 8000 80000 8000 80000 80000 8000000 8000000 80000000	
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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

Color: 15 Steps: 2 Remove existing colors	Give color to:	
Color method: Standard cell coloring Sign hidden rows/column Cogditional formatting (adv With this option the colors i remove rows or columns. Tormat' > 'Conditional Forr alternate colors (by default) Colors (by default)	ranced) will be automatically updat o remove the color choose natting' then remove the c	in the Excel menu
Cancel		<u>O</u> K

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:

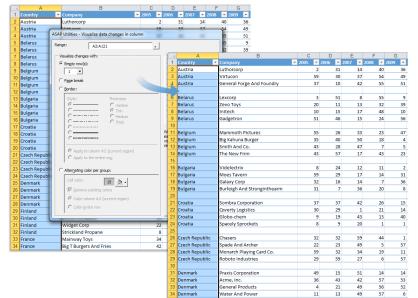
- insert an empty row
- insert a page break
- insert a border line below group.
- alternating colors per group.

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

1	A	В	C	D	E		F	G						
1			2005 💌 🛛	2006	▼ 2007	▼ 20	08 💌 20	DO9 💌 :						
2	Austria	Luthorcorp	2		31	14	40	36						
3	Austria	Virtucon			30	37	54	49						
4		ASAP Utilities - Visualize data changes in co	olumn					51						
5	Belarus	Range: A2:A121	_	. 1				9						
6	Belarus	- 050355	-	<u> </u>				39	_			-	-	-
7	Belarus	Visualize changes with:		-4 1 Cor	A	_	-	В	₹ 20	C 20	D 20	E 200	F 20	G ▼ :
8	Belarus	C Empty row(s):			untry stria	v	Company Luthorco		20	20 2	31	07 ¥ 200 14	8 ¥ 20 40	36
9	Belgium	1			stria		Virtucon	rp	-	59	31	14 37	40 54	49
10	Belgium	Page break			stria stria			Forge And Foundry	-	37	30	37	54	
11	Belgium				arus			Forge And Foundry		3/	51	42	55	<u>51</u> 9
12	Belgium	C Border:			arus		Lexcorp		-	20	11	13	32	_
13	Bulgaria	Style: Thickness:			arus		Zevo Toy	5	-		11	13	32 48	39
14	Bulgaria	C Hairine			arus		Initech	-	-	10 51	46	17	48	56
15	Bulgaria	C C Thin C C Medium			gium		Gadgetro	n h Pictures		55	26	33	24	47
16	Bulgaria	C C Thick			gium gium			n Pictures na Burger	-	35	40	33 50	23	4/
17	Croatia	C			gium gium		Smith An		-	43	28	50 47	18	5
18	Croatia				gium gium		The New		-	43	28	47	43	23
19	Croatia	(garia		Videlectr			43	24	17	43	23
20	Croatia	Apply to column A:I (current region)			garia garia		Moes Tay			59	24	12	14	31
21	Czech Republic	C Apply to the entire row	· •		garia	_	Galaxy Co		-	32	16	14	7	36
22	Czech Republic				garia			And Stronginthearm	-	31	7	36	20	8
23	Czech Republic	C Alternating color per group:			atia			Corporation		37	37	42	20	15
24	Czech Republic	Cel color:			atia		Qwerty L		-	30	29	42	20	13
25	Denmark	15 24 -			atia		Globo-ch		-	9	19	43	13	40
26	Denmark	Remove existing colors			atia		Spacely S		-	8	9	20	13	1
27	Denmark	Color column A:I (current region)	- E		ch Repub	lic	Chasers	prockets		32	32	59	44	1
28	Denmark	C Color entire row			ch Repub		Spade An	d Archer		22	23	49	5	57
29	Finland				ch Repub			Playing Card Co.		59	32	34	19	11
30	Finland	Widget Corp	22		ch Repub		Roboto Ir			29	59	27	6	57
31	Finland Finland	Strickland Propane	22		nmark			rporation		49	15	51	14	14
32			34		nmark		Acme, In			36	43	42	57	53
33	France	Mainway Toys Big T Burgers And Fries			nmark		General F			4	21	49	56	52
34	France	Big I Burgers And Fries			nmark		Water An	nd Power		11	13	49	57	6
				29 Fin	land		Fake Brot	thers		49	1	2	48	42
					land		Demo Co			32	8	4	45	7
				31 Fin	land		Widget C	orp		22	51	11	4	23
				32 Fin	land			d Propane		8	6	10	4	19
				33 Fra	nce		Mainway	Toys		34	6	4	19	27
				34 Fra	nce		Big T Burg	gers And Fries		42	50	29	53	55

- 1	A		В	C		DE		F (3						
1	Country			2005	20	06 💌 2007	7 2	08 💌 2009							
2	Austria		Luthorcorp		2	31	14	40	36						
3	Austria	_	Virtucon	5	9	30	37	54	49						
4	Austria	ASAP U	tilities - Visualize data changes in column					55	51						
5	Belarus	Range	: A2:A121	- 1				55	9						
6	Belarus		- A2:A121	-	_			32	39						
7	Belarus	- Visu	alize changes with:		4	A	_		В		С	D	E	F	G
8	Belarus	C	mpty row(s):		1	Country	¥	Company		Ψ.	2005 💌 200				2009 💌
9	Belgium		1 -		2	Austria		Luthorcorp		_	2	31	14		
	Belgium	C	age break		4	Austria		Virtucon		_	59	30	37		
11	Belgium		lorder:		4	Austria			ge And Foundry	_	37	10	42		
	Belgium		jorder:			Belarus		Lexcorp		_	3	51	8		
	Bulgaria		Style: Thickness:		6	Belarus		Zevo Toys		_	20	11	13		
	Bulgaria		C Hairline		1	Belarus		Initech		_	10	15	15		
	Bulgaria		C @ Medum		8	Belarus		Gadgetron		_	51	46	15		
	Bulgaria		C C Thick		9	Belgium		Mammoth P			55	26	33		
17	Croatia		<u></u>		10	Belgium		Big Kahuna I			35	40	50		
18	Croatia		Comment		11	Belgium		Smith And C		_	43	28	47		
19	Croatia					Belgium		The New Fir	m	_	43	57	17		
20	Croatia		Apply to column A:I (current region)		13	Bulgaria		Videlectrix			8	24	12		
21	Czech Rep		C Apply to the entire row		14	Bulgaria		Moes Taver			59	29	13		
22	Czech Rep	1			15	Bulgaria		Galaxy Corp		_	32	16	14		
23	Czech Rep	01	Nternating color per group:		16	Bulgaria			d Stronginthearm	_	31	7	36		
24	Czech Rep		Cell color: 15 💩 🗸			Croatia		Sombra Cor		_	37	37	42		
25	Denmark		13 🖂 🕇		18	Croatia Croatia		Qwerty Logi Globo-chem			30	29 19	43		
26	Denmark		Remove existing colors							_	9	19			
27	Denmark		Color column A:I (current region)		20	Croatia		Spacely Spro Chasers	ockets	_		-	20	_	
28	Denmark		C Color entire row		21	Czech Repul Czech Repul		Chasers Spade And A		_	32	32	59		
30	Finland Finland				22	Czech Reput			wing Card Co.		22	23 32	49		
31	Finland	<u> </u>	Widget Corp	2		Czech Reput		Roboto Indu			29	32 59	27		
32	Finland		Strickland Propane	2	24	Denmark	onc			-	49	_		_	
33	France		Mainway Toys	3		Denmark		Praxis Corpo Acme, Inc.	nation		36	15 43	51		
34	France		Big T Burgers And Fries	4		Denmark		General Pro	duate	-	4	21	49		
0.4	rance		big i burgers And thes		28	Denmark		Water And F		-	11	13	49		
					29	Finland	_	Fake Brothe		-	49	15	40		-
					30	Finland		Demo Comp			49	8			
					31	Finland		Widget Corp			22	51	11		
					32	Finland		Strickland P		-	8	6	10		
					33			Mainway To		-	34	6	10		
					33			Big T Burger		-	34	50	20		
					- 14	mance.		nov i nurger	S AUDI PUPS	_	47	0	~	. 55	

Example screenshot: 3 Insert a border line between groups

Example screenshot: 4 Color banding per group

	A		В	С		D E		F G						
1	Country	×	Company 🗾	2005 💌	2000	6 💌 2007	▼ 200	18 💌 2009 💌 :						
2	Austria		Luthorcorp	2		31	14	40 36						
3	Austria	_	Virtucop	59	_	30	37	54 49						
4	Austria	ASAP	Utilities - Visualize data changes in column				-	55 51						
5	Belarus	Rano						55 9						
6	Belarus	Nony	e: A2:A121	· ·	4	A		В		C	DE	F		G
7	Belarus	_ Vis	ualize changes with:		1	Country	¥	Company	Ψ.	2005 💌 200	5 💌 2007	₹ 2008	▼ 200	9
8	Belarus	С	Empty row(s):		2	Austria		Luthorcorp		2	31	14	40	3
9	Belgium		1 -		3	Austria		Virtucon		59	30	37	54	4
10	Belgium	0	Page break		4	Austria		General Forge And Foundry		37	10	42	55	5
11	Belgium		-		5	Belarus		Lexcorp		3	51	8	55	
12	Belgium	е	Border:		6	Belarus		Zevo Toys		20	11	13	32	3
13	Bulgaria		Style: Thickness:		7	Belarus		Initech		10	15	17	48	1
14	Bulgaria		C Hairline		8	Belarus		Gadgetron		51	46	15	24	5
			C C Thin C C Medum		9	Belgium		Mammoth Pictures		55	26	33	23	4
16	Bulgaria		C C Thick		10	Belgium		Big Kahuna Burger		35	40	50	18	
17	Croatia		C		11	Belgium		Smith And Co.		43	28	47	7	
18	Croatia		C	N N	12	Belgium		The New Firm		43	57	17	43	2
19	Croatia		C	Ň		Bulgaria		Videlectrix		8	24	12	11	
20	Croatia		Apply to column A:I (current region)	0	14	Bulgaria		Moes Tavern		59	29	17	14	3
21	Czech Repu		C Apply to the entire row		15	Bulgaria		Galaxy Corp		32	16	14	7	3
22	Czech Repu		 Apply to the entire row 		16	Bulgaria		Burleigh And Stronginthearm		31	7	36	20	
23	Czech Repu	•	Alternating color per group:		17	Croatia		Sombra Corporation		37	37	42	26	1
24	Czech Repu				18	Croatia		Qwerty Logistics		30	29	1	21	1
25	Denmark		Cell color: 37 🕭 •		19	Croatia		Globo-chem		9	19	43	13	4
26	Denmark		Remove existing colors		20	Croatia		Spacely Sprockets		8	9	20	1	
27	Denmark		Color column A:I (current region)		21	Czech Rep	ublic	Chasers		32	32	59	44	
28	Denmark		C Color entire row		22	Czech Rep	ublic	Spade And Archer		22	23	49	5	5
29	Finland		Cook Binelow		23	Czech Rep	ublic	Monarch Playing Card Co.		59	32	34	19	1
30	Finland				24	Czech Rep	ublic	Roboto Industries		29	59	27	6	5
31	Finland		Widget Corp		25	Denmark		Praxis Corporation		49	15	51	14	1
32	Finland		Strickland Propane	8	26	Denmark		Acme, Inc.		36	43	42	57	5
33	France		Mainway Toys	34	27	Denmark		General Products		4	21	49	56	2
34	France		Big T Burgers And Fries	42	28			Water And Power		11	13	49	57	
					29			Fake Brothers		49	1	2	48	4
					30	Finland		Demo Company		32	8	4	45	
					31	Finland		Widget Corp		22	51	11	4	- 1
					32	Finland		Strickland Propane		8	6	10	4	- 1
					33	France		Mainway Toys		34	6	4	19	2
					34	France		Big T Burgers And Fries		42	50	29	53	5

5 Merge column data (join cells)...

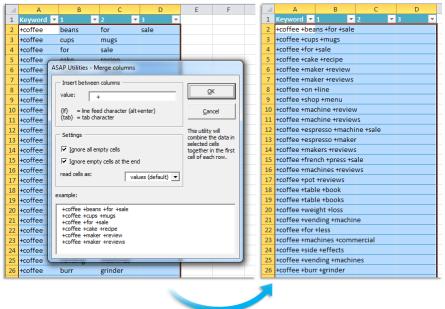
This utility merges the data from the columns in your selection. For each row in your selection the data from the adjacent columns will be concatenated into the first cell in the row.

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.

	A1 ▼ (* <i>f</i> _x	Ernest Hemingway		
	А	В	С	D
1	Ernest Hemingway	George Orwell	Mark Twain	Charles Dickens
2	1899	1903	1835	1812
3	United States	India	United States	United Kingdom
4				? x
5		ASAP Utilities - Merge row of	data (selected cells)	
6			ta in selected cells/rows together	in the first cell
7		of each column. Example: a b c d e with separation "-		
8		1 2 3 4 5 becomes a-1 b-2	c-3 d-4 e-5	
9		Please enter a separation val	ue below:	
10		,		
11			OK	Cancel
12				
13				
1.4				
		Ernest Hemingway, 1899, I		
	A	В	С	D
1	A	В	С	-
1 2	A	В	С	-
1 2 3	A	В	С	-
1 2 3 4	A	В	С	-
1 2 3	A	В	С	D d Charles Dickens, 1812, Un ted Kinge

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.

	А	В	С	D
1	Ernest Hemingway	George Orwell	Mark Twain	Charles Dickens
2	1899	1903	1835	1812
3	United States	India	United States	United Kingdom
4				
5				
6				
7				
7	A	В	С	D
7	A Ernest Hemingway	B George Orwell	C Mark Twain	D Charles Dickens
7		-	-	
7	Ernest Hemingway	George Orwell	Mark Twain	Charles Dickens
1	Ernest Hemingway 1899	George Orwell 1903	Mark Twain 1835	Charles Dickens 1812
1	Ernest Hemingway 1899	George Orwell 1903	Mark Twain 1835	Charles Dickens 1812
12	Ernest Hemingway 1899	George Orwell 1903	Mark Twain 1835	Charles Dickens 1812

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

Athen <u>s</u>		14,18	536	7.602,14	19%	8152,5147
Belgr A	ASAP Utilitie	s - Insert between	empty ro	ws or columns		7371,687
Berlin _			1.7			B22,7957
Bern	- Insert em	pty rows or columns	in betwee	n		450,6038
Bratis	Rows	0	Columns		<u>O</u> K	485,4708
Bruse	_			4		531,4165
Buch	Number of	rows to insert betw	een:	4	Cancel	088,4073
Buda						514,5155
Cope	G					449,1948
Dubli	• Use th	e standard row heig	nt		Range:	681,3166
Helsi	O Us <u>e</u> a d	custom row height:			A2:A45	10721,09
Kiev						617,9825
Lisbon	_	11,09	614	6.811,16	19%	436,4465
Ljubljan	a	13,63	499	6.799,82	19%	7312,64

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

9	9	
10	10	ASAP Utilities - Insert multiple empty rows at once 2
11	21	
12	22	
13	23	10
14	24	OK Cancel
15	25	
16	26	
17	27	
18	28	
19	29	
20	30	

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.

Hidden columns (7)	Hidden rows (18) 3 8 17 18 20 21 22 23 24 25 26 27 28 29 30 77 78	This utility shows all hidden rows and columns within the used range (A3:A79) of your worksheet.
All Inverse None	All Inverse None	Glose

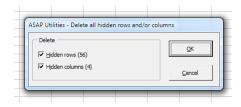
11 Delete all hidden rows and/or columns...

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.

A	В	С	[D	E	F	G							
1 Country	Company	▼ 2005	2006	200	7 💌	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							
i					-									
6 Belary ASAP Utili	ities - Delete all empty rows				×	55	9							
7 Belaru						32	39							
Belaru						48	10							
) Belaru 📿	Do you want to remove all completely er	mpty rows on y	ourw	orksheet?		24	56							
0	<i>v</i>													
1 Belgiu						23	47							
2 Belgiu		OK		Cancel		18	4							
3 Belgiu				cancer	-1	7	5							
4 Belgium	The New Firm	43	_	57	-1/	43	23							
5														
6 Bulgaria	Videlectrix	8		24	12	11	2							
7 Bulgaria	Moes Tavern	59		29	17	14	31							
8 Bulgaria	Galaxy Corp	32	-	A			B			С	D	E	F	
9 Bulgaria	Burleigh And Stronginthearm	31	_	Country		✓ Compa			-			▼ 2007	▼ 2008	▼ 2
0				Austria		Luthor	-				_		14	40
1 Croatia	Sombra Corporation	37		Austria		Virtuco							37	54
2 Croatia	Qwerty Logistics	30		Austria			 I Forge And	Foundry	-		_		42	55
3 Croatia	Globo-chem	9		Belarus		Lexcorp		roundry	-		_	51	8	55
4 Croatia	Spacely Sprockets	8	-	Belarus		Zevo To					-		13	32
5	Spacely Sprockets			Belarus		Initech	iys				_		15	48
6 Czech Republic	Chasers	22		Belarus									17	
7 Czech Republic	Spade And Archer		_			Gadget								24
8 Czech Republic				Belgium			oth Pictures						33	23
	Monarch Playing Card Co.			Belgium			una Burger						50	18 7
9 Czech Republic 0	Roboto Industries	29		Belgium		Smith A							47	
	Desuite Componenties			Belgium		The Ne							17	43
1 Denmark	Praxis Corporation			Bulgaria		Videle							12	11
2 Denmark	Acme, Inc.			Bulgaria		Moes T							17	14
3 Denmark	General Products			Bulgaria		Galaxy							14	7
4 Denmark	Water And Power	11		Bulgaria			h And Stron	-			31		36	20
5				Croatia		_	Corporatio	n					42	26
6 Finland	Fake Brothers		_	Croatia			Logistics					29	1	21
7 Finland	Demo Company	32		Croatia		Globo-							43	13
				Croatia			Sprockets				8		20	1
				Czech Rep		Chaser							59	44
				Czech Rep			And Archer						49	5
				Czech Rep			h Playing C	ard Co.					34	19
				Czech Rep	ublic	Roboto	Industries						27	6
			25 (Denmark		Praxis (Corporation			4	49	15	51	14
			26	Denmark		Acme,	nc.				36	43	42	57
			27	Denmark		Genera	l Products				4	21	49	56
			28 0	Denmark		Water	And Power				11	13	49	57
			29	Finland		Fake Br	others			4	49	1	2	48
			30	Finland		Demo (Company				32	8	4	45

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.

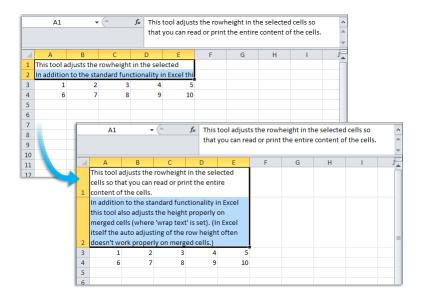
And unlike Excel itself, this tool adjusts the row height based on the visible cells in the row only.

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

G H I J K L Official Netropo Conti Rank Year Country populati itan on 37,832,89 Japan 2016 1 Tokyo Asia 2 2 Shanghai China Asia ASAP Utilities - Clean data and formatting × In selected range: A1:F101 Jonesi 3 Jakarta 4 Remove all hyperlinks Apply standard font size ✓ Irim spaces 🔽 No wrap-text India 4 Delhi Remove all cell colors Fix (text)numbers 💽 uth 5 Seoul Remove all font colors Autofit columns 6 Remove all borders 6 Guangzh Maximum width: China Asia Vinnerge cells Autofit rows China Apply standard font Maximum height: 7 Beijing Asia In this worksheet: Before 8 Manila Asia 9 Remove all objects/images Shenzhe China <u>Asia</u> Mexico Cancel All Invert None QK 10 Mexico North City Srazil 11 São 2016 Paulo G Official population Year 37,832,892 2016 Rank Metropolitan Country Continent 1 Tokyo Asia Japan 2 Shanghai 3 Jakarta 4 Delhi China Asia 34,865,252 2015 Indonesia Asia 31,689,592 2015 26,454,000 2011 India Asia 5 Seoul 6 Guangzhou South Korea China 25,514,000 2016 25,000,000 2015 Asia Asia 7 Beijing 8 Manila 9 Shenzhen China Asia 24,900,000 2015 Philippines Asia 24,650,000 2018 China 23,300,000 2015 Asia 10 Mexico City 11 São Paulo Mexico Brazil North America 21,650,668 2017 21,242,939 2016 South America 12 Lagos 13 Mumbai Nigeria India Africa 21,000,000 2014 20,748,395 2011 Asia 14 Cairo Egypt Africa 20,500,000 2012 15 New York City 16 Keihanshin (Kyoto-Osaka-Kobe) United States North America 20,320,876 2017 19,342,000 2010 Asia 17 Wuhan China Asia 19,000,000 2015

Your last used settings will be remembered.

16 Drawing paper...

This tool allows you to specify the column width and row height of your cells in centimeters, inches or pixels.

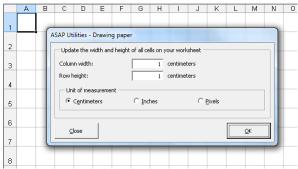
This is helpful if you use the Excel for drawing purposes, such as creating a flowchart or when you design your garden or need to create a floor plan. It can also be handy for quickly creating square cells.

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

	A	В	С	D	E	F	G	Н	1	J	K	L	M	Γ
1														
2														
3														
4														
5														
6					ASA	P Uti	lities	- Drawing p	oaper					
7						Upda	te the	e width and h	eight of the s	elected cells -				
8					c	:olum	n wid	th:		25 pixels				
9					R	tow h	eight			25 pixels				
10					Пг	- Uni	t of m	easurement						
11						C	C <u>e</u> ntir	neters	C Inch	nes		ls		
12														
13								1						
14						⊆	ose					Q	<u>x</u>	
15						_	_]	
16														
17														

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.

	A		D	U U	U				G	п	
1	Country										
2	Company		C					_			
3		2011	ASAP U	tilities - Tran	spose colur	nn in multip	ole steps	;			
4		2012	_				Example,	, transpose	per 3 rov	vs:	
5	:	2013		oses data fror columns in st		to		В	· _	A 5	
6	Austria		Useful v	when you hav	e to deal wit		A 1 A01		1	A B	
7	Luthorcorp			mount of data transpose ev		in and	2 A02	2	2	A04 A0	5 A06
8		2					3 A03		→ ³		
9		31					5 A05		4		1 A12
10		14	Selec	ted range: A	1:A601		6 A06		6		
11	Austria		Numb	er of rows to		_	7 A07 8 A08		7		
12	Virtucon			pose in steps		5	9 A09		9		
13		59					10 A10)	10		
14		30		. 1			11 A11 12 A12		11		
15		37	<u>C</u> a	incel	Q	K I	12 A12	•	12		
16	Austria				_	_	_		_		
17	Forge And Found	ry	_					_	_		
18		37									
19		10									
20		42									
21	Belarus										
22	Lexcorp										
23		3									
24		51									
25		8									
					<u> </u>						
- 21	A			В		(0	D	E	F	G
1	Country	_	mpany				2011	2012		013	
2	Austria		horcorp				2	31		14	
3	Austria		tucon	Causalau			59	30		37	
4	Austria		rge And I	Foundry			37	10		42	
5 6	Belarus		corp				3	51		8	
-	Belarus		/o Toys				20	11		13	
7	Belgium		tech				10	15		17	
8	Belgium		dgetron	0:-+			51	46		15	
9	Belgium		mmoth				55	26		33	
10	•		Kahuna	· ·			35	40		50 47	
11											
40	Bulgaria		ith And				43	28			
12		The	e New Fi lelectrix	rm			43 43 8	28 57 24		47 17 12	

Example screenshot: Transpose column in multiple steps

18 The paper saver (split columns)...

Split long columns in order to save paper while printing.

Range to split:	A1:A500	-	<u>O</u> K
Number of rows in eac	th column:	50	
Number of columns on	each page:	20	<u>C</u> ancel
Insert page breaks be	etween sets:	$\overline{}$	
Copy cell-formatting:			
This utility splits the information can be p This can save a lot o		rksheet so	that more

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.

Worksheets Vienna	Put side by side	or below each other on a new w	vorksheet:	<u>O</u> K
Dublin New York London Luxembourg Amsterdam	C Column	is: R:R Is: R - : La	st Column	
Copenhagen Minsk Prague	Tije horizonta C <u>R</u> ows: C Rows: C Entire:	2 2 - :La	st Row	
<u>Al</u> Invert	Values or cell ref Copy the value None C Create dynam			
Copy the data in the specified columns of You can for example put the data from F	r rows from each of the 9 selected sheets, of each selected worksheet side by side of	and put the data together on a n a new worksheet.	a new worksheet.	

Example screenshot: Put together rows or columns from several sheets

20 Delete unused empty ending rows/columns

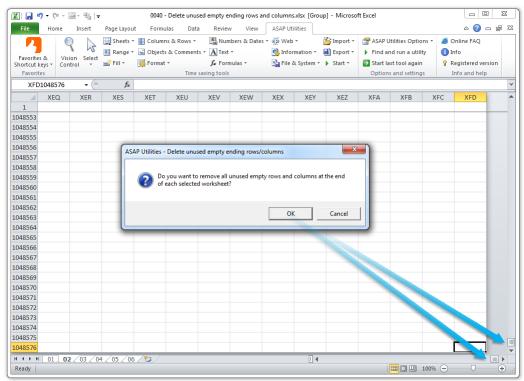
This utility will remove all empty unused rows and columns at the right and bottom of your data range.

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

x 🚽 🤊 -	(* · 🔄 · 🗞	Ŧ	0040 - De	lete unused	empty endir	ig rows and	columns.xlsx	[Group] -	Microsoft	Excel			_ 0	x
File	Home Insert	Page Layou	t Formulas	Data	Review	View	ASAP Utilitie:	;					∝ 🕜 🗆	æ X3
		🛄 Sheets 🔻	Columns &	Rows *	Number	s & Dates *	ể∰ Web ∗	🎽 Ir	nport *	🚰 ASAP Utilit	ies Options *	🥭 Onlir	ne FAQ	
_	1 2	🔣 Range 🔻	🗟 Objects & (Comments *	A Text *		💁 Informati	on 🐐 🛃 E	xport *	Find and r	un a utility	🚺 Info		
Favorites & Shortcut keys	Vision Select Control *	📑 Fill 🛪	🙀 Format 🔹		∫∡ Formula	5 *	눩 File & Sys	tem 🔹 🕨 S	tart 👻	🔁 Start last to	ool again	💡 Regis	stered versio	n
Favorites				Time savi	ng tools					Options an	d settings	Info	and help	
K6	7 • (*	f_x	714											~
	А	В	С	D	E	F	G	н	1	J	К	L	м	4
1 Compar	ıy	TR-01	TR-02	TR-03	TR-04	TR-05	TR-06	TR-07	TR-08	TR-09	TR-10			
44 Osato C	hemicals	4	442 381	120	878	330	110	983	47	78 861	278			
45 Petrox (Dil Company	4	457 758	256	441	652	659	547	53	9 731	437			
46 Plow Ki	ng	3	331 268	71	949	14	63	643	26					
47 Primate	ch		527 385		441	765		452		53 987				
48 Roxxon			277 639	616	355	372	417	445	20		74			
49 Sample		5	573 160	354	712	866	246	232	73	33 256	860			
'	cond Avenue		460 195		938			501	80					
51 Smith a			213 928		633	335		131	98					
52 SpringS			891 542		919			536	18					
	ns Holdings		884 169		359			212	67					
	nd Propane		387 958		59			979	41					
55 Taco Gra			213 683		283	835		596	77					
	ng Dutchman		4 581		827	620		386	68					
57 The Nev			509 719		963	775		773	55					
58 Three V			908 15		372			421	27					
59 Thrift B			592 995		343	887		487	78					
50 Tip Top		2	841 717		338	458		259	56					
61 Univers			21 301		643	928		675	32					
62 Videlec		8	835 398		44	950		460	15					
63 Virtuco			86 856 440 986		547 903	133 190		687 575	41					
	Enterprises	4	440 986 26 123					575 460	30					
65 Widget			26 123 418 162		656			460	54					
66 Zevo To 67 ZiffCorg	•	4	418 162 37 83		187			580	12					+
				/21	187	083	481		12		، <u> </u>			
	01 02 / 03 / 0	04 / 05 / 06	; / t] /								Ⅲ □ □ 100%			► -(+)
Ready											100%	• 🕒	0	•

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.

A		В	С	D	E	F	G	Н	
42287									
12288									
42289	_			_					
42290	ASAP Utiliti	ies - Reset E	xcel's last ce	11				×	
42291									
42292		Free Parts				nizes the rea			
42293		cell again.	cell has been	i reset so th	at excel recog	gnizes the rea	i last used		
42294		The last us				2301 to row 6			
42295	1	The last us	ed column h	as been red	uced from co	olumn H to c	olumn F.		
42296									
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Company	ţ.	TR-01 🔻	TR-02 🔻	TR-03 🔻	TR-04 💌	TR-05 💌	G	H	1
52 SpringShield		39		75					
53 Sto Plains Holding	gs		61	15	67	69			
54 Strickland Propan	e	18	45	42	66	27			/
55 Taco Grande		24	33	30	41	30			
56 The Frying Dutch	man								
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 Enterprise	25								
65 Widget Corp									
66 Zevo Toys		53	53	13	59	14			=
67 ZiffCorp									
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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().

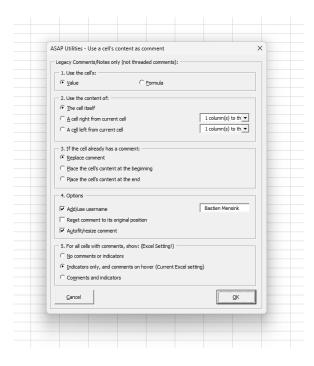
Extract/report content of comments	
Place the value of the comment cell right next to the	e comment (on the entire sheet)
 Create report in new workbook (sheet name - cell address - range name - cell value) 	
Position and size of comments	
Reset all comments to their original position	where:
 Reset all continents to their original position 	
Autofit/resize all comments	C all worksheets
Maximum width: 300 💌	
Set font and font size for comments	
	where:
don't change	
	C all worksheets
Search and replace in comments	
old value:	where:
new value:	
	C all worksheets

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.

	W01	Α.	в.	C.						J	K	L	М	N	0	
	14/01			ι.	D.	Ε.	F.	G.	Н.	١.	J.	К.	L.	м.	Ν.	
	WOI	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	
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22																
23																

- 4	Α	В	С	D	E	F	G	Н	1	J	K	L	M	N	0	P
1		Α.	В.	C.	D.	Ε.	- F.	G.	Н.	- I.	J.	К.	L.	м.	Ν.	
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	80W 😸	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	
17	<u> </u>													9		1.9
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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.

		А	В	С	D	E	F	G	H	1	J	K	L	M	N	0	P
1			Α.	В.	C.	D.	E.	F.	G.	н.	١.	J.	К.	L.	м.	Ν.	
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	٠	W06	25	45	94	44	32	32	78	27	52	68	4	71	4	8	
8	٠	W07	94	66	86	9	100	97	70	8	38	91	30	66	20	134	
9	٠	W08	99	13	63	36	81	67	50	98	89	11	6	28	25	11	
10	٠	W09	38	42	72	66	76	49	79	66	6	37	34	43	38	85	
11	٠	W10	33	1	18	64	17	98	58	11	30	32	60	97	91	68	
12	٠	W11	65	1	65	7	85	55	62	29	6	93	80	19	60	40	
13	٠	W12	13	4	16	31	81	81	28	10	100	11	72	33	12	56	
14	٠	W13	36	62	13	7	66	10	98	90	58	5	82	64	60	89	
15	٠	W14	34	82	52	8	67	64	82	56	99	78	78	80	86	88	
16	٠	W15	69	8	59	31	53	10	74	44	31	87	3	88	50	25	
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21			Dullo			Dullo			Dullo	12							
22																	
23																	

	Α	В	С	D	E	F	G	H	1	J	K	L	M	N	0	P
1		Α.	в.	C.	D.	E.	F.	G.	н.	- I.	J.	К.	٤.	м.	Ν.	
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	
17																
18																
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5 Delete all buttons on selected worksheets

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

1		A	В	С	D			G			J	K	L	М	N	0	P
1		,	Α.	В.	C.	D.	Ε.	F.	G.	Н.	١.	J.	К.	L.	м.	Ν.	
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	1
6	•	W05	20	20	90	62	13	10	95	22	31	58	6	11	52	14	
7	٠	W06	25	45	94	44	32	32	78	27	52	68	4	71	4	8	
8	٠	W07	94	66	86	9	100	97	70	8	38	91	30	66	20	134	
9	٠	W08	99	13	63	36	81	67	50	98	89	11	6	28	25	11	
10	٠	W09	38	42	72	66	76	49	79	66	6	37	34	43	38	85	
11	٠	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	•		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	
17	-	**15	05	0	55	51	55	10	/4	-4+4	51	07	3	00	50	25	
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1			А.	в.	c.	D.	E.	F.	G.	н.	١.	J.	к.	L.	м.	N.	Ρ
1 2	•	W01	A. 41	B. 66	с. 17	D. 30	E. 50	F. 17	G. 94	Н. 15	I. 8	J. 99	к. 65	L. 89	M. 53	N. 106	P
1 2 3	•	W01 W02	A. 41 82	B. 66 22	с. 17 83	D. 30 60	E. 50 60	F. 17 15	G. 94 95	H. 15 69	ا. 8 49	J. 99 61	к. 65 7	L. 89 3	M. 53 78	N. 106 149	P
1 2 3 4	•	W01 W02 W03	A. 41 82 57	 B. 66 22 10 	C. 17 83 96	D. 30 60 99	E. 50 60 64	F. 17 15 33	G. 94 95 44	H. 15 69 40	1. 8 49 62	J. 99 61 3	к. 65 7 39	L. 89 3 88	M. 53 78 35	N. 106 149 113	Р
1 2 3 4 5	•	W01 W02 W03 W04	A. 41 82 57 25	B. 66 22 10 7	C. 17 83 96 97	D. 30 60 99 66	E. 50 60 64 97	F. 17 15 33 14	G. 94 95 44 75	H. 15 69 40 35	1. 8 49 62 54	J. 99 61 3 61	к. 65 7 39 11	L. 89 3 88 96	M. 53 78 35 94	N. 106 149 113 80	P
1 2 3 4 5 6	•	W01 W02 W03 W04 W05	A. 41 82 57 25 20	 B. 66 22 10 7 20 	C. 17 83 96 97 90	D. 30 60 99 66 62	E. 50 60 64 97 13	F. 17 15 33 14 10	G. 94 95 44 75 95	H. 15 69 40 35 22	I. 8 49 62 54 31	J. 99 61 3 61 58	к. 65 7 39 11 6	L. 89 3 88 96 11	M. 53 78 35 94 52	N. 106 149 113 80 14	P
1 2 3 4 5 6 7	• • •	W01 W02 W03 W04 W05 W06	A. 41 82 57 25 20 25	 B. 66 22 10 7 20 45 	C. 17 83 96 97 90 94	D. 30 60 99 66 62 44	E. 50 60 64 97 13 32	F. 17 15 33 14 10 32	G. 94 95 44 75 95 78	H. 15 69 40 35 22 27	I. 8 49 62 54 31 52	J. 99 61 3 61 58 68	к. 65 7 39 11 6 4	L. 89 3 88 96 11 71	M. 53 78 35 94 52 4	N. 106 149 113 80 14 8	P
1 2 3 4 5 6 7 8	• • • •	W01 W02 W03 W04 W05 W06 W07	A. 41 82 57 25 20 25 94	 B. 66 22 10 7 20 45 66 	C. 17 83 96 97 90 94 86	D. 30 60 99 66 62 44 9	E. 50 60 64 97 13 32 100	F. 17 15 33 14 10 32 97	G. 94 95 44 75 95 78 70	H. 15 69 40 35 22 27 8	I. 8 49 62 54 31 52 38	J. 99 61 3 61 58 68 91	к. 65 7 39 11 6 4 30	L. 89 3 88 96 11 71 66	M. 53 78 35 94 52 4 20	N. 106 149 113 80 14 8 134	P
1 2 3 4 5 6 7 8 9	• • • • •	W01 W02 W03 W04 W05 W06 W07 W08	A. 41 82 57 25 20 25 94 99	 B. 66 22 10 7 20 45 66 13 	C. 17 83 96 97 90 94 86 63	D. 30 60 99 66 62 44 9 36	E. 50 60 64 97 13 32 100 81	F. 17 15 33 14 10 32 97 67	G. 94 95 44 75 95 78 70 50	H. 15 69 40 35 22 27 8 98	I. 8 49 62 54 31 52 38 89	J. 99 61 3 61 58 68 91 11	к. 65 7 39 11 6 4 30 6	L. 89 3 88 96 11 71 66 28	M. 53 78 35 94 52 4 20 25	N. 106 149 113 80 14 8 134 134	P
1 2 3 4 5 6 7 8 9 10	• • • • • •	W01 W02 W03 W04 W05 W06 W07 W08 W09	A. 41 82 57 25 20 25 94 99 38	 B. 66 22 10 7 20 45 66 13 42 	C. 17 83 96 97 90 94 86 63 72	D. 30 60 99 66 62 44 9 36 66	E. 50 60 64 97 13 32 100 81 76	F. 17 15 33 14 10 32 97 67 49	G. 94 95 44 75 95 78 70 50 79	H. 15 69 40 35 22 27 8 98 66	I. 8 49 62 54 31 52 38 89 6	J. 99 61 3 61 58 68 91 11 37	к. 65 7 39 11 6 4 30 6 34	L. 89 3 88 96 11 71 66 28 43	M. 53 78 35 94 52 4 20 25 38	N. 106 149 113 80 14 8 134 134 11 85	P
1 2 3 4 5 6 7 8 9 10 11	• • • • • • • •	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10	A. 41 82 57 25 20 25 94 99 38 33	 B. 66 22 10 7 20 45 66 13 42 1 	C. 17 83 96 97 90 94 86 63 72 18	D. 30 60 99 66 62 44 9 36 66 66	E. 50 60 64 97 13 32 100 81 76 17	F. 17 15 33 14 10 32 97 67 49 98	G. 94 95 44 75 95 78 70 50 79 58	H. 15 69 40 35 22 27 8 98 66 11	 8 49 62 54 31 52 38 89 6 30 	J. 99 61 3 61 58 68 91 11 37 32	к. 65 7 39 11 6 4 30 6 34 60	L. 89 3 88 96 11 71 66 28 43 97	M. 53 78 35 94 52 4 20 25 38 91	N. 106 149 113 80 14 83 134 11 85 68	P
1 2 3 4 5 6 7 8 9 10 11 12	• • • • • •	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11	A. 41 82 57 25 20 25 94 99 38 33 65	 B. 66 22 10 7 20 45 66 13 42 1 1 	C. 17 83 96 97 90 94 86 63 72 18 65	D. 30 60 99 66 62 44 9 36 66 66 64 7	E. 50 60 97 13 32 100 81 76 17 85	F. 17 15 33 14 10 32 97 67 49	G. 94 95 44 75 95 78 70 50 79 58 62	H. 15 69 40 35 22 27 8 98 66	I. 8 49 62 54 31 52 38 89 6 30 6	J. 99 61 3 61 58 68 91 11 37 32 93	к. 65 7 39 11 6 4 30 6 34 60 80	L. 89 3 88 96 11 71 66 28 43 97 19	M. 53 78 35 94 52 4 20 25 38 91 60	N. 106 149 113 80 14 8 134 11 85 68 40	P
1 2 3 4 5 6 7 8 9 10 11 12 13	• • • • • • • • • • • • • • •	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11 W12	A. 41 82 57 25 20 25 94 99 38 33 65 13	 B. 66 22 10 7 20 45 66 13 42 1 1 4 	C. 17 83 96 97 90 94 86 63 72 18 65 16	D. 30 60 99 66 62 44 9 36 66 64 7 31	E. 50 60 64 97 13 32 100 81 76 17 85 81	F. 17 15 33 14 10 32 97 67 49 98 55 81	G. 94 95 44 75 95 78 70 50 79 58 62 28	 H. 15 69 40 35 22 27 8 98 66 11 29 10 	I. 8 49 62 54 31 52 38 89 6 30 6 100	J. 99 61 3 61 58 68 91 11 37 32 93 11	к. 65 7 39 11 6 4 30 6 34 60 80 72	L. 89 3 88 96 11 71 66 28 43 97 19 33	M. 53 78 35 94 52 4 20 25 38 91 60 12	N. 106 149 113 80 14 85 134 11 85 68 40 56	P
1 2 3 4 5 6 7 8 9 10 11 12 13 14	• • • • • • • • • •	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11	A. 41 82 57 25 20 25 94 99 38 33 65 13 36	 B. 66 22 10 7 20 45 66 13 42 1 1 	C. 17 83 96 97 90 94 86 63 72 18 65	D. 30 60 99 66 62 44 9 36 66 66 64 7	E. 50 60 97 13 32 100 81 76 17 85	F. 17 15 33 14 10 32 97 67 49 98 55	G. 94 95 44 75 95 78 70 50 79 58 62	 H. 15 69 40 35 22 27 8 98 66 11 29 	I. 8 49 62 54 31 52 38 89 6 30 6	J. 99 61 3 61 58 68 91 11 37 32 93	к. 65 7 39 11 6 4 30 6 34 60 80	L. 89 3 88 96 11 71 66 28 43 97 19	M. 53 78 35 94 52 4 20 25 38 91 60 12 60	N. 106 149 113 80 14 8 134 11 85 68 40 56 89	P
1 2 3 4 5 6 7 8 9 9 10 11 12 13 14 15	• • • • • • • • • • • • • • •	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11 W12	A. 41 82 57 25 20 25 94 99 38 33 65 13	 B. 66 22 10 7 20 45 66 13 42 1 1 4 	C. 17 83 96 97 90 94 86 63 72 18 65 16	D. 30 60 99 66 62 44 9 36 66 64 7 31	E. 50 60 64 97 13 32 100 81 76 17 85 81	F. 17 15 33 14 10 32 97 67 49 98 55 81	G. 94 95 44 75 95 78 70 50 79 58 62 28	 H. 15 69 40 35 22 27 8 98 66 11 29 10 	I. 8 49 62 54 31 52 38 89 6 30 6 100	J. 99 61 3 61 58 68 91 11 37 32 93 11	к. 65 7 39 11 6 4 30 6 34 60 80 72	L. 89 3 88 96 11 71 66 28 43 97 19 33	M. 53 78 35 94 52 4 20 25 38 91 60 12	N. 106 149 113 80 14 8 134 11 85 68 40 56 89 88	P
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	 • •<	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11 W12 W13	A. 41 82 57 25 20 25 94 99 38 33 65 13 36	 B. 66 22 10 7 20 45 66 13 42 1 1 4 62 	C. 17 83 96 97 90 94 86 63 72 18 65 16 13	D. 30 60 99 66 62 44 9 36 66 64 7 31 7	E. 50 60 64 97 13 32 100 81 76 17 85 81 66	F. 17 15 33 14 10 32 97 67 67 49 98 55 81 10	G. 94 95 44 75 95 78 70 50 79 58 62 28 98	H. 15 69 40 35 22 27 8 98 66 11 29 10 90	 8 49 62 54 31 52 38 89 6 30 6 100 58 	J. 99 61 3 61 58 68 91 11 37 32 93 11 5	к. 65 7 39 11 6 4 30 6 34 60 80 72 82	L. 89 3 88 96 11 71 66 28 43 97 19 33 64	M. 53 78 35 94 52 4 20 25 38 91 60 12 60	N. 106 149 113 80 14 8 134 11 85 68 40 56 89	P
1 2 3 4 5 6 7 8 9 9 10 11 12 13 14 15 16	 • •<	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11 W12 W11 W12 W13 W14	A. 41 82 57 25 20 25 94 99 38 33 65 13 36 34	B. 66 22 10 7 20 45 66 13 42 1 4 62 82	C. 17 83 96 97 90 94 86 63 72 18 65 16 13 52	D. 30 60 99 66 62 44 9 36 66 66 64 7 31 7 8	E. 50 60 64 97 13 32 100 81 76 17 85 81 66 67	F. 177 15 33 14 10 32 97 67 49 98 55 81 10 64	G. 94 95 44 75 95 78 70 50 79 58 62 28 98 82	H. 15 69 40 35 22 27 8 98 66 11 29 10 90 56	I. 8 49 62 54 31 52 38 89 6 30 6 100 58 99	J. 99 61 3 61 58 68 91 11 37 32 93 11 5 78	к. 65 7 39 11 6 4 30 6 34 60 80 72 82 78	L. 89 3 88 96 11 71 66 28 43 97 19 33 64 80	 M. 53 78 35 94 52 4 20 25 38 91 60 12 60 86 	N. 106 149 113 80 14 8 134 11 85 68 40 56 89 88	P
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	 • •<	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11 W12 W11 W12 W13 W14	A. 41 82 57 25 20 25 94 99 38 33 65 13 36 34	B. 66 22 10 7 20 45 66 13 42 1 4 62 82	C. 17 83 96 97 90 94 86 63 72 18 65 16 13 52	D. 30 60 99 66 62 44 9 36 66 66 64 7 31 7 8	E. 50 60 64 97 13 32 100 81 76 17 85 81 66 67	F. 177 15 33 14 10 32 97 67 49 98 55 81 10 64	G. 94 95 44 75 95 78 70 50 79 58 62 28 98 82	H. 15 69 40 35 22 27 8 98 66 11 29 10 90 56	I. 8 49 62 54 31 52 38 89 6 30 6 100 58 99	J. 99 61 3 61 58 68 91 11 37 32 93 11 5 78	к. 65 7 39 11 6 4 30 6 34 60 80 72 82 78	L. 89 3 88 96 11 71 66 28 43 97 19 33 64 80	 M. 53 78 35 94 52 4 20 25 38 91 60 12 60 86 	N. 106 149 113 80 14 8 134 11 85 68 40 56 89 88	P
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18	 • •<	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11 W12 W11 W12 W13 W14	A. 41 82 57 25 20 25 94 99 38 33 65 13 36 34	B. 66 22 10 7 20 45 66 13 42 1 4 62 82	C. 17 83 96 97 90 94 86 63 72 18 65 16 13 52	D. 30 60 99 66 62 44 9 36 66 66 64 7 31 7 8	E. 50 60 64 97 13 32 100 81 76 17 85 81 66 67	F. 177 15 33 14 10 32 97 67 49 98 55 81 10 64	G. 94 95 44 75 95 78 70 50 79 58 62 28 98 82	H. 15 69 40 35 22 27 8 98 66 11 29 10 90 56	I. 8 49 62 54 31 52 38 89 6 30 6 100 58 99	J. 99 61 3 61 58 68 91 11 37 32 93 11 5 78	к. 65 7 39 11 6 4 30 6 34 60 80 72 82 78	L. 89 3 88 96 11 71 66 28 43 97 19 33 64 80	 M. 53 78 35 94 52 4 20 25 38 91 60 12 60 86 	N. 106 149 113 80 14 8 134 11 85 68 40 56 89 88	P
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	 • •<	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11 W12 W11 W12 W13 W14	A. 41 82 57 25 20 25 94 99 38 33 65 13 36 34	B. 66 22 10 7 20 45 66 13 42 1 4 62 82	C. 17 83 96 97 90 94 86 63 72 18 65 16 13 52	D. 30 60 99 66 62 44 9 36 66 66 64 7 31 7 8	E. 50 60 64 97 13 32 100 81 76 17 85 81 66 67	F. 177 15 33 14 10 32 97 67 49 98 55 81 10 64	G. 94 95 44 75 95 78 70 50 79 58 62 28 98 82	H. 15 69 40 35 22 27 8 98 66 11 29 10 90 56	I. 8 49 62 54 31 52 38 89 6 30 6 100 58 99	J. 99 61 3 61 58 68 91 11 37 32 93 11 5 78	к. 65 7 39 11 6 4 30 6 34 60 80 72 82 78	L. 89 3 88 96 11 71 66 28 43 97 19 33 64 80	 M. 53 78 35 94 52 4 20 25 38 91 60 12 60 86 	N. 106 149 113 80 14 8 134 11 85 68 40 56 89 88	P
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	 • •<	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11 W12 W11 W12 W13 W14	A. 41 82 57 25 20 25 94 99 38 33 65 13 36 34	B. 66 22 10 7 20 45 66 13 42 1 4 62 82	C. 17 83 96 97 90 94 86 63 72 18 65 16 13 52	D. 30 60 99 66 62 44 9 36 66 66 64 7 31 7 8	E. 50 60 64 97 13 32 100 81 76 17 85 81 66 67	F. 177 15 33 14 10 32 97 67 49 98 55 81 10 64	G. 94 95 44 75 95 78 70 50 79 58 62 28 98 82	H. 15 69 40 35 22 27 8 98 66 11 29 10 90 56	I. 8 49 62 54 31 52 38 89 6 30 6 100 58 99	J. 99 61 3 61 58 68 91 11 37 32 93 11 5 78	к. 65 7 39 11 6 4 30 6 34 60 80 72 82 78	L. 89 3 88 96 11 71 66 28 43 97 19 33 64 80	 M. 53 78 35 94 52 4 20 25 38 91 60 12 60 86 	N. 106 149 113 80 14 8 134 11 85 68 40 56 89 88	P
1 2 3 4 5 6 7 8	 • •<	W01 W02 W03 W04 W05 W06 W07 W08 W09 W10 W11 W12 W11 W12 W13 W14	A. 41 82 57 25 20 25 94 99 38 33 65 13 36 34	B. 66 22 10 7 20 45 66 13 42 1 4 62 82	C. 17 83 96 97 90 94 86 63 72 18 65 16 13 52	D. 30 60 99 66 62 44 9 36 66 66 64 7 31 7 8	E. 50 60 64 97 13 32 100 81 76 17 85 81 66 67	F. 177 15 33 14 10 32 97 67 49 98 55 81 10 64	G. 94 95 44 75 95 78 70 50 79 58 62 28 98 82	H. 15 69 40 35 22 27 8 98 66 11 29 10 90 56	I. 8 49 62 54 31 52 38 89 6 30 6 100 58 99	J. 99 61 3 61 58 68 91 11 37 32 93 11 5 78	к. 65 7 39 11 6 4 30 6 34 60 80 72 82 78	L. 89 3 88 96 11 71 66 28 43 97 19 33 64 80	 M. 53 78 35 94 52 4 20 25 38 91 60 12 60 86 	N. 106 149 113 80 14 8 134 11 85 68 40 56 89 88	P

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

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.*"

- 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

Source worksheet to read from: Amsterdam Copy to the following worksheets: Copenhagen Dublin London London London Loxembourg Minsk New York Prague Vienna <u>All Inverse None</u>	Copy the following settings: All None Copy the following settings: Columns to repeat at top Columns to repeat at left Columns to repeat at left Context for the context of the conte	✓ Center on page vertically ✓ Center on page vertically ✓ Zoom/scaling ✓ Scale to flt page ✓ Margin left ✓ Bight margin ✓ Jop margin ✓ Bottom margin ✓ Bottom margin ✓ Bottom margin ✓ Dogen rangin ✓ Dogen rangin ✓ Digen rangin <td< th=""></td<>
Active printer (might affect speed): Xerox Phaser 6121MFP#:2 on TPVM:		<u>C</u> ancel <u>O</u> K

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.

Insert in selected range: B2	1			<u>O</u> K
Path and filename				
C <u>F</u> ilename				<u>C</u> ancel
C P <u>a</u> th				
Insert full path and filename	of current f	ile in:		
C Header left section				
$\rm C~H\underline{e}ader$ center section				
C Header right section				
C Footer left section				
C Footer center section				
C Footer right section				
With Excel 2000 the path and change the path and/or name The path and file name in the	of your docu	ument you ha	ve to update	

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.

A	В	С	D	E	F G					
Country	Company 200	5 💌 20	06	▼ 2007 ▼ 200	8 💌 2009 💌 :					
Austria	Luthorcorp	2		31 14	40 36					
Austria	Virtucon	50	_	20 27	54 49					
Austria	ASAP Utilities - Visualize data changes in column			a	55 51					
Belarus	Range: A2:A121	-			55 9					
Belarus			_		32 39		-	-	-	
Belarus	Visualize changes with:		- 4	A	В	C	D	E	F	0 2009
Belarus	(• Empty row(s):		1	Country Austria	Company Luthorcorp		2006 * 31	2007 🔽 2	108 ¥ 2 40	2009
Belgium	1 -		2			2		14	40 54	
) Belgium	C Page break		3	Austria	Virtucon General Forge And Foundry	37	30 10	37	55	
Belgium	C Border:		4	Austria	General Forge And Foundry	37	10	42	55	
Belgium				Delene	1			0		
Bulgaria	Style: Thickness:		7	Belarus Belarus	Lexcorp Zevo Toys	3	51 11	8 13	55 32	
Bulgaria	C C Hairline		8	Belarus	Initech	20	11	13	32 48	
Bulgaria	C C Medium		9	Belarus	Gadgetron	51	46	17	40	
Bulgaria	C C Thick		9 10	belarus	Gaugetron	51	40	15	24	
Croatia		w		Belgium	Mammoth Pictures	55	26	33	23	
Croatia Croatia	- C	ea		Belgium	Big Kahuna Burger	35	40	50	18	
-		vis		Belgium	Smith And Co.	43	28	47	7	
Croatia	Apply to column A:I (current region)		14	Belgium	The New Firm	43	57	17	43	
Czech Reput			14	Beigium	me New Pinn	45	57	17	45	
Czech Reput				Bulgaria	Videlectrix	8	24	12	11	
Czech Reput	tates Tean 2 care her 2 cohr			Bulgaria	Moes Tavern	59	24	17	14	
Czech Reput	Cell color: 15 🕭 -		18	Bulgaria	Galaxy Corp	32	16	14	7	
-	Remove existing colors		19	Bulgaria	Burleigh And Stronginthearm	31	7	36	20	
Denmark Denmark			20	Duigana	Bancigir And Strong Intercarin	51		50	20	
-	Color column A:I (current region)		21	Croatia	Sombra Corporation	37	37	42	26	
Denmark Finland	C Color entire row		22	Croatia	Qwerty Logistics	30	29	1	21	
Finland			23	Croatia	Globo-chem	9	19	43	13	
Finland	Widget Corp	22	24	Croatia	Spacely Sprockets	8	9	20	1	
Finland	Strickland Propane	8	25				-		_	
France	Mainway Toys	34	26	Czech Republic	Chasers	32	32	59	44	
France	Big T Burgers And Fries	42	27	Czech Republic	Spade And Archer	22	23	49	5	
riditec	515 F Balgers And Thes		28	Czech Republic	Monarch Playing Card Co.	59	32	34	19	
			29	Czech Republic	Roboto Industries	29	59	27	6	
			30							
			31	Denmark	Praxis Corporation	49	15	51	14	
			32	Denmark	Acme, Inc.	36	43	42	57	
			33	Denmark	General Products	4	21	49	56	
			34	Denmark	Water And Power	11	13	49	57	

Example screenshot: 1 Insert an empty row between groups

Example screenshot: 2 Insert a pagebreak between groups

1	A	В	С	DE	F G				
1		Company 🗾	2005 💌 20	006 💌 2007 💌 20	008 🔽 2009 🔽 :				
2	Austria	Luthorcorp	2	31 14	40 36				
3	Austria	Virtucon	.59	30 37	5449				
4	Austria	ASAP Utilities - Visualize data changes in co	lumn		51				
5	Belarus	Range: 42:4121		1	9				
6	Belarus	Range: A2:A121	-]	39				
7	Belarus	Visualize changes with:			В	С	D E	F	G
8	Belarus	C Empty row(s):	1			2005 🔻 20		_	2009 💌 :
9	Belgium	1 7	2		Luthorcorp	2		.4 40	36
10	Belgium	Page break	3		Virtucon	59		7 54	49
11	Belgium		4	Austria	General Forge And Foundry	37		2 55	51
	Belgium	C Border:	5	Belarus	Lexcorp	3		8 55	9
	Bulgaria	Style: Thickness:	6	Belarus	Zevo Toys	20		.3 32	39
14	Bulgaria	C Hairline	7	Belarus	Initech	10		.7 48	10
15	Bulgaria	C Thin	8	Belarus	Gadgetron	51		5 24	56
16	Bulgaria	C © Medium C C Thick	9		Mammoth Pictures	55		3 23	47
17	Croatia	C	10		Big Kahuna Burger	35		0 18	4
18	Croatia		11		Smith And Co.	43		7 7	5
19	Croatia	C		Belgium	The New Firm	43		.7 43	23
20	Croatia	Apply to column A:I (current region)		Bulgaria	Videlectrix	8		2 11	2
21	Czech Republic	C Apply to the entire row		Bulgaria	Moes Tavern	59		.7 14	31
22	Czech Republic	 Apply to the entire row 		Bulgaria	Galaxy Corp	32		.4 7	36
23	Czech Republic	C Alternating color per group:		Bulgaria	Burleigh And Stronginthearm	31		6 20	8
24	Czech Republic		17		Sombra Corporation	37		2 26	15
25	Denmark	Cell color: 15 🕭 -	18		Qwerty Logistics	30		1 21	14
26	Denmark	Remove existing colors	19		Globo-chem	9		3 13	40
27	Denmark	Color column A:I (current region)	20		Spacely Sprockets	8		0 1	1
28	Denmark		21		Chasers	32		9 44	1
29	Finland	C Color entire row	22		Spade And Archer	22		9 5	57
30	Finland		23		Monarch Playing Card Co.	59		4 19	11
31	Finland	Widget Corp	22 24		Roboto Industries	29		7 6	57
32	Finland	Strickland Propane	8 25		Praxis Corporation	49		1 14	14
33	France	Mainway Toys	34 26	-	Acme, Inc.	36		2 57	53
34	France	Big T Burgers And Fries	42 27	-	General Products	4		9 56	52
			- 28	Denmark	Water And Power	11		9 57	6
			29		Fake Brothers	49		2 48	42
			30		Demo Company	32	-	4 45	7
			31		Widget Corp	22		.1 4	23
			32		Strickland Propane	8		0 4	19
			33		Mainway Toys	34	-	4 19	27
			34	France	Big T Burgers And Fries	42	50 2	9 53	55

4	A	В	С		DE		F G						
	Country	🔽 Company 🔽	2005	20	06 💌 2007	▼ 2	008 💌 2009 💌 .						
2	Austria	Luthorcorp		2	31	14	40 36						
3	Austria	Virtucon	5	9	30	37	54 49						
4	Austria	ASAP Utilities - Visualize data changes in column					55 51						
5	Belarus	Range: 42:4121	_				55 9						
6	Belarus	Range: A2:A121	-	_			32 39						
7	Belarus	Visualize changes with:		1	A	_	В	_	С	D	E	F	
8	Belarus	C Empty row(s):		1	Country	-	Company	▼ 20			2007 🔽 2		4
9	Belgium	1 -		• 2	Austria		Luthorcorp		2	31	14	40	ł
10	Belgium	C Page break		3	Austria		Virtucon		59	30	37	54	÷
11	Belgium			. 4	Austria		General Forge And Foundry		37	10	42	55	÷
12	Belgium	@ Border:		- 5	Belarus		Lexcorp		3	51	8	55	÷
	Bulgaria	Style: Thickness:		6	Belarus		Zevo Toys		20	11	13	32	
	Bulgaria	C Hairline		7	Belarus		Initech		10	15	17	48	+
	Bulgaria	C C Thin C © Medium		8	Belarus		Gadgetron		51	46	15	24	÷
	Bulgaria	C C Thick		9	Belgium		Mammoth Pictures		55	26	33	23	÷
17	Croatia	C		10	Belgium		Big Kahuna Burger		35	40	50	18	
18	Croatia			11	Belgium		Smith And Co.		43	28	47	7	÷
19	Croatia			1 12	Belgium		The New Firm		43	57	17	43	÷
20	Croatia	Apply to column A:I (current region)		13	Bulgaria		Videlectrix		8	24	12	11	÷
21	Czech Rep	C Apply to the entire row		14	Bulgaria		Moes Tavern		59	29	17	14	
22	Czech Rep			15	Bulgaria		Galaxy Corp		32	16	14	7	÷
23	Czech Rep	Alternaung color per group:		16			Burleigh And Stronginthearm		31	7	36	20	÷
24	Czech Rep			17	Croatia		Sombra Corporation		37	37	42	26	
25	Denmark	15 💇 🗸		18	Croatia		Qwerty Logistics		30	29	1	21	٠
26	Denmark	Remove existing colors		19	Croatia		Globo-chem		9	19	43	13	٠
7	Denmark	Color column A:I (current region)		20	Croatia		Spacely Sprockets		8	9	20	1	+
28	Denmark	C Color entire row		21	Czech Repu		Chasers		32	32	59	44	
29	Finland			22			Spade And Archer		22	23	49	5	÷
30 31	Finland	Lund to a		23	Czech Repu		Monarch Playing Card Co.		59	32	34	19	÷
-	Finland	Widget Corp	2	_	Czech Repu	DIIC	Roboto Industries		29	59	27	6	+
32 33	Finland	Strickland Propane		٤ <u>25</u>	Denmark		Praxis Corporation		49	15	51	14	
-	France	Mainway Toys	3		Denmark		Acme, Inc.		36	43	42	57	
4	France	Big T Burgers And Fries	4		Denmark		General Products		4	21	49	56	٠
				28	Denmark		Water And Power		11	13	49	57	÷
				29	Finland		Fake Brothers		49	1	2	48	+
				30	Finland		Demo Company		32	8	4	45	٠
				31	Finland		Widget Corp		22	51	11	4	+
				32	Finland		Strickland Propane		8	6	10	4	+
				33	France		Mainway Toys		34	6	4	19	
				1.34	France		Big T Burgers And Fries		42	.50	29	.53	÷

Example screenshot: 3 Insert a border line between groups

Example screenshot: 4 Color banding per group

	A		В	С		D E	1	F	G						
1	Country	~		_	2006		▼ 2008								
2	Austria		Luthorcorp	2			14	40	36						
3	Austria	_	Virtucon	59	_	30	37	54	49						
4	Austria	ASAP L	Itilities - Visualize data changes in column					55	51						
5	Belarus	Range	: A2:A121					55	9						
6	Belarus		A2:A121	-	- 4	A			В		С	DI	E F		G
7	Belarus	- Visu	ualize changes with:		1	Country	*	Compan	ıy	₹ 2	.005 💌 200	06 🛛 💌 2007	2008 💌	▼ 20	009
8	Belarus	0	Empty row(s):		2	Austria	1	Luthorco	orp		2	31	14	40	3
9	Belgium		1 -		3	Austria		Virtucor	ı		59	30	37	54	4
10	Belgium		Page break		4	Austria		General	Forge And Foundry		37	10	42	55	5
11	Belgium				5	Belarus		Lexcorp			3	51	8	55	
12	Belgium		Border:		6	Belarus		Zevo To	ys		20	11	13	32	3
13	Bulgaria		Style: Thickness:		7	Belarus		Initech			10	15	17	48	1
14	Bulgaria		C Hairline		8	Belarus		Gadgetn	on		51	46	15	24	5
	Bulgaria		C C Thin C © Medium		9	Belgium		Mammo	oth Pictures		55	26	33	23	4
16	Bulgaria		C C Thick		10	Belgium		Big Kahu	una Burger		35	40	50	18	
17	Croatia		C		11	Belgium		Smith A	nd Co.		43	28	47	7	
18	Croatia		C	N e	12	Belgium	1	The Nev	v Firm		43	57	17	43	2
19	Croatia		C	v	13	Bulgaria		Videlect	trix		8	24	12	11	
20	Croatia		Apply to column A:I (current region)	0	14	Bulgaria		Moes Ta	ivern		59	29	17	14	з
21	Czech Repu		C Apply to the entire row		15	Bulgaria		Galaxy C	Corp		32	16	14	7	3
22	Czech Repu		 Apply to the entire row 		16	Bulgaria		Burleigh	And Stronginthearm		31	7	36	20	
23	Czech Repu	e .	Alternating color per group:		17	Croatia		Sombra	Corporation		37	37	42	26	1
24	Czech Repu	1			18	Croatia		Qwerty	Logistics		30	29	1	21	1
25	Denmark		Cell color: 37 🖄 🗸		19	Croatia		Globo-cl	hem		9	19	43	13	4
26	Denmark		Remove existing colors		20	Croatia		Spacely	Sprockets		8	9	20	1	
27	Denmark		Color column A:I (current region)		21	Czech Repub	olic	Chasers			32	32	59	44	
28	Denmark				22	Czech Repub	olic	Spade A	nd Archer		22	23	49	5	5
29	Finland		C Color entire row		23	Czech Repub	olic	Monarch	h Playing Card Co.		59	32	34	19	1
30	Finland				24	Czech Repub	olic	Roboto I	Industries		29	59	27	6	5
31	Finland		Widget Corp	2.4	25	Denmark	j.	Praxis C	orporation		49	15	51	14	1
32	Finland		Strickland Propane	8	26	Denmark		Acme, Ir	nc.		36	43	42	57	5
33	France		Mainway Toys	34	27	Denmark	(General	Products		4	21	49	56	5
34	France		Big T Burgers And Fries	42	28	Denmark		Water A	nd Power		11	13	49	57	
_					29	Finland		Fake Bro	others		49	1	2	48	4
					30	Finland		Demo Co	ompany		32	8	4	45	
					31	Finland		Widget			22	51	11	4	2
					32	Finland			nd Propane		8	6	10	4	1
					33	France	-	Mainwa			34	6	4	19	2
					34	France			rgers And Fries		42	50	29	53	5

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.

	A	В	С	D	E	F	:	G	H	1
1	Country									
2	Company					-	_			
3	20	ASAP U	tilities - Tran	spose colur	nn in multip	ole steps	5			
4	20	12			_	Example	, transpose	per 3 rov	vs:	
5	20		oses data fror l columns in st		to			_		
6	Austria	Useful	when you hav	e to deal with		A 1 A01	В	1	A B A01 A02	C 403
7	Luthorcorp		mount of data o transpose ev		n and	2 A02		2		
8		2				3 A03		→ 3		
9		31				4 A04		4		A12
10		14 Selec	ted range: A	1:A601		6 A06		Ē		
11	Austria			_	_	7 A07		7		
12	Virtucon		ber of rows to spose in steps:		5	8 A08 9 A09		8		
13		59	,			10 A10		1		
14		30	1	(11 A11		1	1	
15		37	ancel	<u>Q</u>	٢	12 A12		1		
16	Austria									
17	Forge And Foundry		_	_	_	_	_	_	_	_
18		37								
19		10								
20		42								
21	Belarus									
22	Lexcorp									
23		3								
24		51								
25		8								
				-						
	A		В		(D	E	F	G
1	Country	Company				2011	2012	20	013	
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 F	irm			43	57		17	

Example screenshot: Transpose column in multiple steps

6 The paper saver (split columns)...

Split long columns in order to save paper while printing.

Range to split:	A1:A500	-	QK
Number of rows in each co	olumn:	50	[
Number of columns on eac	th page:	20	Cancel
Insert page breaks betwe	en sets:	~	
Copy cell-formatting:		$\overline{\mathbf{v}}$	
This utility splits the colu information can be print This can save a lot of pa	ed on a page.	orksheet so	that more

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.

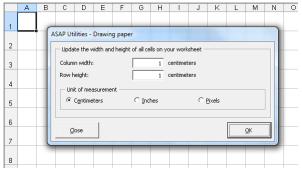
It can also be handy for quickly creating square cells.

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

	A	В	С	D	Е	F	G	Н	1	J	K	L	M
1													
2													
3													
4													
5				-									
6					ASA	P Uti	lities	- Drawing p	aper				
7						Updal	te the	width and he	eight of the se	elected cells -			
8					0	olum	n wid	:h:		25 pixels			
9					R	ow h	eight			25 pixels			
10					Пг	Uni	tofm	easurement					
11						C e	C <u>e</u> ntir	neters	C Inch	ies		ls	
12					114								
13								1					
14						⊆l	ose					9	<u>x</u>
15					_	_	_	_					
16													
17													

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.

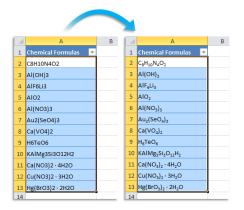
A cell with the value "12.0123123" is then shown as "12.0123" instead of "12.012". A cell with the value "12.00002134" is then shown as "12.0000213" instead of "12.000".

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 C₈H₁₀N₄O₂, Al(OH)₃, AlF₆Li₃, AlO₂, Al(NO₃)₃, Au₂(SeO₄)₃, Ca(VO₄)₂, H₆TeO₆, KAlMg₃Si₃O₁₂H₂, Ca(NO₃)₂ · 4H₂O, etc.

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



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

Your last used settings will be remembered.

- apply standard font size
- no wrap-text
- fix (text)numbers
- autofit columns
- autofit rows
- remove all objects/images from your worksheet

In selected range: A1:N51	_
Remove all hyperlinks	Apply standard font size
Trim spaces	✓ No <u>w</u> rap-text
Remove all cell colors	Fix (text)numbers
Remove all font colors	Autofit columns
Remove all borders	Maximum width:
✓ Unmerge cells	Autofit rows
Apply standard font	Maximum height:
In this worksheet: Sheet1 (2) —	
✓ Remove all objects/images	
Cancel Al	Inverse None OK

17 Remove all unused styles on every sheet

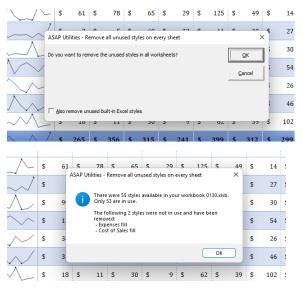
This utility removes all unused styles from every worksheet in your workbook. In most of the times this fixes the problems when you get the message "Too Many Different Cell Formats" in Excel.

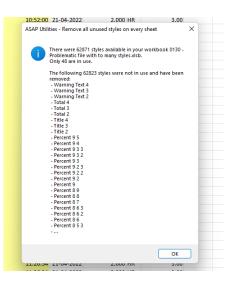
What this message means is explained by Microsoft:

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.

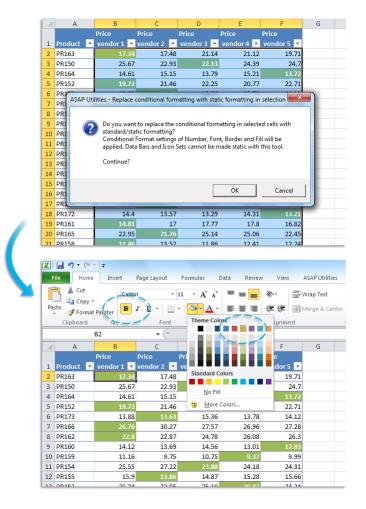
The conditional formatting rules are then removed, but not the effects.

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.

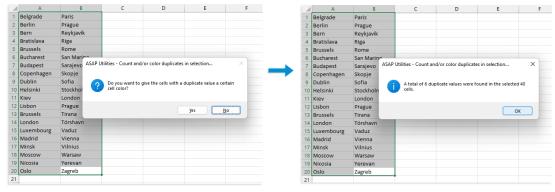
If your selection contains formulas then this utility compares the calculated values. This means that this utility considers a cell with the value 12 and a cell with the formula =3*4 as a duplicate.

1	A	В	C	D	E	F
1	Belgrade	Paris				
2	Berlin	Prague				
3	Bern	Reykjavík				
4	Bratislava	Riga				
5	Brussels	Rome				
6	Bucharest	San Marino	ASAP Utilities - Count	and/or color dup	icates in selection	X
7	Budapest	Sarajevo				
8	Copenhagen	Skopje				
9	Dublin	Sofia	Cell color?	t to give the cells v	vith a duplicate value	a certain
10	Helsinki	Stockholm	-			
11	Kiev	London				_
12	Lisbon	Prague			Yes	No
13	Brussels	Tirana				
14	London	Tórshavn				
15	Luxembourg	Vaduz				
16	Madrid	Vienna				
17	Minsk	Vilnius				
18	Moscow	Warsaw				
19	Nicosia	Yerevan				
20	Oslo	Zagreb				
21						
22						

Example screenshot: 1 Count and color duplicated values

1	A	В	с	D	E		
1	Belgrade	Paris					
2	Berlin	Prague					
3	Bern	Reykjavík	ASAP Utilities - Sel	ect a color			×
	Bratislava	Riga	For Control Ser				
	Brussels	Rome				Example:	
	Bucharest	San Marino					
7	Budapest	Sarajevo					
	Copenhagen	Skopje				QK	
	Dublin	Sofia				i	
0	Helsinki	Stockholm				Cance	1
1	Kiev	London					
2	Lisbon	Prague					
3	Brussels	Tirana					
4	London	Tórshavn					
5	Luxembourg	Vaduz					
6	Madrid	Vienna	RGB value:	1	53 204 255		
7	Minsk	Vilnius	HEX value:	#	99CCFF	Edit colo	ors
8	Moscow	Warsaw	Color index:	3	7		
9	Nicosia	Yerevan					
D	Oslo	Zagreb					
1							
2							

	А	В	С	D	E	F
1	Belgrade	Paris				
2	Berlin	Prague				
з	Bern	Reykjavík				
4	Bratislava	Riga				
5	Brussels	Rome				
6	Bucharest	San Marino				
7	Budapest	Sarajevo	ASAP Utilities -	Count and/or color	duplicates in select	ion X
8	Copenhagen	Skopje				
9	Dublin	Sofia				
10	Helsinki	Stockholm	cells.	l of 6 duplicate value	es were found in th	e selected 40
11	Kiev	London				
12	Lisbon	Prague				
13	Brussels	Tirana				ОК
14	London	Tórshavn				
15	Luxembourg	Vaduz				
16	Madrid	Vienna				
17	Minsk	Vilnius				
18	Moscow	Warsaw				
19	Nicosia	Yerevan				
20	Oslo	Zagreb				
21						
22						
23						
24						



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.

1	А	В		1	А	В
1	London	Belgrade		1	London	Belgrade
2	Berlin	Prague		2	Berlin	Prague
3	Bern	Reykjavík		3	Bern	Reykjavík
1	Bratislava	Riga		4	Bratislava	Riga
5	Paris	Rome		5	Paris	Rome
6	Brussels	Paris		6	Brussels	Paris
7	Budapest	Sarajevo		7	Budapest	Sarajevo
8	Copenhagen	Skopje		8	Copenhagen	Skopje
Э	Dublin	Sofia		9	Dublin	Sofia
LO	Helsinki	Stockholm		10	Helsinki	Stockholm
11	Kiev	London		11	Kiev	London
2	Lisbon	Prague		12	Lisbon	Prague
.3	Brussels	Tirana		13	Brussels	Tirana
4	London	London		14	London	London
15	Luxembourg	Vaduz		15	Luxembourg	Vaduz
16	Madrid	Vienna		16	Madrid	Vienna
17	Minsk	London		17	Minsk	London
18	Moscow	Warsaw		18	Moscow	Warsaw
19	Paris	Yerevan		19	Paris	Yerevan
20	Oslo	Zagreb		20	Oslo	Zagreb
21	Copenhagen	Moscow		21	Copenhagen	Moscow
22	Skopje	Vienna		22	Skopje	Vienna
23				23		
			_	~		

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

Your last used settings will be remembered.

Settings to copy:	Read settings from
✓ Number format (u:mm:ss)	C standard formatting profile
 ✓ Eont (Calibri) ✓ Font size (11pt) 	€ cell: B2 -
Font style (Bold) Bold/underline/italic (YES/NO/YES)	Apply settings to range:
Font color (0)	B4:B23 -
<u>V</u> ertical alignment (-4107)	
Text orientation	
Wrap text (NO)	
Cell color (65535)	-
Cell pattern Cell pattern color	
Cell pattern color	
Locked (YES)	
Hidden (NO)	
All Inverse None	Cancel OK

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.

- Text orientation
- Wrap text
- Cell color
- Cell pattern
- Cell pattern color
- Locked
- Hidden

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'.

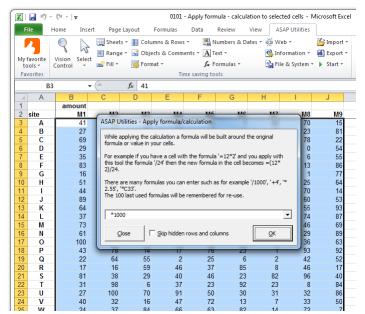
The formula will be applied to all cells in your selection except for cells with errors, empty cells, cells contain text or cells that contain an array formula.

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

	🚽 🍤 🔻	(°" - -			0101 -	Apply formu	ıla - calcula	tion to selecte	ed cells - N	/licrosoft Exc
Fi	le H	ome Inse	rt Page	Layout F	ormulas	Data R	eview 1	view ASA	P Utilities]
1			🛄 Sheets	- 🚺 Colum	ins & Rows *	Nu	mbers & Dat	tes 🔹 🥳 Wet	b *	🚰 Import 🔻
		1 12	🔣 Range	🔹 🛃 Objec	ts & Commer	nts * 🗚 Tex	t -	💁 Info	rmation *	🛃 Export א
		Vision Select Control 🔹	🛋 Fill 🛪	-	t •	fr For	mulas *	Ba File	& System *	♦ Start *
	rorites	Longion -		_305 ·		e saving tool				
1 40			6	C (11)		c suring tool	-			
_	B3	•			*1000					
	A	B	С	D	E	F	G	H	1	J
1		amount								
	site	M1	M2	M3	M4	M5	M6	M7	M8	M9
3	A	41000	26000	36000	84000	96000	1000	62000	70000	15000
4	В	27000	31000	78000	51000	7000	44000	59000	23000	81000
5	С	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	н	51000	68000	46000	35000	96000	9000	67000	25000	64000
11		44000	80000	6000	38000	15000	67000	11000	70000	14000
12	J	89000	78000	73000	22000	78000	75000	61000	60000	53000
13	к	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 18	O P	100000	41000	6000	7000	69000	67000	14000	36000	63000
		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 U	31000 27000	98000	6000	37000 91000	23000 50000	92000	23000	8000	84000
23	V		100000	70000			30000	31000	32000	86000
24 25	w	40000 24000	32000 37000	16000 84000	47000 66000	72000 63000	13000 82000	7000 14000	33000 72000	50000 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.

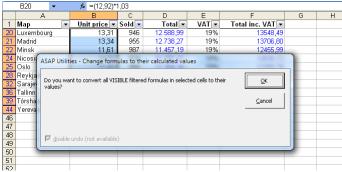
This can be useful, for example if you want to speed up the calculation of your workbook or if you don't want someone to see the underlying formulas you used if you give the workbook to somebody else.

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

	B2 🔻	<i>f</i> ≈ =(10,52)*1	,03								
	A	В	С	D	E	F	G				
1	Мар	Unit price	Sold	Total	VAT	Total inc. VAT					
2	Amsterdam	10,84	102	1.105,23	19%	1218,2568					
3	Andorra la Vella	12.04	280	3 371 40	19%	3663 6267	-				
4	Ank ASAP Utilities	- Change formula:	s to their	calculated value	s						
5	Athe										
6											
7	Berl										
8											
9	Brat					Cancel					
10	Brus										
11	Buc										
12	Bud										
		do (for performance	reasons)								
14	Dub										
15	Helsinki	14,32	699	10.007,58	19%	10721,09					
		12.27	724	8.881,53	19%	9617.9825					
16	Kiev	12,27	141								
16 17	Kiev Lisbon	12,27	614	6.811,16	19%	7436,4465					
				6.811,16 6.799,82	19% 19%	7436,4465 7312,64					

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.

1 Orapiny TR-01 TR-02 TR-04 TR-04 <tht< th=""><th>20</th><th>A</th><th>B</th><th>С</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th><th>- I.</th></tht<>	20	A	B	С	D	E	F	G	H	- I.
3 98 Pachnaß Burger 9022 140 117 71 173 102 5 88 98 7 115 115 115 115 115 115 115 115 115 115 115 115 116 115 5 81amo 0115 71 195 123 130 116 145 146 147 6 Charers 0025 01 183 115 148 39 102 10 Goelars 0055 05 82 112 155 58 183 10 Goelars 0055 05 89 166 146 149 155 116 Introde 0055 128 112 138 111 191 135 112 136 146 149 152 116 Impyte 013 140 121 136 112 137 146 140 152 <th>1</th> <th>Company</th> <th>TR-01</th> <th>TR-02</th> <th>TR-03</th> <th>TR-04</th> <th>TR-05</th> <th>TR-06</th> <th>TR-07</th> <th></th>	1	Company	TR-01	TR-02	TR-03	TR-04	TR-05	TR-06	TR-07	
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4 Bit Durgers and Fries 0009 120 157 67 115 167 136 5 Blammo 0114 118 108 81 95 148 6 Charles Townsend Agency 0195 71 171 196 128 56 148 7 Chares 0017 90 122 130 187 144 147 8 Chares 0018 178 83 103 154 44 96 10 Fool Bars 0055 07 82 182 55 172 142 10 Globo Gyn American Corp 0131 187 76 72 156 58 183 11 Infords 0031 140 121 136 146 152 132 141 149 122 124 121 135 146 132 121 135 146 139 121 135 141 130 121 131 136 121 136 121 131	3	Big Kahuna Burger	0122	147	140	117	71	173	102	
6 Charles Townsend Agency 0193 71 171 196 128 56 148 7 Charser 0112 79 132 130 137 141 113 9 Cogwell Cogs 0118 133 135 148 57 111 113 9 Cogwell Cogs 0118 133 135 148 57 111 113 10 Godgetron 0150 50 82 182 53 172 142 10 Godgetron 0131 187 76 72 155 58 183 11 Introde 0031 140 138 81 119 125 144 145 130 146 145 155 11 Introde 0031 142 130 146 130 172 136 11 Kingyc 0131 157 158 132 131 114 149 121 131 121 131<			0089	126	157	67	115	167	136	
6 Charles Townsend Agency 0193 71 171 196 128 56 148 7 Charser 0112 79 132 130 137 141 113 9 Cogwell Cogs 0118 133 135 148 57 111 113 9 Cogwell Cogs 0118 133 135 148 57 111 113 10 Godgetron 0150 50 82 182 53 172 142 10 Godgetron 0131 187 76 72 155 58 183 11 Introde 0031 140 138 81 119 125 144 145 130 146 145 155 11 Introde 0031 142 130 146 130 172 136 11 Kingyc 0131 157 158 132 131 114 149 121 131 121 131<			0114	118	108	81	95	172	85	
C Consert. Out2 #9 132 130 Lar 144 147 S Cher Quis 0118 133 148 57 111 113 9 Copswell Cogs 0118 133 148 57 111 113 10 Gobbo Gym American Corp 0113 187 76 72 155 122 142 13 Gobbo Gym American Corp 0113 187 76 72 156 188 1135 146 149 135 141 110 1135 146 149 135 141 135 146 149 135 141 141 146 149 135 141 149 136 147 136 137 136 136 137 136 136 137 136 138 131 137 136 138 137 130 132 131 138 138 131 131 138 138 131										
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19 Megadodo Publications 0151 68 60 76 112 93 112 20 Mr. Sparkdon 00121 84 152 133 164 108 92 21 Negord Oll Company 00057 123 109 171 122 124 132 22 Petrox Oll Company 00057 123 109 171 120 132 134 23 Raxxon 0051 175 119 174 120 146 23 Strickland Propane 0181 183 177 110 64 120 146 26 Tocd Grande 0151 198 115 100 155 152 183 27 Total 0 0 0 0 267 3344 3315 28 Strickland Propane 1167 178 170 155 150 171 171 173 102 140 171 71 172 167 157 157 157 157	17	Krustyco	0103	144	196	130	65	170	136	
A B C D T 133 144 108 92 Nagular 0135 19 17 86 132 194 121 20 Petro Oil Company 0057 123 109 171 170 62 138 21 Rotro Oil Avenue 0141 154 169 97 72 96 25 Strick Scond Avenue 0141 154 160 97 72 96 25 Strick Scond Avenue 0141 154 150 105 152 181 26 Tota Grand 0151 155 151 100 155 124 181 27 Tal 0 0 0 0 0 2673 3348 3315 28 ACTelecom 1167 176 175 715 167 171 175 172 85 39 Bardmon 1167 176 175 175	18	Mainway Toys	0198	122	181	169	193	121	157	
A B 137 86 132 134 132 134 132 134 132 134 132 134 132 134 132 134 133 135 135 134 137 136 137 136 137 136 137 136 137 136 137 136 137 136 137 130 137 136 137 130 137 130 137 130 137 130 137 130 137 130 137 130 137 130 137 130 137 130 137 130 135 132 130 135 132 130 131 130 137 130 131 130 131 130 131 130 131 130 131 130 131 130 131 130 131 131 131 131 131 131 131 131 131 131 131	19	Megadodo Publications	0151	68	60	76	112	93	112	
A B C D E F G H 120 28 Acxon 0051 175 1124 163 97 29 36 25 Striy Second Avenue 0181 154 159 109 174 120 149 25 Strikind Propane 0186 138 77 110 84 169 186 25 Strikind Propane 0181 185 115 100 125 121 186 26 Teod Finde 0 0 0 0 2673 3348 3315 27 Teal 0 0 0 0 2673 3348 3315 28 Streform 1167 175 157 71 157 157 157 157 157 157 157 157 158 148 139 135 148 159 122 189 140 177 157 155 148 166	20	Mr. Sparkle	0121	84	152	133	164	108	92	
A B C D E F G H 120 28 Acxon 0051 175 1124 163 97 29 36 25 Striy Second Avenue 0181 154 159 109 174 120 149 25 Strikind Propane 0186 138 77 110 84 169 186 25 Strikind Propane 0181 185 115 100 125 121 186 26 Teod Finde 0 0 0 0 2673 3348 3315 27 Teal 0 0 0 0 2673 3348 3315 28 Streform 1167 175 157 71 157 157 157 157 157 157 157 157 158 148 139 135 148 159 122 189 140 177 157 155 148 166										
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8 CR2 Ouls 118 193 135 148 57 111 113 9 Cogswell Cogs 184 178 83 103 154 54 96 10 Foo Bars 52 67 200 106 143 93 102 13 Gagetron 150 50 82 182 55 172 142 13 Grop American Corp 131 187 76 72 156 58 183 14 Introde 55 195 89 166 146 149 155 14 Introde 55 195 89 166 146 149 155 14 Intro 121 136 86 191 122 136 161 149 155 15 Magudoo Publications 115 138 140 193 121 137 16 Marwy Toys 198 122 13	1 2 3 4 5	Company ABC Telecom Big Kahuna Burger Big T Burgers and Fries Blammo	TR-01 167 122 89 114	TR-02 178 147 126 118	TR-03 167 140 157 108	TR-04 57 117 67 81	TR-05 158 71 115 95	TR-06 190 173 167 172	TR-07 149 102 136 85	
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28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 21 22 23 24 25	Company Company ABC Telecom Big Kahuna Burger Big Taurgers and Fries Biammo Charles Townsend Agency Chasers Chard Quis Cogswell Cogs Foo Bars Godgetron Globo Gym American Corp Gringotts Initrode Globo Gym American Corp Gringotts Initrode Input, Inc. Kiushyco Mainway Toys Mainway Toys Mainway Toys Mainway Toys Mainway Toys Magudado Publications Mr. Sparkle Nagular Petrox Oli Company Roxxon Sixty Second Avenue Sixty Second Avenue	IR-01 167 122 89 114 195 127 118 184 52 150 131 134 55 141 175 103 198 151 121 185 57 51 141	TR-02 178 1477 126 118 711 89 193 1788 67 50 1788 67 50 196 100 1877 100 196 110 178 84 84 99 123 175 154 154 154	TR-03 167 140 157 108 171 132 135 83 200 82 76 183 121 126 196 181 60 152 137 109 124 159 77	TR-04 57 117 67 81 196 130 106 130 106 132 72 81 166 132 72 72 81 166 133 130 159 76 133 86 6 133 109 110	TR-05 TR-05 711 115 95 128 115 128 115 128 115 154 1137 154 143 156 119 146 866 700 193 112 164 132 1700 977 174	TR-06 190 173 167 172 566 164 111 54 93 172 586 164 93 172 588 185 149 152 170 121 93 108 62 72 120 169	TR-07 149 149 136 148 147 138 966 102 148 147 133 161 155 2 174 136 155 175 112 92 171 138 96 149 189 186 189 189	
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20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	Company ABC Telecom Big Kahuna Burger Big Tourgers and Fries Big Tourgers and Fries Big Tourgers and Fries Biammo Charles Townsend Agency Charles Coopwell Cogs Charles Cogswell Cogswell Cogs Cogswell Cogs Cogswell Cogs Cogswell Cogs Cogswell Cogs Cogswell Cogs Cogswell Cog Stadet Cogs Cogswell Cog Cogswell Cog Cogswell Cog Cogswell Cog Cogswell Cog Cogswell Cog Cogswell Cog Cogswell Cog Cogswell Cog Cogswell Cog Cog Cog Cog Cog Cog Cog Cog Cog Cog	IR-01 167 122 89 114 195 127 118 184 55 141 55 141 55 141 155 103 198 151 121 185 57 51 141 126 185 57 51 141 186 151	TR-02 178 147 126 118 193 178 67 50 187 100 196 110 196 110 178 68 84 99 123 175 154 138 198	TR-03 167 160 157 108 171 132 135 83 2000 82 76 1813 121 126 196 181 600 152 137 109 124 159 77 115	TR-04 57 117 67 130 148 103 166 136 166 136 166 136 166 136 166 137 163 163 163 163 163 163 100 100 100	TR-05 711 711 1155 95 128 187 187 154 187 154 187 154 187 154 187 154 187 154 146 86 700 655 193 112 164 132 164 132 174 174 155	TR-06 190 173 167 156 164 111 54 93 172 58 149 185 149 185 149 185 149 191 152 170 121 93 108 194 62 72 120 169 152 72 120 169	TR-07 102 136 85 148 147 133 96 102 148 147 133 96 102 142 143 161 155 52 174 136 157 112 92 121 138 96 149 186 183	*

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

B2	▼ (* <i>f</i> x	20421	6938					1		B2	- (× '02	0 - 421	L 69 38	
A	В	С	D	E	F	G	Н			A	В	С		D	Е
1 Name ↓1	Phone 💌								1	Name 🚽	Phone 💌				
2 Agustín	020 - 421 69 38								2	Agustín	020 - 421 69 38				
3 Aiden	020 - 495 56 96								3	Aiden	020 - 495 56 96				
4 Alejandro	020 - 415 77 46								4	Alejandro	020 - 415 77 46				
5 Alexander	020 - 722 43 63								5	Alexander	020 - 722 43 63				
6 Alj	000 761 00 00	_				×			6	Ali	020 - 761 80 23				
	es - Fill cells with their fo	ormatted	value			_			7	Andrei	020 - 245 49 07				
8 Ar									8	Arda	020 - 182 93 95				
9 Ar	Do want to replace the	values in s	selected cel	ls with the	ir formatte	d			9	Artem	020 - 286 60 72				
10 ве 🛛 🕑	values?								10	Bence	020 - 513 32 46				
11 Be	For example a cell with t will be filled with [EUR 1		[1,15] form	atted as [E	UR * #.##0	,00]			11	Benjamín	020 - 403 26 63				
12 Da	will be filled with [LOK 1	,,							12	Daan	020 - 255 44 02				
13 Da 14 Ee 15 En									13	Daniel	020 - 714 23 93				
14 Ee				ОК		ancel			14	Eetu	020 - 865 12 44				
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17 Erik	020 - 373 63 17								17	Erik	020 - 373 63 17				
18 Ethan	020 - 466 27 58								18	Ethan	020 - 466 27 58				
19 Francesco	020 - 270 46 93								19	Francesco	020 - 270 46 93				
20 Georgi	020 - 061 47 70								20	Georgi	020 - 061 47 70				

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

	Change numbers in selected range: <u>Make all numbers positive</u>									
	ake all numbers	negative		Cancel						
C <u>R</u> e	C <u>R</u> everse positive and negative									
	91	91								
-10		105								
	-8	8								
	30	80								
	30	30								
	16	46								
4	12	42								

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.

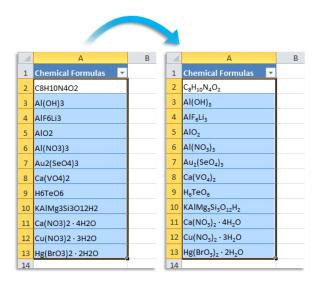
A cell with the value "12.0123123" is then shown as "12.0123" instead of "12.012". A cell with the value "12.00002134" is then shown as "12.0000213" instead of "12.000".

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 C₈H₁₀N₄O₂, Al(OH)₃, AlF₆Li₃, AlO₂, Al(NO₃)₃, Au₂(SeO₄)₃, Ca(VO₄)₂, H₆TeO₆, KAlMg₃Si₃O₁₂H₂, Ca(NO₃)₂ · 4H₂O, etc.

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



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.

	А	В	С	D	E	F	G	Н
1	27,00	27,00						
2	76,00	76,00						
3	22,00	22,00						
4	ASAP	Utilities - Spell	numbers or	amounts (El	N, DE, FR, NI	L)		
5								
6	La	anguage					OK	
7		English		O Dutch				
8		<u>G</u> erman		C Erench			Cano	-al
9	500.							
10		urrency					7	
11	5. C	none	🖲 Do	lars	C Euro)		
12			_					
13	[_]	cu <u>s</u> tom:	Currer	<u> </u>				
14		-						
15		P	lural: Dollar	s Cen	ts			
16								
17 18	The	numbers in the ce	lls you've sel	ected will be s	pelled.			
18	The	existing numbers	will be replace	20.				
20	31,48	3 31,48	_					
20	87,94							
21	28,50							
23	20,30	20,30						
20								
	А	В	С	D	E	F	G	Н
1	27,00	Twenty-Sev	en Dollars	and No Ce	ents			
2	76,00	Seventy-Siz	Dollars ar	nd No Cent	s			
3	22,00	Twenty-Tw	o Dollars a	nd No Cen	ts			
4	82,00	Eighty-Two	Dollars an	d No Cents	5			
5	91,00	Ninety-One	Dollars ar	nd No Cent	s			
6	47,00	Forty-Seve	Dollars a	nd No Cent	ts			
7	86,00	Eighty-Six [ollars and	No Cents				
8	228,00	Two Hundr	d Twenty	-Eight Doll	ars and No	Cents		
9	500.000,00					nts		
10	2.060,00							
11	5.421,00					Dollars and	No Cents	
12	25,00				ts			
13	45,00							
14	27,00							
15	4,37				ents			
16	40,01							
17	17,59							
18	71,00							
19		5 Twenty-Tw						
20	31,48							
21	87,94	U 1				ts		
22	28,56	Twenty-Eig	ht Dollars	and Fifty-S	ix 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.

*f*_{*} 24.24 fx 24.2445129329178 B2 **-** (B2 🔻 🤇 D 1 Product 💌 Unit price 1 Product -PR150 PR150 24.24451293 24.24 18.9969509 PR151 PR151 PR152 21.7903930 PR152 21.79 PR153 23.09 PR153 23.0924795 PR154 24.88 PR154 24.884961 PR155 14.86485274 PR155 14.86 PR156 20.28 ASAP Utilities - Round numbers (not formatting, but changing)... ? × 8 PR157 23.48 Type the number of decimals to be left. (Type 2 for two decimals, 1 for one, 0 for none, or -2 for hundreds, -3 for thousands etc.) PR158 12.3 10 PR159 10.18 PR160 12 13.38 2 PR161 16.36 OK Cancel 14 PR162 24.15 15 PR163 19.27 16 PR164 13.98811228 16 PR164 13.99 17 PR165 23.7789542 17 PR165 23.78 18 PR166 18 PR166 28.9946663 28.99 19 PR167 26.355967 19 PR167 26.36 20 PR168 22.98237236 20 PR168 22.98 21 PR169 13.2805780 21 PR169 13.28 22 PR170 23.79538472 22 PR170 23.8 23 PR171 13.0702848 23 PR171 13.07 13.61567921 24 PR172 24 PR172 13.62

Example screenshot: A Round the selected numbers to 2 decimals

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

							1					
B2	• (f_x	24.2445	129329178					B2	• (*)	f_x	24
	Α		В	С	D	E	F	G		А		В
1	Product 💌	Unit	price 💌						1	Product 💌	Unit	orice 💌
2	PR150	24.2	4451293						2	PR150		24
3	PR151	18.9	9695096						3	PR151		19
4	PR152	21.7	9039309						4	PR152		22
5	PR153	23.0	9247953						5	PR153		23
6	PR154	24.	8849614						6	PR154		25
7	PR155	14.8	6485274						7	PR155		15
8	ASAP Utilitie:	e Pou	und numb	are (not form	antting but	changing)	? <u>×</u>		8	PR156		20
9	ASAP Utilitie	s - Ko	ina numb	ers (not form	natting, but	changing)			9	PR157		23
10	Type the num								10	PR158		12
11	etc.)	wo dec	imals, 1 for	one, 0 for no	ine, or -2 for	nundreds, -:	for thousand	5. I I I I I I I I I I I I I I I I I I I	11	PR159		10
12	0								12	PR160		13
13									13	PR161		16
14						OK	Cancel		14	PR162		24
15									15	PR163		19
16	PR164	13.9	8811228						16	PR164		14
17	PR165	23.7	7895425						17	PR165		24
18	PR166	28.9	9466638						18	PR166		29
19	PR167	26	3559675						19	PR167		26
20	PR168	22.9	8237236						20	PR168		23
21	PR169	13.2	8057804						21	PR169		13
22	PR170	23.7	9538472						22	PR170		24
23	PR171	13.0	7028487						23	PR171		13
24	PR172	13.6	1567921						24	PR172		14

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

B2	- (a	fx	6221.00	004010010						- (-	fx 6200
32	• (Jx	6231.99	964316319					B2	• (*	<i>f</i> _x 6200
1	A		В	С	D	E	F	G		A	В
1	Product 💌	Unit	price 💌						1	Product 💌	Unit price 💌
2	PR150	6233	L.999643						2	PR150	6200
3	PR151	1099	98.76733						3	PR151	11000
4	PR152	8238	3.861127						4	PR152	8200
5	PR153	1054	19.57236						5	PR153	10500
6	PR154	1653	3.896839						6	PR154	1700
7	PR155	5485	5.215091						7	PR155	5500
8	ASAP Utilitie:	- Por	und numb	are (not for	eatting but	changing)	? ×		8	PR156	10500
9	ASAF Ounce.	s - Not			natung, but	changing)			9	PR157	6700
10	Type the num								10	PR158	2300
11	(Type 2 for to etc.)	vo dec	imais, 1 tor	one, u tor no	ine, or -2 tor	nunareas, -:	for thousand	s,	11	PR159	8200
12	-2								12	PR160	9800
13									13	PR161	7200
14						OK	Cancel		14	PR162	7200
15	- 11200								15	PR163	3700
16	PR164	422	7.294648						16	PR164	4200
17	PR165	1093	37.47868						17	PR165	10900
18	PR166	1010	59.73459						18	PR166	10200
19	PR167	4744	1.205856						19	PR167	4700
20	PR168	532:	1.251651						20	PR168	5300
21	PR169	7025	5.309549						21	PR169	7000
22	PR170	2065	5.436871						22	PR170	2100
23	PR171	348	L.139743						23	PR171	3500
24	PR172	354	12.29008						24	PR172	3500

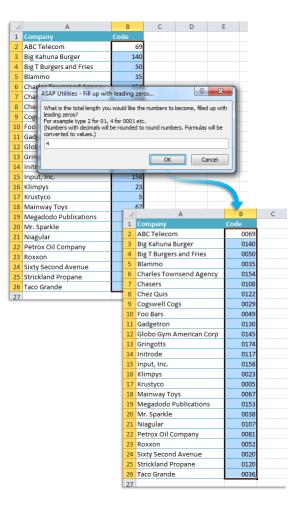
13 Fill up with leading zeros...

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.



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:

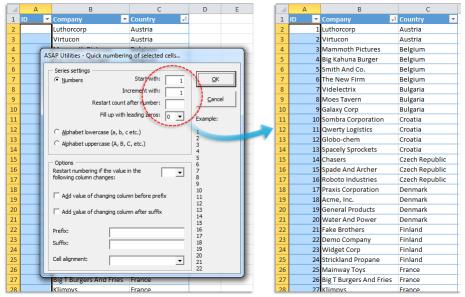
- You can specify to restart the counting if the value in a certain column changes. You can use this for example if you have a list with city names and you want to restart the counting when the name of the city changes. You can also specify to put the value of the changing column in front of and/or after 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.

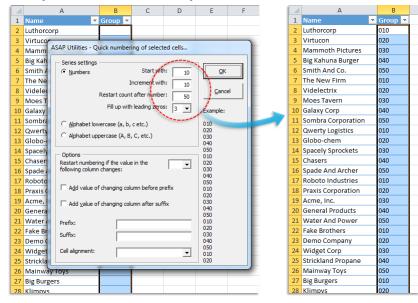
D E F 1 Name 1 Na . Luthorcorp Luthorcorp 3 Virtucon 4 Ma ASAP Utilities - Quick numbering of selected cells. Virtucon Mammoth Pictures 5 Big Big Kahuna Burger 6 Smi 7 The - Series settings Smith And Co Startwith OK • Numbers 1 The New Firm Increment with: 8 Vid 1 Videlectrix Cancel Restart count after number: 9 Mo 5 Moes Tavern Fill up with leading zeros: 10 Gal ο • Galaxy Corp 11 Son 12 Qw Sombra Corporation C Alphabet lowercase (a, b, c etc.) **Owerty Logistics** C Alphabet uppercase (A, B, C, etc.) 13 Glo Globo-chem 14 Spa 14 Spacely Sprockets Restart numbering if the value in the following column changes: 15 Cha Chasers -16 Spa 17 Rob 16 Spade And Archer Roboto Industries 18 Pra 🗌 Add value of changing column before prefix Praxis Corporation 19 Acn 20 Ger 21 Wa 19 Acme, Inc Add value of changing column after suffix 20 General Products 21 Water And Power Prefix: 22 Fak Fake Brothers Suffix: 23 Der 23 Demo Company 24 Wid 24 Widget Corp Cell alignment: -25 Stri 25 Strickland Propane 26 Ma 26 Mainway Toys 27 Big Burgers Big Burgers 28 Klimpy Klimpvs

Example screenshot: 1 Example 1

Example screenshot: 2 Example 2



Example screenshot: 3 Example 3



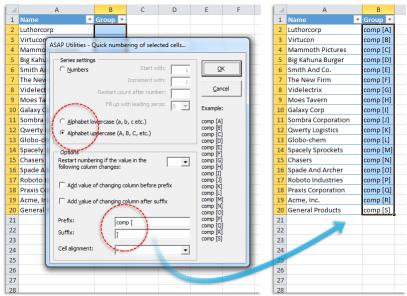
	А	В	C	D		А	В	С
ID) per country 🔽	Company	🚽 Country	-	1	ID per country 💌	Company 🚽	Country
		Luthorcorp	Austria		2	1	Luthorcorp	Austria
		Virtucon	Austria		3	2	Virtucon	Austria
	ASAP Utilitie	s - Quick numbering of se	elected cells		4	1	Mammoth Pictures	Belgium
	Series set	tions			5	2	Big Kahuna Burger	Belgium
	Number	-	twith:	QK	6	3	Smith And Co.	Belgium
	ve <u>in</u> umbe	Increment			7	4	The New Firm	Belgium
			1 1	Cancel	8	1	Videlectrix	Bulgaria
		Restart count after n		gunteer	9	1	Moes Tavern	Croatia
		Fill up with leading	zeros: 0 - Fxz	ample:	10	2	Galaxy Corp	Croatia
					11	3	Sombra Corporation	Croatia
	C <u>A</u> lphab	et lowercase (a, b, c etc.)	1		12	4	Qwerty Logistics	Croatia
	C Alphab	et uppercase (A, B, C, etc.)	1		13	5	Globo-chem	Croatia
			2		14	6	Spacely Sprockets	Croatia
	Options -				15	1	Chasers	Czech Republic
		mbering if the value in the olumn changes:	J		16	2	Spade And Archer	Czech Republic
		-	2		17	1	Roboto Industries	Denmark
	Add va	lue of changing column befo	re prefix 4		18	2	Praxis Corporation	Denmark
			5		19	3	Acme, Inc.	Denmark
	Add va	lue of changing column afte	r suffix 0		20	4	General Products	Denmark
	Prefix:		2		21	5	Water And Power	Denmark
			2		22	1	Fake Brothers	Finland
	Suffix:		3		23	2	Demo Company	Finland
	Cell alignm	ent:	5		24		Widget Corp	Finland
	Cell alignin		• 1		25		Strickland Propane	Finland
		maniway roys	Trance		26	1	Mainway Toys	France
		Big T Burgers And Fri	es France		27		Big T Burgers And Fries	France
		Klimpys	France		28	1	Klimpys	France

Example screenshot: 4 Example 4

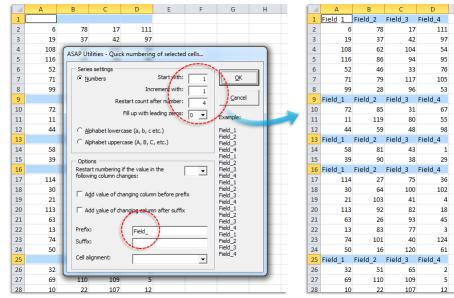
Example screenshot: 5 Example 5

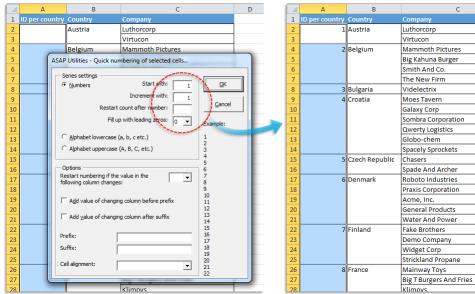
4	А	В	С	D	E	4	А	В	С	D
ID per	country 💌	Company 🔤	🕂 Country	🗾 Country code 🖪	•	1 ID pe	r country 💌	Company 🚽	Country	🛛 Country code 💌
		Luthorcorp	Austria	AT		2 AT1		Luthorcorp	Austria	AT
	_	Virtucon	Austria	AT		AT2		Virtucon	Austria	AT
	ASAP Utilit	ies - Quick numbering of s	elected cells	-	4	4 BE1		Mammoth Pictures	Belgium	BE
	Series s	-14				5 BE2		Big Kahuna Burger	Belgium	BE
	Series s Numl	-	rt with:	<u>o</u> ĸ		5 BE3		Smith And Co.	Belgium	BE
	se <u>N</u> um	Jero -	/			7 BE4		The New Firm	Belgium	BE
		Incremer	-	Cancel	1	BG1		Videlectrix	Bulgaria	BG
		Restart count after n	umber:			HR1		Moes Tavern	Croatia	HR
		Fill up with leading	zeros: 0 -	Example:	1	0 HR2		Galaxy Corp	Croatia	HR
				- Examples	1	1 HR3		Sombra Corporation	Croatia	HR
		abet lowercase (a, b, c etc.)		1	1	2 HR4		Qwerty Logistics	Croatia	HR
	C Alphi	abet uppercase (A, B, C, etc.)	1	1	3 HR5		Globo-chem	Croatia	HR
				2	1	4 HR6		Spacely Sprockets	Croatia	HR
	Options			4	1	5 CZ1		Chasers	Czech Republic	CZ
1		numbering if the value in the column changes:	D 💌	1	1	6 CZ2		Spade And Archer	Czech Republic	CZ
				2 3	1	7 DK1		Roboto Industries	Denmark	DK
1	Add	value of changing column bef	ore prefix	4	1	8 DK2		Praxis Corporation	Denmark	DK
				5		9 DK3		Acme, Inc.	Denmark	DK
	P-Add	value of changing column afte	er suffix	1	2	0 DK4		General Products	Denmark	DK
				2	2	1 DK5		Water And Power	Denmark	DK
1	Prefix:			2	2	2 FI1		Fake Brothers	Finland	FI
	Suffix:			3	2	3 FI2		Demo Company	Finland	FI
	Cell align	ment:		5	2	4 FI3		Widget Corp	Finland	FI
	Con diigi		_	1	2	5 FI4		Strickland Propane	Finland	FI
			rune	-	2	6 FR1		Mainway Toys	France	FR
		Big T Burgers And Fries	France	FR	2	7 FR2		Big T Burgers And Fries	France	FR
3	1	Klimpys	France	FR	2	8 FR3		Klimpys	France	FR

Example screenshot: 6 Example 6



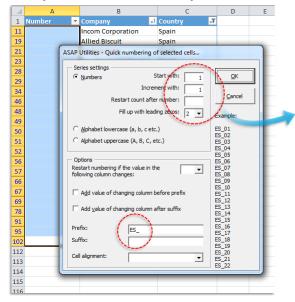
Example screenshot: 7 Example 7





Example screenshot: 8 Example 8

Example screenshot: 9 Example 9



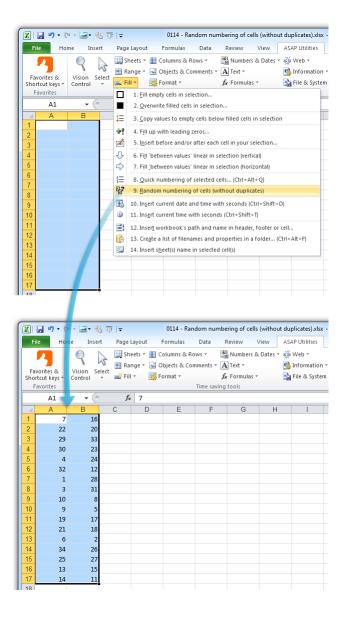
	А	В	С		
1	Number 🛛 💌	Company 🚽	Country 🌌		
11	ES_01	Incom Corporation	Spain		
19	ES_02	Allied Biscuit	Spain		
21	ES_03	Widget Corp	Spain		
23	ES_04	Rouster And Sideways	Spain		
28	ES_05	Globo-chem	Spain		
29	ES_06	Ziffcorp	Spain		
34	ES_07	Roboto Industries	Spain		
46	ES_08	Globex Corporation	Spain		
48	ES_09	Monks Diner	Spain		
49	ES_10	Krustyco	Spain		
50	ES_11	Galaxy Corp	Spain		
51	ES_12	Demo Company	Spain		
52	ES_13				
56	ES_14	North Central Positronic	Spain		
57	ES_15	Qwerty Logistics	Spain		
66	ES_16	Moes Tavern	Spain		
67	ES_17	Nordyne Defense Dynam	Spain		
69	ES_18	Western Gas & Electric	Spain		
78	ES_19	Mammoth Pictures	Spain		
91	ES_20	Flowers By Irene	Spain		
95	ES_21	Sto Plains Holdings	Spain		
102	ES_22	Blammo	Spain		
112					
113					
114					
115					
116					

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.

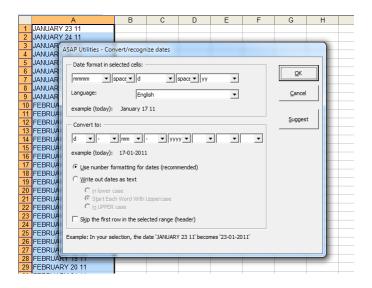
When Excel doesn't recognize these dates are left aligned, the cell formatting to display the

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).

		А	В	С	D
		Julian date	Julian date	JD Edwards (AS/400)	
	1	yyyyddd 💌	yyddd 💌	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	
	11		400.64	4400.64	x
	12	ASAP Utilities - Change J	lulian dates to normal date	s	
	13				
	14	Do you want	to convert all Julian dates	(yyddd or yyyyddd) in you	ır 👘
	15		standard' Excel dates?		
	16		ing JD Edwards Julian Dates Julian date is preceded by a		
	17	for a year in 2		10 01 1, 0 101 a year 11 1900	and I
	18				
	19				
	20			ОК	Cancel
	21				
	22				
	22				
	23	Α	в	с	D
		A Julian date	B Julian date	-	D
	22	Julian date	Julian date	JD Edwards (AS/400)	D
	23	Julian date yyyyddd 🔽	Julian date yyddd 🔽	JD Edwards (AS/400) cyyddd 🔽	D
	22	Julian date yyyyddd ▼ 1/1/1998	Julian date yyddd 🔽 1/1/1998	JD Edwards (AS/400) cyyddd 1/1/1998	D
	23 1 2	Julian date yyyyddd 1/1/1998 4/1/1998	Julian date yyddd 1/1/1998 4/1/1998	JD Edwards (AS/400) cyyddd 1/1/1998 4/1/1998	D
	22 1 2 3	Julian date yyyyddd ▼ 1/1/1998 4/1/1998 6/30/1998	Julian date yyddd ▼ 1/1/1998 4/1/1998 6/30/1998	JD Edwards (AS/400) cyyddd 1/1/1998 4/1/1998 6/30/1998	D
	22 1 2 3 4	Julian date yyyyddd 1/1/1998 4/1/1998	Julian date yyddd 1/1/1998 4/1/1998	JD Edwards (AS/400) cyyddd 1/1/1998 4/1/1998 6/30/1998 9/28/1998	D
	22 1 2 3 4 5	Julian date yyyyddd 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998	Julian date yyddd 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998	JD Edwards (AS/400) cyyddd ¥ 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998	D
	22 1 2 3 4 5 6	Julian date yyyyddd ▼ 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012	Julian date yyddd ▼ 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012	JD Edwards (AS/400) cyyddd 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012	D
	22 1 2 3 4 5 6 7	Julian date yyyyddd 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012	Julian date yyddd - 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012	JD Edwards (AS/400) cyyddd 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012	D
	23 1 2 3 4 5 6 7 8 9	Julian date yyyyddd Y 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012 6/29/2012	Julian date yyddd - 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012 6/29/2012	JD Edwards (AS/400) cryddd • 1/1/1998 6/30/1998 9/28/1998 12/27/1998 11/2012 3/31/2012 6/29/2012	D
	22 1 2 3 4 5 6 7 8 9 10	Julian date yyyyddd 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012 6/29/2012 9/27/2012	Julian date yyddd Y 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012 6/29/2012 9/27/2012	JD Edwards (AS/400) cryddd 1/1/1998 6/30/1998 9/28/1998 12/27/1998 11/1/2012 3/31/2012 6/29/2012 9/27/2012	D
2	22 1 2 3 4 5 6 7 8 9 10 11	Julian date yyyyddd Y 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012 6/29/2012	Julian date yyddd - 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012 6/29/2012	JD Edwards (AS/400) cryddd • 1/1/1998 6/30/1998 9/28/1998 12/27/1998 11/2012 3/31/2012 6/29/2012	D
	22 1 2 3 4 5 6 7 8 9 10	Julian date yyyyddd 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012 6/29/2012 9/27/2012	Julian date yyddd Y 1/1/1998 4/1/1998 6/30/1998 9/28/1998 12/27/1998 1/1/2012 3/31/2012 6/29/2012 9/27/2012	JD Edwards (AS/400) cryddd 1/1/1998 6/30/1998 9/28/1998 12/27/1998 11/1/2012 3/31/2012 6/29/2012 9/27/2012	D

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.

	A		В	С		E
1	Keyword			Global Monthly S		Local Monthly Searc
2	+shop		0,06		13600000	
3	+machine	_	0.72		1830000	
4	+maker	ASAP Utili	ties - Insert at beg	inning and/or end		
5	+makers					
6	+bar	add bet	fore		0	к —
7	+machines	+cof				
8	+pot	+cor	tee	•		
9	+table	add aft	er:		Car	ncel
	+cup			-	r	
	+bean					
	+green		= line feed character	(alt+enter)		
	+tables	{tab} =	= tab character			
	+beans					
	+mug	treat ce	lls as:			
	+mugs		es (default)	•		
17	+pots		es (default)	•		
	+cups	🗌 🗌 Ind	ude hidden cells			
	+cake	Skin	empty cells		De	set
	+equipment	it Suit	rempty cens		Ke	set
	+company	- Examp	le:			
	+recipe		e +shop			
	+recipes	+coffee	e +machine			
	+break		e +maker +makers			
	+cups +mugs	+coffee				
	+grinder	+coffee	+machines			
27	+review	+coffee				
	+reviews	+coffee	e +table			
	+roasters					
	+buy		0,16		165000	
	+grinders		0,22		165000	
	+art		0,08		135000	
33	+club		0.03		135000	

Example screenshot: 1

Example screenshot: 2

	A	В	С	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	
	+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	
	+coffee +roasters	0,08	201000	
30	+coffee +buy	0,16	165000	
31	+coffee +grinders	0,22	165000	
32	+coffee +art	0,08	135000	
22	Looffoo Lolub	0 00	105000	

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.

4	А		В	С				
1	Company	-	City	 Country 				
2	lexcorp		bern	switzerland				
3	mammoth pictures		brussels	belgium				
4	videlectrix		sofia	bulgaria				
5	sombra corporation		zagreb	croatia				
6	chasers	- 4	A		City	В	C Country	-
7	praxis corporation	_	Company LEXCORP	· · · · ·	BERN		SWITZERLAND	Ľ
8	fake brothers	-	MAMMOTH PICTU	050	BRUS		BELGIUM	
9	mainway toys	-		RES	SOFIA			
10	charles townsend agency		VIDELECTRIX				BULGARIA	
11	the frying dutchman	-	SOMBRA CORPOR	ATION	ZAGR		CROATIA	
12	three waters	-	CHASERS		PRAG		CZECH REPUBLIC	5
13	universal export	-	PRAXIS CORPORAT	TION		NHAGEN	DENMARK	
14	acme corp	-	FAKE BROTHERS		HELSI		FINLAND	
15	wayne enterprises	-	MAINWAY TOYS		PARIS		FRANCE	
16	tip top cafe		CHARLES TOWNSE		LOND		GREAT BRITIAN	
17	omni consimer products		THE FRYING DUTCH	IMAN	ATHE	NS	GREECE	
		12	THREE WATERS		BUDA	PEST	HUNGARY	
		13	UNIVERSAL EXPOR	T	DUBL	IN	IRELAND	
		14	ACME CORP		ROME		ITALY	
		15	WAYNE ENTERPRIS	SES	LUXE	MBOURG	LUXEMBOURG	
		16	TIP TOP CAFE		OSLO		NORWAY	
		17	OMNI CONSIMER I	PRODUCTS	MOSO	cow	RUSSIA	

3 Change to lowercase

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

	А			В		(С			
1	Company		-	Country	•	City		-		
2	LEXCORP			BERN		SWITZERI	LA	ND		
3	MAMMOTH PICTURES			BRUSSELS BELGIUM						
4	VIDELECTRIX			SOFIA		BULGARI	А			
5	SOMBRA CORPORATION			ZAGREB		CROATIA				
6	CHASERS		_	DRAGUE	_	C7ECH RE	D	IRLIC	<u> </u>	2
7	PRAXIS CORPORATION	- 24	0	A			-		B	City T
8	FAKE BROTHERS	2	_	mpany			_	Country	×	City v switzerland
9	MAINWAY TOYS	_		corp			-	bern		
10	CHARLES TOWNSEND AGE	3		mmoth pictures			-	brussels		belgium
11	THE FRYING DUTCHMAN	4					-	sofia		bulgaria
12	THREE WATERS	5					-	zagreb		croatia
13	UNIVERSAL EXPORT	6		hasers			-	prague		czech republic
14	ACME CORP	7	•	axis corporation			-	copenha	0	denmark
15	WAYNE ENTERPRISES	8		e brothers			-	helsinki		finland
16	TIP TOP CAFE	9		inway toys			-	paris		france
17	OMNI CONSIMER PRODUC	10		arles townsend a	_	ncy	-	london		great britian
<u> </u>		11	the	e frying dutchmar	۱		_	athens		greece
		12	thr	ee waters				budapes	st	hungary
		13	uni	iversal export				dublin		ireland
		14	acr	ne corp				rome		italy
		15	wa	yne enterprises			luxembourg		ourg	luxembourg
		16	tip	top cafe			oslo			norway
		17	om	ni consimer proc	luc	ts	1	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'.

	A			В		С				
1	Company		~ C	Country	Ŧ	City	-			
2	lexcorp		b	ern	switzerla		nd			
3	mammoth pictures		b	orussels		belgium				
4	videlectrix		s	ofia		bulgaria				
5	sombra corporation		z	agreb		croatia				
6	chasers		n	A		czech reni		B	С	
7	praxis corporation	4	Com					B V		
8	fake brothers	2	Lexco			·	Country Bern	•	Switzerland	
9	mainway toys	-					Brussels		Belgium	
10	charles townsend agency	-		moth pictures			Sofia		U U	
11	the frying dutchman			delectrix					Bulgaria Croatia	
12	three waters						Zagreb			
13	universal export			asers			Prague		Czech republic	
14	acme corp			raxis corporation			Copenha	igen	Denmark	
15	wayne enterprises			brothers			Helsinki		Finland	
16	tip top cafe			way toys			Paris		France	
17	omni consimer products			les townsend a	<u> </u>	ncy	London		Great britian	
-				frying dutchma	n		Athens		Greece	
				e waters			Budapes	t	Hungary	
		13	Unive	ersal export			Dublin		Ireland	
		14	Acme	e corp			Rome		Italy	
		15	Wayr	ayne enterprises			Luxembo	ourg	Luxembourg	
		16	Tip to	p top cafe			Oslo		Norway	
		17	Omn	i consimer pro	duc	ts	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'.

d	A		В		
1	Country 💌	Ci	ty 💌		
2	VIENNA	Αl	JSTRIA		
3	MINSK	BE	LARUS		
4	BRUSSELS	BE	LGIUM		
5	SOFIA	BL	JLGARIA		
6	ZAGREB	CR			В
7	PRAGUE	Y.		Ŧ	City 🔽
8	COPENHAGEN	2	Vienna		Austria
-	HELSINKI	3	Minsk	-	Belarus
10	PARIS	4	Brussels	-	Belgium
11	LONDON	5	Sofia	-	Bulgaria
	ATHENS	6	Zagreb	-	Croatia
_	BUDAPEST	7	Prague	-	Czech republic
	DUBLIN	8	Copenhagen	-	Denmark
	ROME	9	Helsinki		Finland
	LUXEMBOURG	10	Paris	-	France
17	OSLO	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.

	А			В	(c		
1	Company		*	Country 💌	City	-		
2	lexcorp			minsk	belarus			
3	mammoth pictures				belgium			
4	videlectrix				bulgaria			
5	sombra corporation			zagreb	croatia			
6	chasers		1	A	czoch rop		B	C
7	praxis corporation	1	Con			Country		City 🔽
8	fake brothers	2		npany corp		Minsk	•	Belarus
9	mainway toys	3		mmoth Pictures		Brussels		Belgium
10	charles townsend agency	4		electrix		Sofia		Bulgaria
11	the frying dutchman	4		nbra Corporation			Croatia	
12	three waters	5	-	isers	Zagreb		Czech Republic	
13	universal export	7			Prague Copenha		Denmark	
14	acme corp	8		xis Corporation e Brothers		Helsinki	gen	Finland
15	wayne enterprises	8 9				Paris		Finland
16	tip top cafe	-		inway Toys		London		France Great Britian
17	123 warehousing	10 11		rles Townsend Age	ncy	Athens		
-				Frying Dutchman				Greece
		12		ee Waters		Budapes	t	Hungary
		13	-	versal Export		Dublin		Ireland
		14	-	ne Corp		Rome		Italy
		15	-	yne Enterprises		Luxembo	ourg	Luxembourg
		16	· ·	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.

		А	В		С	D	E
1	Compan	y	🔽 City	💌 Country	*		
2	lexcorp		bern	switzerla	and		_
3	mam A	SAP Utilities - Change Ca	ise				
4	videl	d					
5	somb	 Change the text in selec 	ted cells to:				
6	chase	C lowercase					
7	praxi						
8	fake l	C tOGGLE cASE					
9	main	C Sentence case. (First	letter of each sente	nce in unpercase)			
10	charle						
	the fr	C Glossary case (first le	tter of each sentend	e in lowercase)			
	three	Capitalize Each Word					
	unive	Make first letter of	each word upperca	se, and the rest of th	e word lower	case.	
14	acme	Any of the following d	naracters (in additio	n to a space) indicates	s that a new v	vord starts:	
	wayn tip to						
17	omni	(***[<-					
	data s						
	allied	Options					
	trans	Preserve all capitalize	d text				
21	exter	(useful in converting g	lossaries with acron	iyms)			
22	nordy	Preserve the following	words (separated l	by a comma):	S	ort	
23	unite	3D, B.V., BV, CD, DE, DJ	, DVD, EN, ES, EUR	, Excel, FBI, FR, HP, i	Mac, iPad, iPo	d, iPhone	
24	barry	N.V., NL, NV, USD, IBM					
25	thrift]					
26	sto pl						
27	lutho	Cancel			1	ОК	
28	zevo					2.	
_		ina burger	Drusseis	peigium			
30	moes ta	vern	sofia	bulgaria			

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.

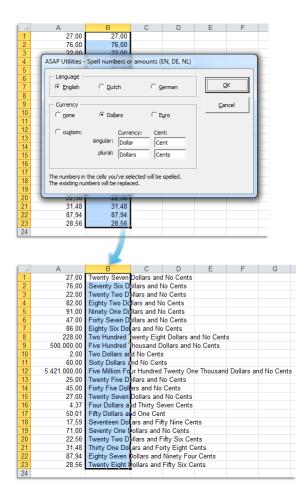
This utility replaces the numbers in your selection with the written numbers.

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.

В С D G A B C JANUARY 23 11 JANUARY 24 11 JANUARY 24 11 JANUAR ASAP Utilities - Convert/recognize dates JANUAR Date format in selected cells: JANUAR Date format in selected cells: JANUAR Language: English FERRIJA <u>о</u>к ▼ space ▼ yy • • Cancel FEBRUA FEBRUA example (today): January 17 11 Suggest EBRU - Convert to: FEBRUA FEBRUA FEBRUA d • - • mm • -• уууу • --example (today): 17-01-2011 FEBRUA FEBRUA FEBRUA FEBRUA FEBRUA ○ Write out dates as text FEBRUA FEBRUA Start Each Word With Upp FEBRU Skip the first row in the selected range (header) FEBRU/ FEBRU/ Example: In your selection, the date 'JANUARY 23 11' becomes '23-01-2011' EBRU EBRU FEBRUARY 20 11

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.

	Α	В	С		Α	В	С
1	ID 🔻	Company 🔽	Country 🗾 💌	1	ID 🔻	Company	 Country
2	527	Luthorcorp	Austria	2	527	Luthorcorp	Austria
3	501	Lexcorp	Belarus	3	501	Lexcorp	Belarus
4	528	Zevo Toys	Belarus	4	528	Zevo Toys	Belarus
5	502	Mammoth Pictures	Belgium	5	502	Mammoth Pictures	Belgium
6	529	Big Kahuna Burger	Belgium	6	529	Big Kahuna Burger	Belgium
7	503	Videlectrix	Bulgaria	7	503	Videlectrix	Bulgaria
8	530	Moes Tavern	Bulgaria	8	530	Moes Tavern	Bulgaria
9	504	Sombra Corporation	Croatia	9	504	Sombra Corporation	Croatia
10	531	Qwerty Logistics	Croatia	10	531	Qwerty Logistics	Croatia
11	505	Chasers	Czech Republic	11	505	Chasers	Czech Repu
12	532	Spade And Archer	Czech Republic	12	532	Spade And Archer	Czech Repu
13	506	Praxis Corporation	Denmark	13	506	Praxis Corporation	Denmark
14	533	Acme, Inc.	Denmark	14	533	Acme, Inc.	Denmark
15	507	Fake Brothers	Finland	15	507	Fake Brothers	Finland
16	534	Demo Company	Finland	16	534	Demo Company	Finland
17	508	Mainway Toys	France	17	508	Mainway Toys	France
18	535	Big T Burgers And Fries	France	18	535	Big T Burgers And Fries	France
19	509	Charles Townsend Agency	Great Britian	19	509	Charles Townsend Agency	Great Britia
20	536	Gringotts	Great Britian	20	536	Gringotts	Great Britia
21	510	The Frying Dutchman	Greece	21	510	The Frying Dutchman	Greece
22	537	Input, Inc.	Greece	22	537	Input, Inc.	Greece
23	511	Three Waters	Hungary	23	511	Three Waters	Hungary
24	538	Megadodo Publications	Hungary	24	538	Megadodo Publications	Hungary
25	512	Universal Export	Ireland	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



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

🕅 🖬 🔊 - (° -	-		0	087 - Delete leading, trailing and excessive spaces.xls [Compat
File Home	Insert Page Layout	Formulas Da	ta	Review View ASAP Utilities
	Sheets 👻 🏢	Columns & Rows *	10 N	lumbers & Dates 🔹 🏂 Web 👻 🛛 🎽 Import 👻 😭 ASAF
		Objects & Comments	AT	ext 🔹 🚯 Information 👻 🛃 Export 🔹 🕨 Find
My favorite Vision		Format *	R	1. Insert before and/or after each cell in your selection
Favorites		Time sa		2. Change to UPPERcase
B2	▼ (n fx	Marigold Avenue		
	-		n.	3. Change to lowercase
A A	B	CITY	Α	4. Start first word with Uppercase
2 Company D	Marigold Avenue 43	Dublin	Aa	5. <u>M</u> ake first character Uppercase, the rest lowercase
3 Company K	Raymond Street 85	Dublin	Α	6. Start Each Word With Uppercase
4 Company J	Moyle Road 158	Dublin	" \$ 5"	7. Spell/write out numbers or amounts (EN, DE, NL)
5 Company B	Eccles Street 25	London	-	
6 Company C	Benson Street 34	London	5	8. Convert/recognize dates
7 Company Q	Céide Le Fanu 43	London	**	9. Delete leading and trailing spaces
8 Company F 9 Company H	Balfe Street 6 Mespil Road 46	Amsterdam New York	++	10. Delete leading, trailing and excessive spaces
10 Company A	Lennox Street 141	New York	x	11. Advanced character remove or replace
11 Company E	McDowell Avenue 23		-	
12 Company I	Glenaulin Park 83	New York	Ω	12. <u>R</u> eplace accented characters (á, ë, ñ etc.)
13 Company N	Duke Street 23	New York	Α	13. Delete all text characters (a-z) in selected cells
14 Company P	Rathdown Villas 56	Prague	1	14. Delete all <u>n</u> umbers in selection
15 Company G	Crinan Strand 93	Minsk	ll₽	15. Remove ending carriage return (alt+enter character)
16 Company M 17 Company L	Bunting Road 6 Merton Road 18	Copenhagen Luxembourg		16. Delete number of leading characters
18 Company O	Garville Road 22	Vienna		17. Delete number of ending characters
19	Carvine Road 22	vicilia		
20			4	 Delete all after a given number of characters
21			x	19. Make last character superscript
22			x,	20. <u>M</u> ake last character subscript
23			2	21. Reverse text in selected cells
24			-	
25				
20				

Example screenshot: 3 After

- 4	A	В	C	D	E
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				-	
20					

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.

	A	B	C	D	E	F	G	н	1 I -	J	K		L
1	Rank	Metropol itan	Country	Continen t	Official populati on	Year							
2		1 <u>Tokyo</u>	Japan	<u>Asia</u>	<u>37,832,89</u> <u>2</u>	2016							
3		2 <u>Shanghai</u>	<u>China</u>	Asia 4	ASAP Utilities	- Clean data	and forma	ting				×	:
4		3 <u>Jakarta</u>	alonesi	Asia	In selected r	ange: A1:F10	01		Apply stap	lard font size			1
5		4 <u>Delhi</u>	India	Asia	✓ Trim space	es		1	No <u>w</u> rap-te	xt			
6		5 <u>Seoul</u>	<u>uth</u> Korea	Asia	Remove a				Fi <u>x</u> (text)nu Autofit colu			_	
7		6 Guangzh ou	China	Asia	Remove a			~	Maximum wi Autofit row				
8		7 Beijing	<u>China</u>	Asia	Apply sta	ndard font			Maximum he	eight:			
9		B <u>Manila</u>	es es	Asia		sheet: Before all objects/ima	nes						1
10		Shenzhe n	<u>China</u>	Asia		1	1		1	1	(r		
11	1	0 Mexico City	Mexico	North America	<u>C</u> ancel		All	Invert	Non	e	Q	ĸ	
12	1	1 <u>São</u> Paulo	Brazil	South America	<u>21,242,93</u> 9	2016							
12	1		Brazil			2016			D	E		F	
12		Paulo	Brazil						-	E Official po	pulation	-	
	A	1 Paulo Met	Brazil	America		С			-	Official po	pulation 7,832,892	Year	
1	A Rank 1 To	1 Paulo Met	Brazil	America	9	С		Con	-	Official po 37		Year 2016	
1 2	A Rank 1 To	1 <u>Paulo</u> Met kyo anghai	Brazil	America	9 Japan	С		Con Asia	-	Official po 37 34	,832,892	Year 2016 2015	
1 2 3	A Rank 1 To 2 Sh	Met kyo anghai tarta	Brazil	America	9 Japan China	С		Con Asia Asia	-	Official pop 37 34 31	,832,892 ,865,252	Year 2016 2015 2015	
1 2 3 4	A Rank 1 To 2 Sh 3 Jal	Met kyo anghai carta Ihi	Brazil	America	2 Japan China Indonesia	C Country		Con Asia Asia Asia	-	Official po 37 34 31 26	,832,892 ,865,252 ,689,592	Year 2016 2015 2015 2011	
1 2 3 4 5	A Rank 1 To 2 Sh 3 Jal 4 De 5 Se	Met kyo anghai carta Ihi	Brazil	America	2 Japan China Indonesia Indonesia	C Country		Con Asia Asia Asia Asia	-	Official po 37 34 31 26 25	,832,892 ,865,252 ,689,592 ,454,000	Year 2016 2015 2015 2011 2016	
1 2 3 4 5 6	A Rank 1 To 2 Sh 3 Jal 4 De 5 Se	Met Paulo Met kyo anghai carta Ihi oul angzhou	Brazil	America	9 Japan China Indonesia India South Korea	C Country		Con Asia Asia Asia Asia Asia Asia	-	Official pop 37 34 31 26 25 25	7,832,892 1,865,252 1,689,592 1,454,000 1,514,000	Year 2016 2015 2015 2011 2016 2015	
1 2 3 4 5 6 7	A Rank 1 To 2 Sh 3 Jal 4 De 5 Se 6 Gu	Met kyo anghai arta lhi oul angzhou ijing	Brazil	America	9 Japan China Indonesia India South Korea China	C Country		Con Asia Asia Asia Asia Asia Asia Asia	-	Official pop 37 34 31 26 25 25 25 25	7,832,892 1,865,252 1,689,592 1,454,000 1,514,000 1,000,000	Year 2016 2015 2015 2011 2016 2015 2015	
1 2 3 4 5 6 7 8 9 10	A Rank 1 1 To 2 Sh 3 Jal 4 De 5 Se 6 Gu 7 Be 8 Ma 9 Sh	Met kyo anghai arta lhi oul angzhou ijing inila enzhen	Brazil	America	9 Japan China Indonesia India South Korea China China Philippines China	C Country		Asia Asia Asia Asia Asia Asia Asia Asia	tinent	Official po 37 34 31 26 25 25 24 24 24 23	7,832,892 1,865,252 1,689,592 1,454,000 1,514,000 1,900,000 1,900,000 1,650,000 1,300,000	Year 2016 2015 2015 2011 2016 2015 2015 2018 2018	
1 2 3 4 5 6 7 8 9 10 11	A Rank 1 1 To 2 Sh 3 Jai 4 De 5 Se 6 Gu 7 Be 8 Ma 9 Sh 10 Me	Met kyo anghai tarta angzhou lijing inila enzhen exico City	Brazil	America	2 Japan China India South Korea China China Philippines China Mexico	C Country		Con Asia Asia Asia Asia Asia Asia Asia Asia	America	Official pop 37 34 31 26 25 25 25 24 24 24 24 23 21	7,832,892 1,865,252 ,689,592 5,454,000 5,514,000 5,000,000 1,900,000 1,650,000 3,300,000 ,650,668	Year 2016 2015 2015 2011 2016 2015 2015 2018 2015 2017	
1 2 3 4 5 6 7 8 9 10 11 11	A Rank 1 To 2 Sh 3 Jai 4 De 5 Se 6 Gu 7 Be 8 Mi 9 Sh 10 Mi 11 Sã	Met kyo anghai carta hli oul angzhou ijing unila enzhen enzhen enzhen enzhen	Brazil		2 Japan China Indonesia India South Korea China China Philippines China Mexico Brazil	C Country		Con Asia Asia Asia Asia Asia Asia Asia Asia	tinent	Official po 37 34 31 26 25 25 25 24 24 24 23 21 21	,832,892 ,865,252 ,689,592 ,544,000 ,514,000 ,000,000 ,900,000 ,650,000 ,650,668 ,242,939	Year 2016 2015 2015 2011 2016 2015 2018 2018 2017 2017	
1 2 3 4 5 6 7 8 9 10 11 11 12 13	A Rank 1 To 2 Sh 3 Jak 4 De 5 Se 6 Gu 7 Be 8 Ma 9 Sh 10 Mk 11 Sä 12 Lag	Met kyo anghai arata lhi oul angzhou ijing unila enzhen exico City o Paulo 305	Brazil	America J J C C C C C C C C C C C C C	2 Japan China Indonesia India South Korea China China China Mexico Brazil Nigeria	C Country		Con Asia Asia Asia Asia Asia Asia Asia Asia	America	Official pop 37 34 31 26 25 25 25 24 24 24 23 21 21 21 21	,832,892 ,865,252 ,689,592 ,454,000 ,514,000 ,000,000 ,500,000 ,550,608 ,242,939 ,000,000	Year 2016 2015 2011 2016 2016 2015 2018 2018 2017 2016 2014	
1 2 3 4 5 6 7 8 9 10 11 12 13 14	A Rank 1 To 2 Sh 3 Jai 4 De 5 Se 6 Gu 7 Be 8 Mia 9 Sh 10 Ma 11 Sã 12 Laj 13 Mia	Met kyo anghai arta lhi oul angzhou ijing unlla enzhen exico City o Paulo gos umbai	Brazil	America 	2 Japan Indonesia India South Korea China China China Philippines China Mexico Brazil Nigeria India	C Country		Con Asia Asia Asia Asia Asia Asia Asia Asia	America	Official pop 37 34 31 26 25 25 25 24 24 24 24 23 21 21 21 21 21 21 21	,832,892 ,865,252 ,689,592 ,454,000 ,514,000 ,000,000 ,500,000 ,500,000 ,500,668 ,242,939 ,000,000 ,748,395	Year 2016 2015 2015 2016 2016 2015 2018 2018 2017 2016 2014 2014	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	A Rank 1 To 2 Sh 3 Jal 4 De 5 Se 6 Gu 7 Be 8 Ma 9 Sh 10 Me 11 Să 12 Jaj 13 Mu 14 Ca	Met kyo anghai arta lhi oul angzhou ijing enzhen exico City o Paulo gos mmbai	B ropolitan		9 Japan China Indonesia India South Korea China China Mexico Brazil Nigeria India Egypt	C Country		Con Asia Asia Asia Asia Asia Asia Asia North South Africa Asia Asia	America	Official pop 37 34 31 26 25 25 25 24 24 24 24 23 21 21 21 21 21 22 20 20 20 20	,832,892 ,865,252 ,689,592 ,454,000 ,514,000 ,500,000 ,550,000 ,650,668 ,242,939 ,000,000 ,748,395 ,500,000	Year 2016 2015 2011 2016 2015 2015 2018 2017 2016 2017 2016 2014 2011	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	A Rank 1 To 2 Sh 3 Jal 4 De 5 Se 6 Gu 7 Be 8 Mi 9 Sh 10 Me 11 Sã 12 Laj 13 Me 14 Ca 15 Ne	Met kyo anghai sarta hli oul angzhou ijing enzhen exico City o Paulo gos imbai iro w York City	B		Japan China Indonesia India South Korea China China China China Phillippines China China Phillippines China Chi	C Country		Con Asia Asia Asia Asia Asia Asia Asia Asia	America	Official pop 37 34 31 26 25 25 25 24 24 24 24 24 23 21 21 21 21 21 22 20 20 20 20	,832,892 ,865,252 ,689,592 ,454,000 ,514,000 ,500,000 ,550,000 ,650,668 ,242,939 ,000,000 ,748,395 ,500,000 ,320,876	Year 2016 2015 2011 2016 2015 2015 2018 2018 2017 2016 2014 2011 2012 2012	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	A Rank 1 To 2 Sh 3 Jal 4 De 5 Se 6 Gu 7 Be 8 Mi 9 Sh 10 Me 11 Sã 12 Laj 13 Me 14 Ca 15 Ne	Met kyo anghai iarta Ihi oul angzhou ijing enzhen exico City o Paulo gos imbai iro w York City ihanshin (K	B	America	9 Japan China Indonesia India South Korea China China Mexico Brazil Nigeria India Egypt	C Country		Con Asia Asia Asia Asia Asia Asia Asia North South Africa Asia Asia	America	Official pop 37 34 31 26 25 25 24 24 24 24 24 24 21 21 21 21 20 20 20 20 20 20 21 5 21 5	,832,892 ,865,252 ,689,592 ,454,000 ,514,000 ,500,000 ,550,000 ,650,668 ,242,939 ,000,000 ,748,395 ,500,000	Year 2016 2015 2011 2016 2016 2015 2015 2018 2017 2016 2014 2014 2011 2012 2017 2017	

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

full = muc			tes for spec	ial characte	? and ~* to find t rs: riage return (ASC			acter	
Search for					Replace	with:			
2012					2013				Eind all
	place in: orksheet				Search		By Rows	•	Close
	ent work				Look in:		Values	•	Replace
	ge (A1:K				□ <u>M</u> ato	h Case h entire cell c	ontents		Replace All
Select a ro	w to jum	p to the fi	ound cell:		Results f	ound:	1	.8	Fold out >>
Sheet	Cell	Value	Formula	Display	Action				
01 01 02 02 02 03 03 03 03 04	N2 Y22 N48 N2 Y22 N48 N2 Y22 N48 N2	2012 2012 2012 2012 2012 2012 2012 2012		2012 2012 2012 2012 2012 2012 2012 2012					

Example screenshot: 2

earch for:	Replace with:		
Press ALT+ENTER {If}to insert the line break	Press ALT +ENTE	R to insert the line break	Eind all
Find/replace in:	Search	By Rows 💌	Close
All worksheets	Look in:	Values 💌	Dealass
C Current worksheet	Match Case		Replace
C Range (N2;Y22;N48)	Match entire	cell contents	Replace All
			Fold out >>
elect a row to jump to the found cell:	Results found:		

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

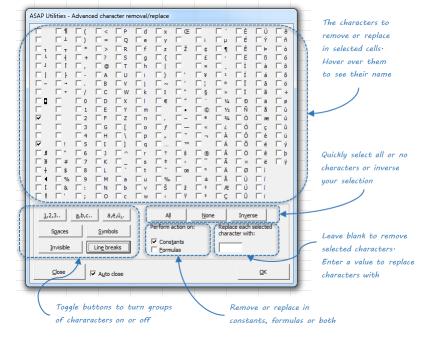
Several buttons allow you to quickly select or deselect certain characters.

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



	+ -> - + + -? - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - <th>f z Ž g f z h l l i l i<th>$\label{eq:constraint} \begin{bmatrix} c & c & e \\ c & c & c \\ c & c \\ c & c \\ c & c & c$</th><th>Ге́ Ге́ Ге́</th><th>ò ô õ ů ů ů ý</th></th>	f z Ž g f z h l l i l i <th>$\label{eq:constraint} \begin{bmatrix} c & c & e \\ c & c & c \\ c & c \\ c & c \\ c & c & c$</th> <th>Ге́ Ге́ Ге́</th> <th>ò ô õ ů ů ů ý</th>	$\label{eq:constraint} \begin{bmatrix} c & c & e \\ c & c & c \\ c & c \\ c & c \\ c & c & c$	Ге́ Ге́	ò ô õ ů ů ů ý
<u>1,2,3</u> Spaces Invisible	<u>a</u> ,b,c <u>ä,ë,ú.</u> . <u>Symbols</u>	All Perform action of Constants Formulas		In <u>v</u> erse ace each selected acter with:	

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.

eplace		with	replace		with	replace		with
áààäãååäāqããặåàạçã	*	а	តិកំពុត័/ពព្វកុព្ថក្រហក្	*	n	889999999999999999999999	, »	a
២ ឆ្ ឆ្ ឆ	*	b	ó ò ô ö õ õ õ õ õ õ õ õ õ õ õ õ ö ö ö	*	0	F	*	β
ćĉċčçĉģe	»	c	ρ́ ṗ ρ̃	*	р	333333333	*	3
q, q q q q q q q q q q	»	d	đ	*	q		*	η
éèêĕĕĕĕçèềẽççėçếễế	»	e	ftffttt	»	r	זהרד ה "רוורדווו"ו"דררדוו	*	1
ŕ	»	f	\$\$\$\$\$\$\$\$\$	»	s	ó ó ö ö ö ö ö ó ó	*	0
ĝġģģġş	»	g	ţťŧţiţ <u>t</u> ti	»	t	¢¢¢¢	*	ρ
հենդիին	»	h	ບໍ່ນໍ່ນິນິນໍມີມີມີມີມີມີມີມີມີມີມີມີມີ	»	u	tít í	»	т
()))))))	»	i	Ϋγσ	»	v	000000000000000000000000000000000000000	; »	U
î i i f	»	j	ŵŵẁŵw	»	w		»	ω
ķŕkķķ	»	k	ŶýŸŸŶŶŶŶŶŶYY	»	У		*	
(rici) <u>[[</u>]+++[»	1	× ×	»	x		*	
m, m, m, m,	»	m	źżźź; <u>z</u> zz	*	z		»	
haracter in uppercase. For example when replacing the cha	acti		the lower case character also replace the u th the character 'a', it will replace 'á' with 'a' ::	and	l 'Á' with		oK	

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'.



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'.

4	А	В	1	A	В
1	ID		1	ID	
2	LH66101		2	LH	
3	ELX67564		3	ELX	
4	DM7721		4	DM	
5	V1875		5	v	
6	TK16470		6	тк	
7	IW3914		7	IW	
8	NL9958		8	NL	
9	ZMQL44125		9	ZMQL	
10	UP5078		10	UP	
11	JSNN56146			JSNN	
12	BMNY49626			BMNY	
13	DSV32799			DSV	
14	YFYK85		14	YFYK	
15	VIRQ30921			VIRQ	
16	HTN61039			HTN	
17	WR16756			WR	
18	QW5966			QW	
19	VWDP2407			VWDP	
20	MQ26016			MQ	
21	IT9192			IT	
22	WVB7813			WVB	
	ZGB67789			ZGB	
24	KKP12242			ККР	
25	WUG4159			WUG	
26	HYD47744			HYD	
27	UI3542		27	UI	
28	CF12940		28	CF	
29	NUSB26261			NUSB	
30	FIRI56389			FIRI	
31	EY15761		31	EY	
	J35972		32	J	
33	RQFZ13451			RQFZ	
3/	HWX286		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.

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

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

	А	В	С	D			А	
1	ID .	🕂 Company 📃 🔽			_	1	ID 🧊	Compan
2	AAC41	123 Warehousing				2	41	123 War
З	AAD2333	Wayne Enterprises				3	2333	Wayne E
4	ABD1609	Chasers				4	1609	Chasers
5	ABD726		_			5	726	Acme Co
6	ABE2240	ASAP Utilities	?	×		6	2240	Spade A
7	ACB4294	How many characters at the start of the value	in every cel	ll in your		7	4294	Sto Plair
8	ACC2729	selection would you like to delete?				8	2729	Charles'
9	ADB3498	3				9	3498	Moes Ta
10	ADB554	OK		ancel		10	554	Gringott
11	ADD3048					11	3048	Extensiv
12	ADE345	Mainway Toys				12	345	Mainwa
13	AEB3139	Three Waters				13	3139	Three W
14	AEB628	Springshield				14	628	Springsh
15	AEC1076	Zevo Toys				15	1076	Zevo To
16	AEE30	Barrytron				16	30	Barrytro
17	BAA1138	Praxis Corporation				17	1138	Praxis Co
18	BAE265	Mammoth Pictures				18	265	Mammo
19	BBE2882	Fake Brothers				19	2882	Fake Bro
20	BCC252	Thrift Bank				20	252	Thrift Ba
21	BCC2693	Nordyne Defense Dynamics				21	2693	Nordyne
22	BCD4435	Sombra Corporation				22	4435	Sombra
23	CAA135	Qwerty Logistics				23	135	Qwerty
24	CBC959	Lexcorp				24	959	Lexcorp
25	CBD1413	Omni Consimer Products				25	1413	Omni Co
26	CCD2581	Big T Burgers And Fries				26	2581	Big T Bui
27	CEB596	Big Kahuna Burger				27	596	Big Kahu
28	DBC4792	Megadodo Publications				28	4792	Megado
29	DCC3906	United Fried Chicken				29	3906	United F
30	DCC6002	Blammo				30	6002	Blammo
31	DCD4351	Luthorcorp				31	4351	Luthorco

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.

- 4	A	В	С	D		A	
1	ID 💌	Company 🔽	City 💌	Country	1	ID 💌	Compa
2	224P	Lexcorp	Minsk	Belarus	2	224	Lexcorp
3	148U	Mammoth Pictures	Brussels	Belgium	3	148	Mamm
4	194K	Videlectrix	Sofia	Bulgaria	4	194	Videlec
5	184G	Sombra Corporation	Zagreb	Croatia	5	184	Sombra
6		Chasers	Prague	Czech Republ	6	16	Chaser:
7	57 ASAP Ut	ilities - Delete number of ending	characters	X	7	576	Praxis (
8	13 How mar	ny characters at the end of the valu	e in every cell in your	selection	8	139	Fake Br
9	35 would yo	ou like to delete?			9	351	Mainwa
10	54 1			ian	10	540	Charles
11	18	1	ОК	Cancel	11	182	The Fry
12	89	L		ancei	12	89	Three \
13	135z	oniversai export	Dubiin	Ireianu	13	135	Univers
14	530U	Acme Corp	Rome	Italy	14	530	Acme C
15	259D	Wayne Enterprises	Luxembourg	Luxembourg	15	259	Wayne
16		Tip Top Cafe	Oslo	Norway	16		Тір Тор
17		123 Warehousing	Warsaw	Poland	17	244	123 Wa
18	1851	Omni Consimer Products	Bucharest	Romania	18	185	Omni C
19	47S	Data Systems	Moscow	Russia	19	47	Data Sy
20	1730	Allied Biscuit	Belgrade	Serbia	20	173	Allied E
21	369X	Transworld Consortium	Bratislava	Slovakia	21	369	Transw
22	195D	Extensive Enterprise	Ljubljana	Slovenia	22	195	Extensi
23	11Y	Nordyne Defense Dynamics	Madrid	Spain	23	11	Nordyn
24	279U	United Fried Chicken	Stockholm	Sweden	24	279	United
25	163U	Barrytron	Bern	Switzerland	25	163	Barrytro
26	77V	Thrift Bank	Ankara	Turkey	26	77	Thrift B
27	736T	Sto Plains Holdings	Kiev	Ukraine	27	736	Sto Plai
28	133P	Luthorcorp	Vienna	Austria	28	133	Luthorc
29	96W	Zevo Toys	Minsk	Belarus	29	96	Zevo Tc
30	127C	Big Kahuna Burger	Brussels	Belgium	30	127	Big Kah
31	213J	Moes Tavern	Sofia	Bulgaria	31	213	Moes T
32	156Z	Qwerty Logistics	Zagreb	Croatia	32	156	Qwerty
33	312S	Spade And Archer	Prague	Czech Republ	33	312	Spade /
34	335N	Arme Inc	Conenhagen	Denmark	34	335	Acme I

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.

	А	В	С	D		A	
1	ID 💌	Company 🔽	City 🔽	Country	1	ID 💌	Company
2	1146L	Lexcorp	Minsk	Belarus	2	1146	Lexcorp
3	1033VMWP	Mammoth Pictures	Brussels	Belgium	3	1033	Mammotl
4	1118UH	Videlectrix	Sofia	Bulgaria	4	1118	Videlectr
5	1513YVE	Sombra Corporation	Zagreb	Croatia	5	1513	Sombra C
6	1003RPG	Chasers	Prague	Czech Repub	6	1003	Chasers
7	1614ICLB	Praxis Corporation	Copenhagen	Denmark	7	1614	Praxis Co
8	ASAP Utilitie		2	× 1	8	1003	Fake Brot
9	1	and the second se			9	1086	Mainway
10	 After which d every selecte 	haracter number would you like to d	elete the rest of the t	^{ext in} Britian	10	1177	Charles To
11		with 4 the value [this is a test] becor	nes [this].	2	11	1514	The Fryin
12	1 4			Ŋ	12	1069	Three Wa
13	1.	(13	1503	Universal
14	14		OK Cano	el	14	1043	Acme Cor
15	1200100	wayne citterprises	Luxembourg	cuxembourg	15	1206	Wayne Er
16	1126GV	Tip Top Cafe	Oslo	Norway	16	1126	Tip Top Ci
17	1613STQN	123 Warehousing	Warsaw	Poland	17	1613	123 Ware
18	1717MWLD	Omni Consimer Products	Bucharest	Romania	18	1717	Omni Cor
19	1639W	Data Systems	Moscow	Russia	19	1639	Data Syste
20	1200FDXWD	Allied Biscuit	Belgrade	Serbia	20	1200	Allied Bis
21	1149ZE	Transworld Consortium	Bratislava	Slovakia	21	1149	Transwor
22	1045CVPX	Extensive Enterprise	Ljubljana	Slovenia	22	1045	Extensive
23	1149QXV	Nordyne Defense Dynamics	Madrid	Spain	23	1149	Nordyne
24	1167HHT	United Fried Chicken	Stockholm	Sweden	24	1167	United Fr
25	1226RDQBC	Barrytron	Bern	Switzerland	25	1226	Barrytron
26	1684HFX	Thrift Bank	Ankara	Turkey	26	1684	Thrift Ban
27	1385IAEI	Sto Plains Holdings	Kiev	Ukraine	27	1385	Sto Plains
28	1105IGCP	Luthorcorp	Vienna	Austria	28	1105	Luthorcor
29	1496XSN	Zevo Toys	Minsk	Belarus	29	1496	Zevo Toy:
30	1467AGC	Big Kahuna Burger	Brussels	Belgium	30	1467	Big Kahur
31	1353JVH	Moes Tavern	Sofia	Bulgaria	31	1353	Moes Tav
32	1243YEHU	Qwerty Logistics	Zagreb	Croatia	32	1243	Qwerty Lo
33	1185WJ	Spade And Archer	Prague	Czech Repub	33	1185	Spade An
34	1192ITI	Acme Inc	Conenhagen	Denmark	34	1192	Arme Inr

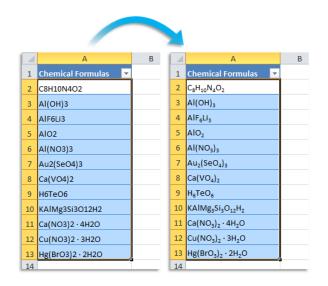
Example screenshot: Keep the first characters

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 C₈H₁₀N₄O₂, Al(OH)₃, AlF₆Li₃, AlO₂, Al(NO₃)₃, Au₂(SeO₄)₃, Ca(VO₄)₂, H₆TeO₆, KAlMg₃Si₃O₁₂H₂, Ca(NO₃)₂ · 4H₂O, etc.

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



23 Make last character superscript

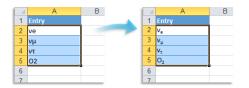
This utility makes the last character superscript in your selected cells.

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

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

24 Make last character subscript

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



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		A
1	Example	1	Example
2	Wow	2	woW
3	Excel is Excellent	3	tnellecxE si lecxE
4	1002	4	2001
5	abcdefghijklmnopqrstuvwxyz	5	zyxwvutsrqponmlkjihgfedcba
6	ASAP Utilities	6	seitilitU PASA
7	123456789	7	987654321
8	100	8	001
9		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.

	А	В	с	D	E	F	G		A	В
1	Montgomery, Alabama							1	Alabama, Montgomery	1
2	Juneau, Alaska							2	Alaska, Juneau	
3	Phoenix, Arizona							3	Arizona, Phoenix	
4	Little Rock, Arkansas							4	Arkansas, Little Rock	
5	Sacramento, California							5	California, Sacramento	
6	Denver, Colorado							6	Colorado, Denver	
7	Hartford, Connecticut							7	Connecticut, Hartford	
8	Dover, Delaware							8	Delaware, Dover	
9	Tallahassee ASAP Utilities - S	ort values in	side each c	ell in selectio	n	×		9	Florida, Tallahassee	
10	Atlanta, Ge							10	Georgia, Atlanta	
11	Honolulu, F 1. The values w	thin each cell						11	Hawaii, Honolulu	
12	Boise, Idah C Space		C Semic	olon				12	Idaho, Boise	
13	Springfield Comma		C Line b	oreak (Alt+Ent	er)			13	Illinois, Springfield	
14	Indianapoli 📀 Comma + Spi	ace	C Other	r: 🔽				14	Indiana, Indianapolis	
15	Des Moine:							15	Iowa, Des Moines	
16	Topeka, Kai 👝 2. Order ———							16	Kansas, Topeka	
17	Frankfort, K C Ascending (A	to 7)						17	Kentucky, Frankfort	
18	Baton Roug							18	Louisiana, Baton Rouge	
19	Augusta, M							19	Maine, Augusta	
20	Annapolis, Reverse orde	r						20	Maryland, Annapolis	
21	Boston, Ma							21	Massachusetts, Boston	
22	Lansing, Mi	1			01			22	Michigan, Lansing	
23	St. Paul, Mi				<u></u> K			23	Minnesota, St. Paul	
	Jackson, Mississippi							24	Mississippi, Jackson	
25	Jefferson City, Missouri							25	Missouri, Jefferson City	
26	Helena, Montana							26	Montana, Helena	
27	Lincoln, Nebraska							27	Nebraska, Lincoln	
28	Carson City, Nevada							28	Nevada, Carson City	
29	Concord, New Hampshire							29	New Hampshire, Concord	
30	Trenton, New Jersey							30	New Jersey, Trenton	
31	Santa Fe, New Mexico							31	New Mexico, Santa Fe	
32	Albany, New York								New York, Albany	
33	Raleigh, North Carolina								North Carolina, Raleigh	
34	Bismarck, North Dakota								North Dakota, Bismarck	
35	Columbus, Ohio								Ohio, Columbus	
36	Oklahoma City, Oklahoma							36	Oklahoma, Oklahoma City	

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.

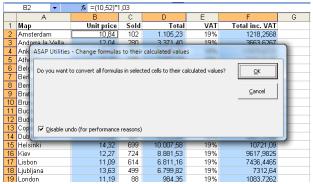
Normally the utility changes the formulas to their calculated values in both visible and hidden cells. If you have selected cells in a filtered list only the visible cells are changed.

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.

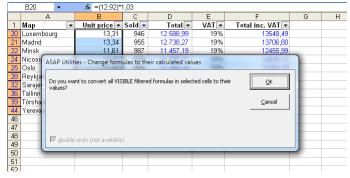
This can be useful, for example if you want to speed up the calculation of your workbook or if you don't want someone to see the underlying formulas you used if you give the workbook to somebody else.

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.

X	, 19 -	(°" ~ ,	7			0101	L - Apply for	mula - calcul	lation to sele	ected cells -	Microsoft Excel
Fil	le i	lome	Insert	Pag	e Layout	Formulas	Data	Review	View A	ASAP Utilities	5
-	3	2	3	Shee		lumns & Rov ijects & Comi		Numbers & D Text *	214	Veb • nformation •	import •
My fa	avorite	Vision	Select	-	_						
		Control	*	🚅 Fill 🔻	i Fo			Formulas *	E F	ile & System	▼ Start ▼
Fav	orites					1	ime saving to	ools			
	B3		-	0	<i>f</i> _x 41						
	А	В		С	D	E	F	G	H		J
1		amo	unt								
	site		M1				-		MZ	INIC	
3	Α		41	ASAP L	Itilities - A	pply formula	/calculation			70	
4	В		27	While	nalvina tha	calculation a	formula will be	built second	the original	23	
5	С		69		a or value ir		Tormula will be	e built arounu	ule original	78	
6	D		29							C	
7	E		35			u have a cell w ila '/24' then ti					
8	F		83	2)/24.		la /24 then t	ne new tormu	a in the cell b	ecomes =(12		
9	G		16							1	
10	H		51	There	are many fo '*C33'.	ormulas you ca	an enter such	as for exampl	e '/1000', '+4		
11			44			formulas will b	e remembere	d for re-use.		70	
12	J		89							60	
13	K		64	*10	00					55	
14	L		37	1 1 10	00					/4	
15	M	-	73		.				(
16 17	N		61	<u> </u>	lose	Skip hidde	in rows and co	olumns	<u>O</u> K	29	
17	P		100 43			_				93	
10	0	-	43 22	64	5						
20	R		17	16	5						
20	S		81	38	2						
22	T		31	98	_	5 40 6 37					
22	- i		27	100	7						
24	v		40	32	1						
24	Ŵ		24	37	8						

Example screenshot: 1 Perform a quick calculation in selected cells

Example screenshot: 2 The result

XII	- - -	(24 +] -			0101 -	Apply formu	ıla - calculat	tion to select	ed cells - M	icrosoft Exc			
		Home Inse	rt Pagel	Layout F	ormulas				AP Utilities				
	avorite	Vision Select			ns & Rows ។ ts & Commer t र	nts * 🛕 Tex	mbers & Dat t • mulas •	🕵 Info		import Export Fart →			
	/orites	control			Time	e saving tool	s						
	B3		(fx =(41)	*1000		-						
1	~	amount	U III	0	-		0			0			
	site	M1	M2	M3	M4	M5	M6	M7	M8	M9			
3	A	41000	26000	36000	84000	96000	1000	62000	70000	15000			
4	В	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	1	44000	80000	6000	38000	15000	67000	11000	70000	14000			
12	J	89000	78000	73000	22000	78000	75000	61000	60000	53000			
13	ĸ	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	0	100000	41000	6000	7000	69000	67000	14000	36000	63000			
18	Р	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	Т	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.

A	В		С	D	Е	F	G	Н	1	J		А	В	
	t Age	*		_	_	-	-			-	_	Name 🚽		
2 Agustín	48		1								2	Agustín	48	1
3 Aiden	#N/A										3	Aiden	-	
4 Alejandro	21	_									4	Alejandro	21	
5 Alexander	42	ASAF	Utilities -	Custom fo	rmula err	or message					5	Alexander	42	
6 Ali	23			lace in your							6	Ali	23	
7 Andrei	24			ace in your	selection:			<u>O</u> K			7	Andrei	24	
8 Arda	#N/A		#VALUE! #DIV/0!								8	Arda	-	
9 Artem	47		#NAME?					Cano	el		9	Artem	47	
10 Bence	40		#N/A #REF!								10	Bence	40	
11 Benjamín	43		#NUM!								11	Benjamín	43	
12 Daan	#N/A		#NULL!								12	Daan		
13 Daniel	33		Alternative t	ext for the e	error mess	age:		1			13	Daniel	33	
14 Eetu	30					-					14	Eetu	30	
15 Emil	34		A chin evicti	ng ISERROR	0 formula						15		34	
16 Enzo	27			-	-							Enzo	27	
17 Erik	#N/A		ou can make ank to hide		th the alte	rnative error	r message				17	Erik	-	
18 Ethan	#N/A		unix to flide	un en ors.							18	Ethan	-	
19 Francesco	22											Francesco	22	
20 Georgi	37	-										Georgi	37	
21 Georgios	31											Georgios	31	
22 Giorgi	30											Giorgi	30	
23 Hans	42										_	Hans	42	
24 Iker	42											Iker	42	
25 Ivan	34										25	Ivan	34	
26 Jack	21											Jack	21	
27 Jacob	/ #N/A										27	Jacob	-	

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

	B1 👻	<i>f</i> ∗ =Shee	t1!A10				
	A	В	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							
C							

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

	A7 • fx =Sheet1!A10						
	А	В	С				
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							

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.)...

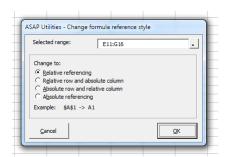
This utility will change the formula reference style in the formulas you your selected cells.

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

	C2	- (0	<i>f</i> _* =A2*u	nit_price*	dollar_to_	euro		
1	A	В	С	D	E	F	G	Н
1	quantity	worth in USD	worth in EUR					
2	236	\$118,000	€ 84,286					
3	263	\$131,500	€ 93,929					
4	105	ASAD Litilities Per	place the range nar	nos usad in	formulaciui	th their cell	rafara	×
5	24	KSAF Oundes - Rep	blace the range has	nes useu in	TOTTIQIAS WI	ui uien cen		
6	93 25 40							
7	25	Do you	want to replace th	e range nan	nes used in t	the formulas	by their	
8		Cell ref	erences on all 1 sel	ected works	heets?			
9	253							
10	260					a r		
11	110					ОК	Cancel	
12	29					_		
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					
	395	\$197,500	€ 141,071					
19 20	333	\$38,000	€ 27 143					

	C2	- (°	=A2*D	efinitions	!\$A\$1*Def	initions!\$	4\$2	
	А	В	С	D	E	F	G	Н
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

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

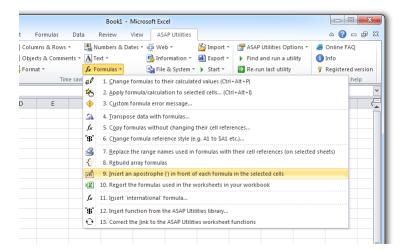
9 Insert an apostrophe (') in front of each formula in the selected cells

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

	А	В	С	D	E	Γ
1	D:\Proje	ects\E	ample.xls			ſ
2	Sheet	Cell	Value	Displayed value	Formula	
3	Start	<u>N1</u>	59	59	=COUNTIF(D:D;3)	
4	Start	<u>Q1</u>	0,98305085	98,3%	=(N1-U1)/N1	
5	Start	<u>T1</u>	0,01694915	0,016949153	=U1/N1	
6	Start	<u>U1</u>	1	1	{=COUNT((D2:D562=3)*(F2:F562="")*(F2:F562))}	
7	Start	02	en-us	en-us	=E2	
8	Start	<u>P2</u>	nl-nl	nl-nl	=F2	
0	Start	14	51011111	51011111	-AAR." "R.DAR." "R.CAR." "R.DA	

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.

f_x A3 D B 1 Random date Random time Random date + time Random date between Random time between 08:00:00 - 17:00:00 2 jan 1, 2000 - jun 28, 2013 3 4 5 ASAP Utilities - Insert "international" formula Insert an "International" formula in all cells in your selection. Many example in books and on the Internet are written in the "International" English notation. With this utility you can insert them without the need to translate them to your local Excel version and regional settings first. Use English formulas, a comma as list separator and the A1 reference style for the formula. 6 7 8 9 10 11 12 Formula to insert in range: A3 13 =RANDBETWEEN(DATE(2000, 1, 1), DATE(2013, 6, 28)) 14 15 🔲 Insert as array formula 16 17 Cancel <u>0</u>K 18 19 20 =ASELECTTUSSEN(DATUM(2000;1;1);DATUM(2013;6;28)) Δ3 **+** (В С D 1 Random time Random date Random date + time Random date between Random time between 08:00:00 - 17:00:00 2 jan 1, 2000 - jun 28, 2013 Aug 12, 2011 3 4 5 6

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.

```
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-asaputilities.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.

- 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
")
```

- 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.

- 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-	49.99	Today's offer is \$49.99	=ASAPREGEXREPLACE(A3,B3,C3)
	9]+			
The appointment is at		10.20	The appointment is at	
15:00	\d{2}\:\d{2}	10:30	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.

- 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

ASAP Utilities - Insert a function from the ASAP Utilities library
Eunction library Remarks on calculation and distribution
Insert the following function into cell A1:
ASAPEXTRACTNUMBERS ASAPFILENAME ASAPFILEPATH ASAPFILEPROPERTIES ASAPFONTCOLORINDEX ASAPFONTCOLORINDEX ASAPFOTCOMMENT
ASAPGETDOMAIN ASAPGETFONTNAME ASAPGETFONTSIZE ASAPGETFORMULAINT ASAPGETHYPERLINK ASAPGETINUBERFORMAT ASAPISBOLD
=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.

Example screenshot: 2 Calculate the sum of cells that have a specific color

	B10	•	fx =A	SAPSUN	BYCE	LCOLC	R(B12:	(17;B12	2)				
	A	В	С	D	E	F	G	H		J	К	L	М
1	««« back	Read th	ie desci	iption of t	his forn	nula on	our web:	site »»x	2				
2	=ASAPSUMBYCELLCOLOR()												
3	Calculates the SUM of the cells that have a certain fill color.												
6	Example 1												
7		Use the ASAPSUMBYCELLCOLOR() formula to sum the values of the yellow cells:											
8 9		We use B10 in the formula to have the formula count the cells with the same cell color as cell B10 Result: Formula used in B9:											
10		497		=ASAPS				2·K17·	B12)				
11		t	\sim	,					2.2,				
12		34	81	75	11	103	88	12	105	20	83		
13		18	73	64	56	41	101	84	28	77	21		
14		92	27	91	58	36	54	45	24	66	68		
15		102	30	15	19	97	71	17	70	33	10		
16		63	40	61	32	8	51	44	67	35	38		
17		55	13	72	4	69	79	3	42	99	9		
18													

Example screenshot: 3 Retrieve the comments

	D8	✓ f _* =ASAPGET	COMMENT(B8)						
	A	B	C D	E F					
1	««« back	Read the description of this formula on our website »»»							
2		=ASAPGETCOMMENT()							
3		Returns the comment-text from Update this when the price changes							
6		Example /							
7		Cells with comment	Comment contents:	Formula used in column D					
8		Test	Update this when the price changes	=ASAPGETCOMMENT(B8)					
9		500	Is this correct?	=ASAPGETCOMMENT(B9)					
10		19%	Verify with Paul	=ASAPGETCOMMENT(B10)					
11		35	Enter your age	=ASAPGETCOMMENT(B11)					
12	1								

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 <u>https://support.microsoft.com/en-us/office/excel-functions-that-return-ranges-or-arrays-7d1970e2-cbaa-4279-b59c-b9dd3900fc69</u>
- Microsoft: Dynamic array formulas and spilled array behavior <u>https://support.microsoft.com/en-us/office/dynamic-array-formulas-and-spilled-array-behavior-205c6b06-03ba-4151-89a1-87a7eb36e531</u>
- Microsoft: Dynamic array formulas vs. legacy CSE array formulas <u>https://support.microsoft.com/en-us/office/dynamic-array-formulas-vs-legacy-cse-array-formulas-ca421f1b-fbb2-4c99-9924-df571bd4f1b4</u>
- Microsoft: Dynamic array formulas in non-dynamic aware Excel <u>https://support.microsoft.com/en-us/office/dynamic-array-formulas-in-non-dynamic-aware-excel-696e164e-306b-4282-ae9d-aa88f5502fa2</u>

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...

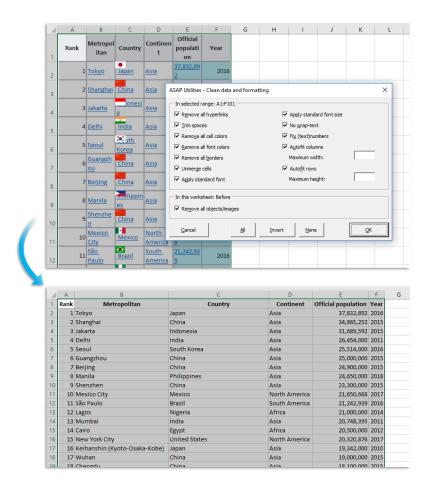
This utility helps you to optimize and clean information that you have copied into Excel.

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

Your last used settings will be remembered.

- apply standard font size
- no wrap-text
- fix (text)numbers
- autofit columns
- autofit rows
- remove all objects/images from your worksheet



2 Remove all HTML tags in the selected cells...

This tool will strip all HTML tags in the selected cells, such as for example
, , , <script>, etc..

Besides removing the tags, you can choose to:

- Keep existing line breaks
- Add line breaks at the end of tags such as
, , </h1> etc..

In addition it will also convert encoded characters such as and & to normal characters.

Descri	ption:	JSB 3.0 is the new standard for super speed Universal Serial Bus	, US
Desc	ASAP Utilities - Re	move HTML tags	າບຄ
Desc	-		US
Desc	Add a linebr	eak at the end of tags such a , , etc.	US
Desc			US
Desc	I <u>P</u> reserve ex	sting line breaks	US
Desc		<u>t</u>	U
Desc	<u>C</u> ancel	<u>o</u> k	US
Desc			U
Descri	ntion: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> >i <hr/> <hr/> <hr/> >i <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <h< td=""><td>ISB 3.0 is the new standard for super speed Universal Serial Bus</td><td>: 119</td></h<>	ISB 3.0 is the new standard for super speed Universal Serial Bus	: 119

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.

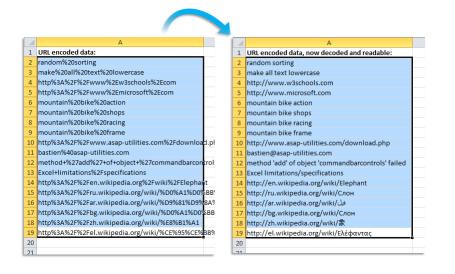
The utility will replace the "+" character with a space and it decodes any %## encoded character in the cells.

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.



4 Extract hyperlinks...

This utility extracts the hyperlink addresses from the selected cells and/or extracts them from all shapes on your worksheet.

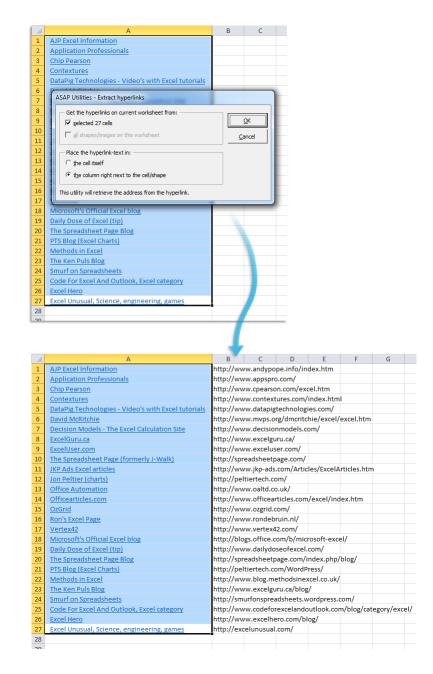
You can choose to insert the address into the cell itself or in the column right next to the cell or shape.

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.

A B C D	A
1 Links to websites:	1 Links to websites:
2 www.andypope.info/index.htm	2 www.andypope.info/index.htm
3 www.appspro.com/	3 www.appspro.com/
4 http://www.cpearson.com/excel.htm	4 http://www.cpearson.com/excel.htm
5 http://www.contextures.com/index.html	5 http://www.contextures.com/index.html
6 ht ACAD UNITATION A structure burger links	6 http://www.datapigtechnologies.com/
7 ht ASAP Utilities - Activate hyperlinks	7 http://www.decisionmodels.com/
8 ht Creates a hyperlink based on the values in selected cells. The cell will then	8 http://www.excelguru.ca/
9 ht contain dickable hyperlinks to for example websites or documents.	9 http://www.exceluser.com/
10 ht	10 http://spreadsheetpage.com/
11 ht Font format	11 http://peltiertech.com/
12 ht C Keep original	12 http://www.oaltd.co.uk/
13 ht	13 http://www.ozgrid.com/
14 w	14 www.rondebruin.nl/
15 w	15 www.vertex42.com/
16 bli Hyperlink type	16 blogs.office.com/b/microsoft-excel/
17 w Use =HYPERLINK() formula	17 www.dailydoseofexcel.com/
18 sp recommended for large datasets and shared workbooks	18 spreadsheetpage.com/index.php/blog/
19 pe (• Regular hyperlink (via the cell properties)	19 peltiertech.com/WordPress/
20 wy	20 www.blog.methodsinexcel.co.uk/
21 w	21 www.excelguru.ca/blog/
22 sn <u>Cancel</u>	22 smurfonspreadsheets.wordpress.com/
23 ex	23 excelunusual.com/
24	24
25 Links to files	25 Links to files
26 C:\Users\Test\Documents\101121.JPG	26 C:\Users\Test\Documents\101121.JPG
27 C:\Users\Test\Documents\133730.JPG	27 C:\Users\Test\Documents\133730.JPG
28 C:\Users\Test\Documents\135006.JPG	28 C:\Users\Test\Documents\135006.JPG
29 C:\Users\Test\Documents\150850.JPG	29 C:\Users\Test\Documents\150850.JPG
30 C:\Users\Test\Documents\122905.JPG	30 C:\Users\Test\Documents\122905.JPG
31 C:\Users\Test\Documents\125233.JPG	31 C:\Users\Test\Documents\125233.JPG
32	32
33 email addresses	33 email addresses
34 support@asap-utilities.com	34 support@asap-utilities.com
35 download@asap-utilities.com	35 download@asap-utilities.com
36	36

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.

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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

	A	В	C	D	F	F	G	Н	_
1	Name 🚽	Age 🔻	- -	_	_				
2	Agustín	48			_				
3	Aiden	31	ASAP Utilitie	es - Fast cal					
4	Alejandro	21	Data ran	ne					
5	Alexander	42	B2:B61	90					
6	Ali	23							
7	Andrei	24	Selected cel	ls:			6	0	
8	Arda	24	Numeric cell	s:			6	0	
9	Artem	47	Text cells:			i		0	
	Bence	40	Blanks:					0	
11		43							
12	Daan	37	Sum:				209		
13	Daniel	33	Average:				34,9	5	
14	Eetu	30	Minimum val	ue:			2	0	
15	Emil	34	Maximum va	lue:			7	2	
	Enzo	27	Duplicates:				4	8	
17	Erik	49	Unique value						
18	Ethan	21						8	
	Francesco	22	Values that	appear only	once:		1	.2	
	Georgi	37	Farmer						
21	Georgios	31	Close		Create a w	orkbook 1	with these results		
22	Giorgi	72							
23	Hans	42	-	_					
_	Iker	42							
	Ivan	34							
	Jack	21							
	Jacob	41							
	Jakub	32							
29	lákun	/15							

Example screenshot: 2

		301001131101. Z					
	A	В	С	D	E	F	G
1	Country	Company 🔽	_		013 💌		
2	Austria	Luthorcorp	2	31	14		
3	Austria	Virtucon	59	30	37		
4	Austria	ASAP Utilities - Fast calculation			42		
5	Belarus				8		
6	Belarus	Data range A2:A121			13		
7	Belgium	A2:A121			17		
8	Belgium	Selected cells:		120	15		
9	Belgium	Numeric cells:			33		
10	Belgium			0	50		
11	Bulgaria	Text cells:		120	47		
12	Bulgaria	Blanks:		0	17		
13	Croatia	Sum:		-	12		
14	Croatia	Average:			17		
15	Croatia	Minimum value:			14		
16	Croatia				36		
17	Croatia	Maximum value:		-	42		
18	Croatia	Duplicates:		120	1		
19	Czech Repub	Unique values:		27	43		
20	Czech Repub	Values that appear only once:		0	20		
21	Denmark	values a lat appear only once.			59		
22	Denmark	7		1	49		
23	Denmark	<u>C</u> lose C <u>r</u> eate a wo	kbook with thes	e results	34		
24	Denmark				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	ρ <u>ι</u> ,	1	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

	А		В	C)	E	F	G
1	Country 🗾 💌	Company		▼ 2011	▼ 2012	▼ 2013	3		
2	Austria	Luthorcorp			2	31	14		
3	Austria	Virtuco			50	20	27	×	D
4	Austria	Forge ASA	AP Utilities - File	and selecti	on info			~	,
5	Belarus	Lexcor							
6	Belarus	Zevo T	Filenam	ne:		C:\Proje	cts\AS	AΡ	
7	Belgium	Initech		\Examples\		and selecti	on info	.xlsx	
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19	Czech Republic	Globo-	Numbe	rs:		357			
20	Czech Republic	Spacel	Active	II.		A2			
21	Denmark	Chaser		n number:		1			
22	Denmark	Spade	Row nu	mber:		2			
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26	Finland	Acme,	Cells:		35				
27	Finland	Genera							
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30	Finland	Demo 🖵		_		-	-	_	<u> </u>
31	Finland	Widget Cor	p		22	51	11		
32	Finland	Strickland F	ropane		8	6	10		
33	France	Mainway T	oys		34	6	4		
34	France	Big T Burge	rs And Fries		42	50	29		
35	France	Klimpys			41	40	20		

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.

X	🚽 19 - C	•	861∓	0265 - Co	py the path a	nd file	name o	of current	t workl	book to c	lipboa	rd.xlsx M	Table Tools) <mark>x</mark>
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_	7	2	3		Columns					& Dates		Veb *	 Import * Export * 	 ASAP Utilities Options * Find and run a utility 	🧔 Online FA	Q
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	A1		- (0	f_{x}	Country							3. <u>C</u> opy t	the path and filen	ame of current workbook to cl	ipboard	
- 21	A	_		В		(C	D		E	P	4. <u>G</u> et th	e page number o	f the active cell		
1	Country	-	Comp	bany	*	2011		2012	▼ 201	3 🔻	-	5. Count	and/or color due	olicates in selection		
2	Austria		Lutho	orcorp			2	3	31	14	- 🐻		414	que values in selection		
3	Austria		Virtu	con			59	3	30	37		-				
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5	Rolarue		Lover	m			2		51	8	6	8. Create	a list of all built i	in workbook properties (title a	uthor etc.)	

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.

1	А	В		С	D	E	F	(
1	Country	Company	•	2011 💌	2012 💌	2013 💌		
6697	France	Mainway Toys		34	6	4		
6698	France	Big T Burgers And Fries		42	50	29		
6699	France	Klimpys	_		40			
6700	France	Petro ASAP Utilities - Get th	ASAP Utilities - Get the page number of the active					
6701	Great Britian	Charl	arl					
6702	Great Britian	Gring						
6703	Great Britian	Globo The page	nu	imber of ce	II A6701 is 1	43.		
6704	Great Britian	Taco	04					
6705	Greece	The F						
6706	Greece	Input				OK		
6707	Greece	Foo B					·	
6708	Greece	Cogswell Cogs		9	1	. 11		
6709	Hungary	Three Waters		9	54	1		
6710	Hungary	Megadodo Publications		25	41	52		
6711	Hungary	Mr. Sparkle		47	12	16		
6712	Hungary	Sixty Second Avenue		40	53	1		
6713	Ireland	Universal Export		37	37	46		
671/	Iroland	Initrade		22	2/	55		

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

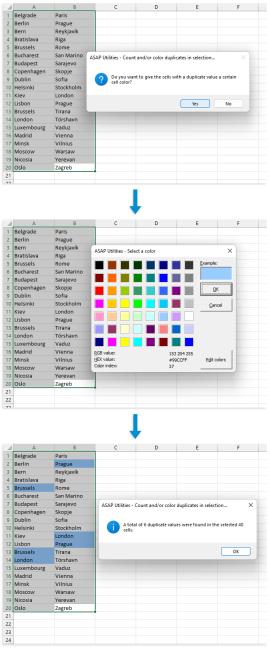
This utility tells you how many duplicate values there are in your selected range. You can choose to paint all duplicate cells with a certain color.

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



	A	В	C	D	E	F		A	В	С	D	E	F
1	Belgrade	Paris					1	Belgrade	Paris				
2	Berlin	Prague					2	Berlin	Prague				
3	Bern	Reykjavík					3	Bern	Reykjavík				
4	Bratislava	Riga					4	Bratislava	Riga				
5	Brussels	Rome					5	Brussels	Rome				
6	Bucharest	San Marino					6	Bucharest	San Marine				
7	Budapest	Sarajevo ASAP	Utilities - Count and/	or color duplicates	in selection	×	7	Budapest	Sarajevo A	SAP Utilities - Count ar	id/or color duplica	tes in selection	×
8	Copenhagen	Skopje					8	Copenhagen	Skopje				
9	Dublin	Sofia	Do you want to g	ive the cells with a c	duplicate value a c	ertain	9	Dublin	Sofia	A total of 6 du	plicate values were	found in the selecter	d 40
10	Helsinki	Stockhol	cell color?				10	Helsinki	Stockholn	cells.			
11	Kiev	London					11	Kiev	London				
12	Lisbon	Prague			N		12	Lisbon	Prague				
13	Brussels	Tirana			Yes	No	13	Brussels	Tirana			C	ж
14	London	Tórshavn					14	London	Tórshavn				
15	Luxembourg	Vaduz					15	Luxembourg	Vaduz				
16	Madrid	Vienna					16	Madrid	Vienna				
17	Minsk	Vilnius					17	Minsk	Vilnius				
18	Moscow	Warsaw					18	Moscow	Warsaw				
19	Nicosia	Yerevan					19	Nicosia	Yerevan				
20	Oslo	Zagreb	l				20	Oslo	Zagreb				
21							21						

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.

	А	В
1	London	Belgrade
2	Berlin	Prague
3	Bern	Reykjavík
4	Bratislava	Riga
5	Paris	Rome
6	Brussels	Paris
7	Budapest	Sarajevo
8	Copenhagen	Skopje
9	Dublin	Sofia
10	Helsinki	Stockholm
11	Kiev	London
12	Lisbon	Prague
13	Brussels	Tirana
14	London	London
15	Luxembourg	Vaduz
16	Madrid	Vienna
17	Minsk	London
18	Moscow	Warsaw
19	Paris	Yerevan
20	Oslo	Zagreb
21	Copenhagen	Moscow
22	Skopje	Vienna
23		

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.

	A		В	С	D	E	F	(
1	City	~	Company 🗾	2011 🎝	2012 💌	2013 💌		
4	Bern		Forge And Foundry	37	10	42		
6	Brussels		Zevo Tovs	20	11	13		~
7	Brussels	ASAP Utilitie	s - Count the different unique va	lues in selec	tion			
10	Copenhagen					[
15	London	Do you wan	t to count the number of different u	nique values ir	i your selecti	on?	<u>о</u> к	
16	London							
17	Luxembourg						Cancel	
18	Madrid							
21	Nicosia							
22	Oslo							
	Prague	I Count in	visible cells only					
	Reykjavík		Acme, Inc.	30	43	42		
28	Rome		Water And Power	11	13	49		
30	Sarajevo		Demo Company	32	8	4		
31	Skopje		Widget Corp	22	51	11		
33	Stockholm		Mainway Toys	34	6	4		
36	Vaduz		Petrox Oil Company	23	55	32		
37	Vienna		Charles Townsend Agency	31	27	35		
			0 /					
39	Warsaw		Globo Gym American Corp	20	21	36		
39 40	Warsaw Yerevan					36 10		
40 41			Globo Gym American Corp	20	21			
	Yerevan		Globo Gym American Corp Taco Grande	20	21 59	10		
40 41	Yerevan		Globo Gym American Corp Taco Grande	20	21 59	10	F	
40 41 42	Yerevan Zagreb		Globo Gym American Corp Taco Grande The Frying Dutchman B	20 18 22 C	21 59 25	10 16	F	(
40 41 42	Yerevan Zagreb A		Globo Gym American Corp Taco Grande The Frying Dutchman B	20 18 22 C	21 59 25 D	10 16 E	F	(

	A		В	С	D	E	F	G
1	City	*	Company 🔤	2011	2012 💌	2013 💌		
4	Bern		Forge And Foundry	37	10	42		
6	Brussels		Zevo Toys	20	11	13		
7	Brussels		Initech	10	15	17		
10	Copenhagen		Big Kahuna Burger	35	40	50		
15	London		Galaxy Corp	32				
16	London	ASAP Utilit	ies - Count the different unique	values in sel	ection 🔜	36		
17	Luxembourg					42		
18	Madrid					1		
21	Nicosia		Your selection contains 19 diff	erent unique	value(s).	59		
22	Oslo					49		
24	Prague					27		
	Reykjavík				ОК	42		
28	Rome					49		
	Sarajevo		Demo Company	32	8	4		
31	Skopje		Widget Corp	22	51	11		
_	Stockholm		Mainway Toys	34	6	4		
36	Vaduz		Petrox Oil Company	23	55	32		
	Vienna		Charles Townsend Agency	31	. 27	35		
39	Warsaw		Globo Gym American Corp	20	21	36		
40	Yerevan		Taco Grande	18	59	10		
41	Zagreb	greb The Frying Dutchman			25	16		
42								

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().

	B2 🔹 🌈 Monarch Playing Card International								
	A		В		С	D	E	F	G
1	City	-	Company	Ŧ	2011 💌	2012 💌	2013 💌		
2	Paris		Monarch Playing Card Ir	59	32	34			
3	Tirana		Big T Burgers And Fries	42	50	29			
4	Vienna		Charles Townsend Ager	31	27	35			
5	Warsaw		Globo Gym American Co	n Gym American Corn 20 21					
6	Zagreb	ASA	P Utilities - Count number o	f cha	racters in se	lected cell	×		
7	Luxembourg								
8	Prague		A 1 1 1						
9	Sofia		The value in your ac	tive o	ell (B2) con	ains 34 chai	racters.		
10	Vaduz								
11	Copenhagen								
12	Moscow						ОК		
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	Dublin Smith And Co.			43	28	47		
22	Stockholm Mainway Toys				24	6	л		

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.).

	А	В
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
	Number of bytes:	
24	Number of lines:	
25	Number of paragraphs:	
26	Number of slides:	
_	Number of notes:	
28	Number of hidden Slides:	
29	Number of multimedia clips:	
	Hyperlink base:	
	Number of characters (with spaces):	
32	Content type:	
33	Content status:	Completed
34	Language:	
35	Document version:	
26		

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

	А	В	С	D	E	Τ
1	D:\Proj	ects\E	ample.xls			
2	Sheet	Cell	Value	Displayed value	Formula	
3	Start	<u>N1</u>	59	59	=COUNTIF(D:D;3)	
4	Start	<u>Q1</u>	0,98305085	98,3%	=(N1-U1)/N1	
5	Start	<u>T1</u>	0,01694915	0,016949153	=U1/N1	
6	Start	<u>U1</u>	1	1	{=COUNT((D2:D562=3)*(F2:F562="")*(F2:F562))}	
7	Start	02	en-us	en-us	=E2	
8	Start	<u>P2</u>	nl-nl	nl-nl	=F2	
٥	Ctort	1.4	51011111	51011111	-AA2." "2.DA2." "2.CA2." "2.DA	

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.

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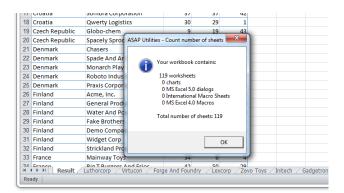
15 Display selection type

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.



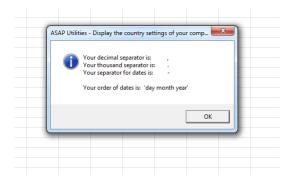
20 Display the country settings of your computer

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	В	С	D	E
1	Title	Active	Name	Full name	Туре
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.

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5.5.15 File & System

Collection of "File and System" tools

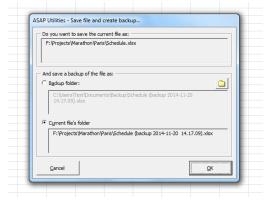
1 Save file and create backup...

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.

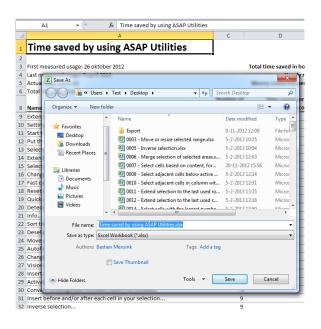
For example if you have a file named "Sales.xls" then the name of the backup copy will be for example "Sales (backup 2012-08-24 15.28.12).xls".

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.

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3 Aiden			31								
4 Alejano			21								
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20 Georg	_	Ŧ	•			-	-			•	
21 Georg	File name	0054	- Sort the data	in rando	m order.xlsx					-	
22 Giorg	Save as type	e: new n	ame (* xlsx)								
23 Hans											
24 Iker	Authors	s: Bastier	n Mensink			Tags: Add	a tag				
25 Ivan											
26 Jack	Hide Folders				т	ools 🔻	Sa	ive	Can	cel	
27 Jacob						-					
28 Jakub		_	15					_	_		
29 Jákup			45								
30 James			37								

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.

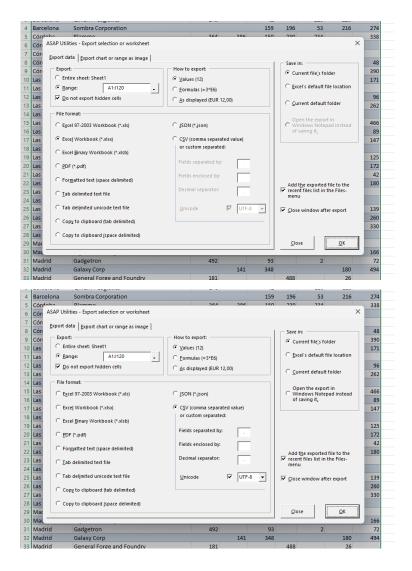
You can also choose to copy the information directly to your clipboard in the following formats:

- 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.

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	nov 2024	91	89	107	1	78	63	153	27			
ſ	dec 2024	1/6	11/	110	9.4	27	79	20	71			
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Example screenshot: 1

Example screenshot: 2

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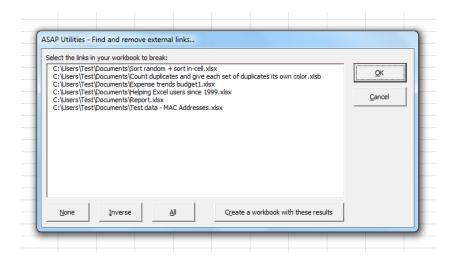
Example screenshot: 3

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24	nov 2024	91	89	107	1	78	63	153	27					
25	dec 2024	146	11/	110	<u>8</u> 4	27	79	20	71					
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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)...

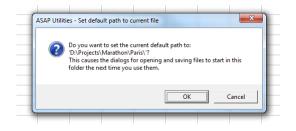
With this utility you can easily change Excel's default file location. This is the folder that Excel uses by default when it opens or saves files.

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

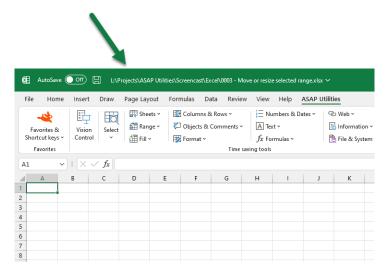
This utility displays both the folder and the name of your workbook in Excel's title bar. An example of when this is useful is when you work on files with similar names but stored in different folders.

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.

Ø.	AutoSave () (no		3 - Move or	resize selec	ted range.xl	a ~					
File	Home	Insert	Draw	Page Lay	out For	mulas D	ata Revie	w View	Help	ASAP U	tilities	
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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.

	Book10
	C:\Users\Test\Desktop\0213 - F11 Toggle Full Screen.xlsx
	C:\Users\Test\Desktop\0003 - Move or resize selected range.xlsx
2	C:\Users\Test\Desktop\0091 - Delete number of leading characters.xlsx
•	C:\Users\Test\Desktop\0168 - Fast calculation on selected cells.xlsx
	C:\Users\Test\Desktop\0198 - Export selection in HTML format.xlsx
•	C:\Users\Test\Desktop\Test-1.xls
	C:\Users\Test\Desktop\0120 - Copy a sheet's page and print settings.xlsb
•	C:\Users\Test\Desktop\Example-1.xlsx
4	C:\Users\Test\Desktop\0061 - Merge column data (join cells).xlsx
2	C:\Users\Test\Desktop\0254 - Insert current time with seconds.xlsx
4	C:\Users\Test\Desktop\0088.xls
4	C:\Users\Test\Desktop\Arrow.xlsx
~ (how full path in file names
	2000

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.

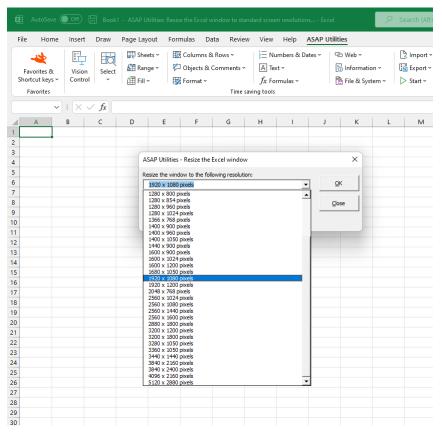
20 Resize the Excel window to standard screen resolutions...

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	В	С	D	E	
1	Title	Active	Name	Full name	Туре	
2	Analysis ToolPak	FALSE	ANALY532.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	
11						

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:

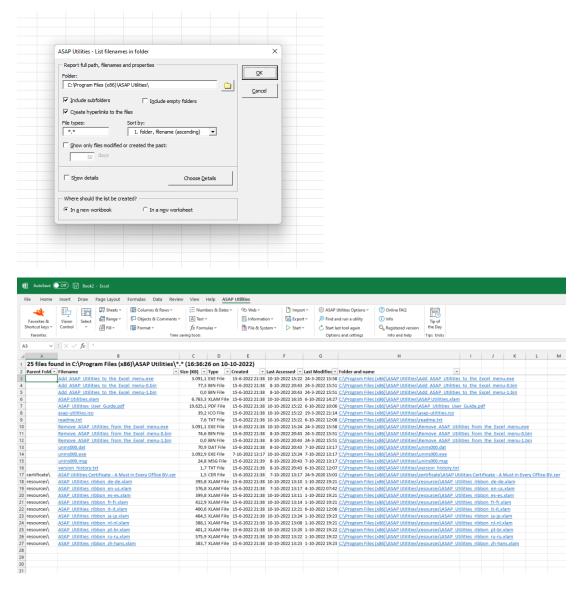
- The folder to be searched.
- Search subfolders.
- Create hyperlinks to the files.
- Show only certain file types. For example to report only Excel files you can enter '*.xl*'.
- Sort the results, for example by filename, foldername, date, etc.
- Show only files modified or created within the past specified 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)

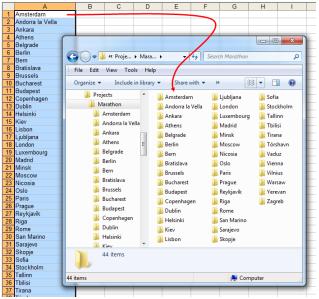
By default you can start this utility with the shortcut Ctrl+Alt+F. Your last used settings will be remembered.



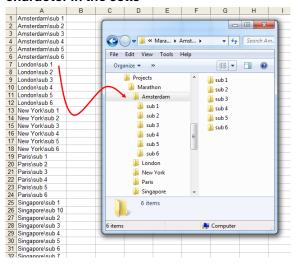
25 Easily create a lot of folders based on the values in selected cells...

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: 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 (|)
 - 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

- exclamation mark (!)
- other: you can specify a custom delimiter
- not separated

Your last used settings will be remembered.

Example screenshot: Import a delimited text file

	elimited) text file	×
How are the fields in th		
C space	C gipe (1)	<u>O</u> K
C tab	C exclamation mark (!)	Cancel
comma (csv)	C other:	
C semicolon (;)	C not separated	Insert imported data starting from
Treat consecutive de	elimiters as one	cell A1
Text qualifier:	•	
Start import at row:	1	
File origin:	Windows (ANSI)	•
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Regional Settings from the setting	om the control panel: D-M-Y	
C Let Excel detect the	format	
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C Tre <u>a</u> t all fields as tex	ct values	
- Settings used to recogr	nize numeric data	
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Options		
AutoFit column width	15	
Remove leading and	trailing spaces	

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: <u>https://en.wikipedia.org/wiki/Vertical_bar</u>

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.

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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		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							
26	539	Initrode	Ireland							
27	513	Acme Corp	Italy							
28	540	Springshield	Italy							
29		Wayne Enterprises	Luxembourg							
30		Blammo	Luxembourg							
31	515	Tip Top Cafe	Norway							
32	516	123 Warehousing	Poland							
33	517	Omni Consimer Products	Romania							
34	518	Data Systems	Russia							
35	519	Allied Biscuit	Serbia							
36		Transworld Consortium	Slovakia							
37		Extensive Enterprise	Slovenia							
38		Nordyne Defense Dynamics								
39	523	United Fried Chicken	Sweden							
40		Barrytron	Switzerland							
41		Thrift Bank	Turkey							
42	526	Sto Plains Holdings	Ukraine							
43										
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46										

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

Import files of type			
	mited	⊂ <u>d</u> BASE	QK
C Text, space delir	nited	C Excel*	Cancel
C Text, tab delimit	ed	C Lotus 123*	
C Text₂ pipe () de		C Quattro Pro*	
C Text file, semico	_	* Only data from the active sheet	
C Text file, delimite	ed by:	acuve sneet	
File origin:	Windows (ANSI)	•	
Treat consecut	ive delimiters as one		
Paste			
	С	Eormulas	
-			_
Start the import	from row:	1 Except the first file	
Import to:			_
C This workbook	A new workbook	sk -	
			_
C Create a new we	orksheet for each file:		
Remove the			
Import page	and print settings		
Merge the data i	nto one new sheet:	2020-2022	
	n column A		

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)
- Туре
- 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

Report full path, filenames and properties										
Folder:										
C:\Program Files (x86)\ASAP Utilities\										
Include subfolders Include empty folders										
✓ Create hyperlinks to the files										
File types: Sort by:										
. 1. folder, filename (ascending)										
Show only files modified or created the past:										
Show details Choose Details										
Where should the list be created?										
Where should the list be created? C In a new worksheet										

Favorites & Con Favorites & Con Favorites A3 ~ : >	ion Select All Range V Objects & Comments	 Numbers & Dates Text ~ fx Formulas ~ t saving tools 	- 🕫 Web -		ort ~ 🔎 Find :	Utilities Options ~	 Online FAQ Info 	Ē					
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	nove ASAP Utilities from the Excel menu.exe	3.091.1 EXE File					s (x86)\ASAP Utilities\R		ities from	the Exce	el menu.e	xe	
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	ns000.exe	3.092.9 EXE File					s (x86)\ASAP Utilities\u						
	ns000.msg	24.8 MSG File					s (x86)\ASAP Utilities\u						
	sion history.txt	1.7 TXT File	15-6-2022 21:38	8-10-2022 20:43	3 6-10-2022 12:0	7 C:\Program File	s (x86)\ASAP Utilities\v	ersion history.txt					
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resources\ ASA	P Utilities ribbon de-de.xlam	395,8 XLAM File	15-6-2022 21:38	10-10-2022 13:10	0 1-10-2022 19:2	1 C:\Program File	s (x86)\ASAP Utilities\re	sources\ASAP_Ut	ilities ribb	on de-de	e.xlam		
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resources\ ASA	VP Utilities ribbon nl-nl.xlam	388,1 XLAM File	15-6-2022 21:38	10-10-2022 13:08	8 1-10-2022 19:2	1 C:\Program File	s (x86)\ASAP Utilities\re	sources\ASAP_Ut	ilities ribb	on nl-nl.	xlam		
resources\ ASA	P Utilities ribbon pt-br.xlam	401,2 XLAM File	15-6-2022 21:38	10-10-2022 13:20	0 1-10-2022 19:2	2 C:\Program File	s (x86)\ASAP Utilities\re	sources\ASAP_Ut	ilities ribb	on pt-br	.xlam		
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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.

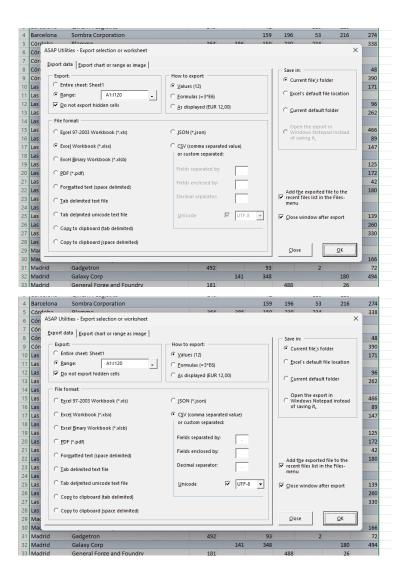
You can also choose to copy the information directly to your clipboard in the following formats:

- 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.

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1	Country Company	2011 2012 2013																																	
2	Austria	2 21 1/																																	
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4	Austr Settings Generated HTML code	Range to export:																																	
5	Belar	Use cell formatting:																																	
6	berai																																		
7		2																																	
8 9	Belgi Border: 1 Cell spacing:	0 V Alignment																																	
9 10	Belgi Align:	Bold, underlined and italic																																	
11	beigi	Cell settings Write each > on a new line																																	
12	Bulga Frame: Bulga Rules:	I I nowrap I Character encoding																																	
13	Creat	Place in empty cells □ No line breaks (blog/forum post)																																	
14	<table class="</th"><th>Detect hyperlinks</th></table>	Detect hyperlinks																																	
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16	Croat <tr dass="</th"><th>and easy to use HIML code</th></tr> <tr><th>17</th><th>Croat</th><th>Eont (if no stylesheet used) The code is copied to your dipboard, so you can easily</th></tr> <tr><th>18</th><th>Croat</th><th>Pont name: Size: paste it into your</th></tr> <tr><th>19</th><th>Czecł Detect column width</th><th>Tahoma 2 document. We assume you know the</th></tr> <tr><th>20</th><th>Czecł Detect row <u>h</u>eight</th><th>How to export: basics of HTML.</th></tr> <tr><th>21</th><th>Denn Align rows:</th><th>C Values (12)</th></tr> <tr><th>22</th><th>Denn Horizontal:</th><th>C Formulas (=3*E6)</th></tr> <tr><th>23</th><th>Denn Vertical:</th><th></th></tr> <tr><th>24 25</th><th>Denn</th><th>QioseQK</th></tr> <tr><th>25</th><th>Denn Finland Acme, inc.</th><th></th></tr> <tr><th>26</th><th>Finland General Products</th><th>4 21 49</th></tr> <tr><th></th><th>Finland Water And Power</th><th>11 13 //9</th></tr>	and easy to use HIML code	17	Croat	Eont (if no stylesheet used) The code is copied to your dipboard, so you can easily	18	Croat	Pont name: Size: paste it into your	19	Czecł Detect column width	Tahoma 2 document. We assume you know the	20	Czecł Detect row <u>h</u> eight	How to export: basics of HTML.	21	Denn Align rows:	C Values (12)	22	Denn Horizontal:	C Formulas (=3*E6)	23	Denn Vertical:		24 25	Denn	QioseQK	25	Denn Finland Acme, inc.		26	Finland General Products	4 21 49		Finland Water And Power	11 13 //9
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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.



4 Export worksheets as separate files...

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

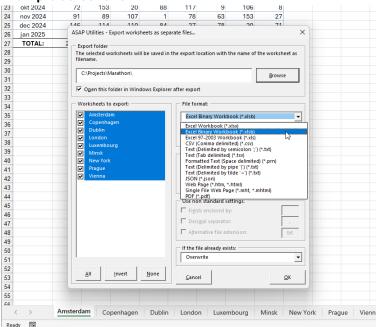
You can choose a folder in which you want the worksheets to be saved.

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

23	okt 2024	72	153	20	88	117	9	106	8				
24	nov 2024	91	89	107	1	78	63	153	27				
25	dec 2024	146	11/	110	8.4	27	79	20	71				
26	jan 2025	ASAP	Jtilities - Exp	ort workshee	ts as separ	ate files				×			
27	TOTAL:	Expe	ort folder										
28		The	elected work	sheets will be	e saved in th	ne export loca	tion with th	e name of th	e workshee	t as			
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32		V C	pen this fold	ler in Windov	s Explorer a	after export							
33													
34			ksheets to ex	port:		File format	t:						
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Example screenshot: 3

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31									Browse					
32		V 0	<u>p</u> en this fold	er in Window	s Explorer	after export								
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Example screenshot: 4

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5 Copy selection as values to clipboard

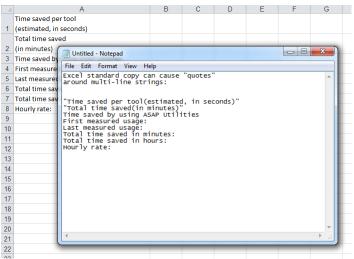
This utility copies the values of the selected cells to your clipboard.

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



F G B C D F Time saved per tool 1 (estimated, in seconds) Total time saved 2 (in minutes) (Untitled - Notepad 3 Time saved by File Edit Format View Help 4 First measure rue com romat view Heip Time saved per tool(estimated, in seconds) Total time saved(in minutes) Time saved by using ASAP utilities First measured usage: Last measured usage: Total time saved in minutes: Total time saved in hours: Hourly rate: 5 Last measured 6 Total time say 7 Total time say 8 Hourly rate: 9 10 11 12 13 14 15 16 17 18 19 20 21

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 photoeditor.

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.

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					0
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+	-	CE	С	±	✓
5	7	8	9	/	%
4	1	5	6	*	1/x
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	(D	•	+	_

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...

Error 1018				
🛕 FATA	L SYSTEM ERRO	R: Press F13 to c	ontinue	
			ОК	

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
 - 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

felleral Fold	ler settings Co <u>n</u> tact information <u>D</u> ebug
General —	
Ask for c	onfirmation before starting certain utilities (recommended)
🔽 Enable u	ndo where available (recommended)
Disab	le undo on a filtered worksheet with more than this number of rows: 25000
✓ Ale	ert me when this occurs
☑ Use the F	F11 key to switch between full screen and normal view
Mouse setti	ings
🔲 Ena <u>b</u> le m	nouse wheel scrolling for dialog boxes
(Addad a	
sometim	per user request. However, due to a bug in certain Excel builds this can cause those Excel builds to es crash with error 35010.) es Menu:
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Example screenshot: 2 Contact information

General Folder settings	Co <u>n</u> ta	act information	Debug					
We can only help you if	you con	municate in E	nglish or Dut	ch.				-
Contact information on o https://www.asap-utilitie								
Information on how to re	eport a t	oug:						
https://www.asap-utilitie			t-bug-report.	ohp				
lf you encounter a proble			and want to d	ontact us, ple	ease provide	the followin	g informati	on.
This allows us to help yo You can copy this inform:			ur email to su	oport@asap-	utilities.com.			
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ASAP Utilities								
	: en-u							
Version Language	: en-u		es - Settings,	anguage and	d contact inf	ormation	×	
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Language Favorites menu path Date start Actual days used Registered version,	: en-u : C:\U : 2023 : 332 licens	i Th	e information	n is now on y	ou clipboard	and can be p		
Language Favorites menu path Date start Actual days used Registered version, Name Organization	: en-u : C:\U : 2023 : 332 licens : Bast : A Mu	i Th	e information	n is now on y	ou clipboard	and can be p	pasted	
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Language Favorites menu path Date start Actual days used Name Organization Number of licenses Order number Excel version Country code Country settings	: en-u : C:\U : 2023 : 332 licens : Bast : A Mu : 1 : 1174 : 365 : 1 : 31	i Th in (16.0.17231)	e information an email to u 64-bit	n is now on y s (support@a	ou clipboard ssap-utilities.	and can be p com).	pasted	-

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...

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4	\mathbb{O}	2. <u>R</u> eload	all install	ed add-ins	(rebuilds the mer	nu) (Ctrl+Alt+I	B)						
4		3. <u>C</u> olor e	each n'th i	row or colu	ımn in selection	(Ctrl+Alt+C)		_	Н	1	J	К	
1		4. <u>D</u> esele	ct cells (Ctrl+Alt+D)								
3	5	5. S <u>e</u> t def	ault path	to current f	file (Ctrl+Alt+E)								
4	R	6. Cre <u>a</u> te	a list of fi	lenames an	nd properties in a	folder (Ctrl+	Alt+F)						
5 6	Ľ,	7. E <u>x</u> port	selection	or active sł	heet as new file	(Ctrl+Alt+G)							
7	ρ	8. <u>F</u> ind ar	nd/or repl	ace in all sh	neets (Ctrl+Alt+	H)							
8 9	ß	9. Apply	formula/c	alculation	to selected cells	(Ctrl+Alt+I)							
10	Ċ	10. S <u>t</u> art th	ne last use	d utility ag	ain (Ctrl+Alt+J)								
11	⊳	11. Exte <u>n</u> d	selection	to the last	used column (Ct	rl+Alt+Shift+R	light Arro	w)					
12 13	Φ	12. Extend	selection	to the last	used row (Ctrl+A	lt+Shift+Dowr	n Arrow)						
14	83	13. <u>M</u> ove	or resize s	elected ran	ge (Ctrl+Alt+M)							
15 16	Ę	14. Add ne	e <u>w</u> worksh	eet (fill in a	a name) (Ctrl+A	lt+N)							
17	Q	15. Select	cells <u>b</u> ase	d on conte	nt, formatting an	d more (Ctrl-	Alt+O)						
18 19	ĥ	16. C <u>h</u> ang	e formula	s to their ca	alculated values (Ctrl+Alt+P)							
20	ΙΞ	17. Quick	numberin	q of selecte	ed cells (Ctrl+Al	t+Q)							
21		18. Reset E											
22 23	P	19. Save fi	le and cre	ate backup	(Ctrl+Alt+S)								
24	Q	20. V <u>i</u> sion	Control	(Ctrl+Shift	+ I)								
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35	Цø	20. Eait yo	ui tavoriti	e tools and	shortcut <u>k</u> eys								
36 37													
38													
39													

Example screenshot: 1 The favorites and shortcuts menu

Example screenshot: 2 Change your favorite utilities and assign your own shortcut

vailable tools:	Your favorite tools:	
Vision Control • Vision Control Favorites & Shorton Livey > Seld Livey Gravorite tools and shorton Select > Select cells based on content, formating and more Select > Move or resize selected range Select > Move or resize selected range Select > Move or resize selected range Select > Select cells Select > Select cells Select > Select adjacent cells hours with the same value Select > Select adjacent cells hours with the same value Select > Select cell selected areas Select > Select cell selected areas Select > Select cell selector down with the same value Select > Select cell selector down with the same value Select > Select cell selector down with the same value Select > Select cell selector down with the same value Select > Select cell selector down with the same value Select > Select cell selector down with the same value Select > Select cell selector down with the same value Select > Select cell selector down with the same value Select > Select cell selector down with the same value Select > Select cells with the ingrest number Select > Select cells with the same value Select > Select cells with the same value Select > Select cells with the same value Select > Select = Worksheet (if in a name) Sheets = namet multiple sheets at once V 2 Diplay submenu name in list	Select adjacent cells in column with the same value Reided al instaled add with (Febulds the menu) Color each n'th row or column in selection Deselect cells Set default path to current file Create all sol of filenames and properties in a folder Export selection or active sheet as new file Find ad/or replace in all sheets Add ≥> Reggove Reggove Reggove Reget to default Reget to default Reget to default Values Past to control Save the back cond utility again Set to default Note control Save the back cond utility again Save the back cond utility again Note control Save the back cond utility again Note control Note control Paster special (with controlination) Paster special (with controlination)	
	Save Save and	

3 Enter license

Enter license information.

ASAP Utilities 8.2 (Septemb	er 7, 2023) - Registration	information		×
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License information				
Thank you for your purchase To activate your license, mak information is case sensitive.	e sure to type in all the det	ails just like they appea aste the info into the fi	r on the license itself. The elds.	
Name:				
Organization:				
Order number:				
Number of licenses:				
License key:				
<u>C</u> ancel	<u>B</u> uy license	e	<u>A</u> ctivate now >>	

4 Start the last used utility again...

Start the utility you last used from ASAP Utilities.

			Q	Search (Alt+Q	1)					
Help ASA	AP Utiliti	es								
nbers & Dates : ~ mulas ~	Č	o Web ∽ Informatio j File & Syst		 Import ~ Export ~ Start ~ 	Find Start	P Utilities O l and run a u t last tool ag ions and set	itility ain	 ⑦ Online ① Info ① Register Info ar 		Tip of the Day Tips tricks
	J	К	L	M	N	0	P	Q	R	S

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.

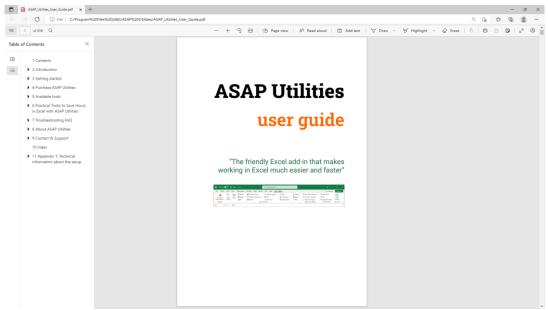
You can also immediately run the utility from the results box or click the ?-button to view the details and a screenshot (if available) on our website.

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Favorites Shortcut key Favorites	rs≁ (Vision Control	田 Sheets × 留 Range × 田 Fill ×	E Columns & Rows × Objects & Comments × Format × Time :	i → Numbers & Dates A Text ~ fx Formulas ~ aving tools	👸 Infor	ັ mation ∽ & System ∽	E Imp Expo Start	ort ~ 🔎 🤇	Find and r	
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9 table									-		
10 cup		With this tool yo	ou can select cells bi	ased on their value, formatting s	tyle and other properties.						
11 bean		You can for exa	mple select all cells I	between 50 and 250 or all bold o	ells or all red cells.						
12 green		You can use the - between	following criteria to	o select cells based on their cont	ents:						
13 tables	_	 not between 						/			
14 beans	_	- equal to - not equal to			_			1 -			
15 mug 16 mugs		- greater than - less than			Quickly sta	rt this too	, ,	/ [Add the	tool to	
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19 cake		- does not begin - ends with	n with				_	-			
20 equipme	nt	- does not end v - contains	with				-				
21 company	_	- does not conta				View the	descripti	on of			
22 recipe		- not like (text,	use of wildcard cha with use of wildcard			this utilit	y on our	website			
23 recipes 24 break		 duplicate value unique values 									
24 break 25 cups mug	5	- empty cells - not empty cells									
26 grinder		- FALSE	-								
27 review		- TRUE - text length									
28 reviews		 values in lower values in UPPE 									
29 roasters		- odd numbers - even numbers									
30 buy		- number (const	ant)								
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35 for sale		ASAP Utilities 8.0	RC7 (September 2	10, 2022) © 1999-2022 Bastien I	1ensink - A Must in Every Offic	ce BV		9	Close		
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37 maker ke	uri	0,4		135000		73					
					-						

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 "446f6e277420796f75207468696e6b207468617420457863656c2069732067726561743f" to "Don't you think that Excel is great?".

It converts values like the following:

- 446f6e277420796f75207468696e6b207468617420457863656c2069732067726561743f
- 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.

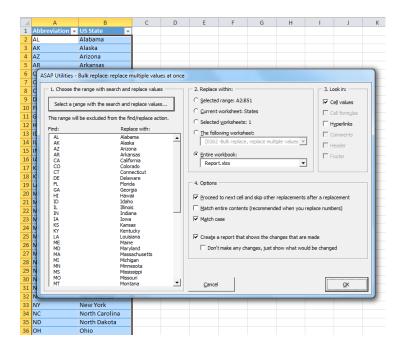
Ungroup all grouped rows in the selected worksheets

This tool ungroups all the grouped rows in the selected worksheets.

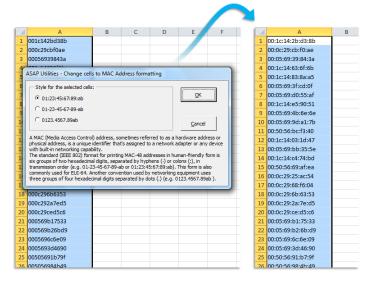
Example screenshot: 01 New tools in development

	Utilities - New tools in development X are some tools that are being developed and tested and haven't been fully
ransi ⁻ urth	ated and incorporated in the standard menu yet. ermore these tools are only available in English until they get officially added to Utilities.
- Ch	pose a tool to start:
R	eport pivot table(s) information
0	Bulk replace: replace multiple values at once
0	Change cells to MAC Address formatting
ō	Clear Pivot Tables cache and refresh
Ō	Convert long HEX values to ASCII text in selected cells
0	Delete all empty columns, including the columns that have a field name in row 1, but no data
0	Detect adjacent row/column data and merge cells
0	Import data from copied Word Table without splitting cells at line breaks
0	Insert a space before Capital Letters (e.g. 'BigBearLake' > 'Big Bear Lake')
0	Keep or delete certain Rich Text formatted characters
0	List all possible combinations from two or more lists/columns.
0	Manage duplicated records
0	Put all data from the worksheet into one single column
0	Refresh all external data ranges and PivotTable reports
0	Remove duplicated values per row in your selection
0	Report pivot table(s) information
0	Select all shapes within the selected range
0	Show indented structure of formula in current cell
0	Show or hide formatting marks in selected cells
0	Sort each column in selection individually ascending (top to bottom)
0	Sort each row in selection individually ascending (left to right)
0	Text to Columns based on in-cell formatting changes (split by bold, italic, color etc.)
0	Transform table into 3 column matrix (reverse pivot table)
0	Trim leading and trailing line breaks
0	Ungroup all grouped columns in the selected worksheets
0	Ungroup all grouped rows in the selected worksheets

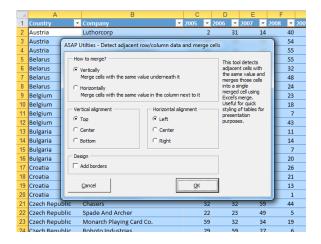
Example screenshot: 02 Bulk replace. Multiple find and replace actions at once



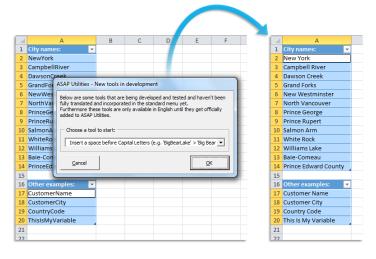
Example screenshot: 03 Change cells to MAC Address formatting



Example screenshot: 04 Detect adjacent row column data and merge cells



Example screenshot: 05 Insert a space before Capital Letters



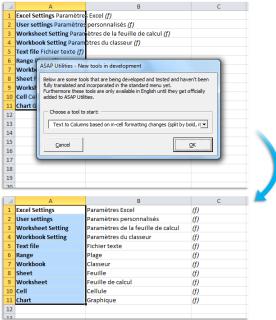
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		User settings Paramètres personnalisés (f)
	3	Worksheet Setting Paramètres de la feuille de calcul (f)
	4	Workbook Setting Paramètres du classeur (f)
	5	Text file Fichier texte (f)
	6	Range Plage (f)
	7	Work A SAP Utilities - Keep or Delete Rich Text Formatted Characters
	8	Snee
	9	Worl Action Keep or Delete the characters inside each cells in
	10	Cell C Keep only your selection that have a certain formatting
	11	Char C Delete only applied.
	12	Rich text formatting is a combination of font, font
	13	Type
	14	Bold characters
	15	C Italic characters A
	16	C Strikethrough characters 1 Text with mixed formatting
	17	2 is called Rich Text Formatting
	18 19	
-	20	C Double Underlined characters
	20	O Normal characters
	21	
	23	<u>Cancel</u>
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	25	
	20	
		A B C D E E
	1	User settings
		Worksheet Setting
		Workbook Setting
	5	Text file
	6	Range
	7	Workbook
	8	Sheet
	9	Worksheet
	10	Cell
	11	Chart
	12	
	L	

Example screenshot: 06 Keep or delete certain Rich Text formatted characters

Example screenshot: 07

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Remove	duplicated record	ls from Datas	et 1			
C Remove	the records from	Dataset 1 th	at are found id	lentical in Dat	aset 2	
🗖 Skip t	ne header row (c	olumn titles)				
Comparison						
Case ser	citiva					
	ading and trailing	spaces (exa	mole: "bastien	"equals " ba	stien")	
-	completely empty				,	
Option						
🗌 Hide the	rows instead of r	emoving ther	n			
🔽 Tell me u	ofront how many	duplicated re	ecords are fou	nd		

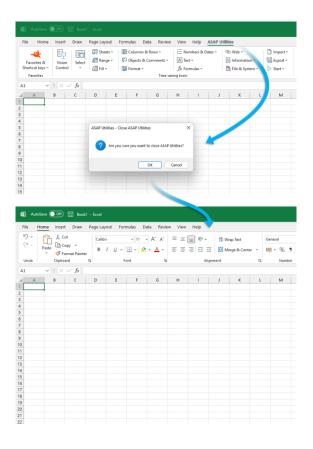
Example screenshot: 08 Text to Columns based on in cell formatting changes split by bold italic color etc



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.

Ŕ		Off 🛛 0222 - Find and run a utility				Search (Alt	+Q)		
F	ile Home	Insert Draw Page Layout For	mulas Data Review	View Help ASAP U	tilities Table Desi	Start			
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-		search for and press Enter							
	A	or click the search button		D	E F	G	н	I J	
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6	search			'					
7	results	Select » Select cells based on con	tent formatting and more		Run	2 +			
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9	table								
10 11	cup bean	With this tool you can select cells based You can for example select all cells betw							
12	green	You can use the following criteria to sel	ect cells based on their contents						
	tables	- between	cerecils based on their contents						
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	cups mugs	- empty cells - not empty cells							
	grinder	- FALSE - TRUE							
27	review	- text length							
	reviews	- values in lowercase - values in UPPERCASE							
	roasters	- odd numbers - even numbers							
	buy	- number (constant)							
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	art club	- number (link to file) - formula with reference to file					-		
	filter	-							
	for sale	ASAP Utilities 8.0 RC7 (September 20, 2)	022) © 1999-2022 Bastien Men	sink - A Must in Every Office BV		Clos	e		
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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.

	م	Search (Alt+Q)					
Help ASAP U	Itilities							
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5.5.22 Info...

Information about the tools available in ASAP Utilities, version number etc..

🛶 asap utilities	Antone Image: Section of the section of t	Santan Jahos Santa			
amazing time saver for excel	Tester Tester Tester				
List of all tools		Reviews (English)			
About ASAP Utilities	•				
Are you tired of wasting time performing repetitive wish there was an easier, quicker way to crunch yo news for you!		PC Magazine: 'One of the best kept secrets for Excel users.'			
Our Excel add-in is designed to simplify your work speeding up various tasks. It's all about working s Whether you are doing basic data analysis or com Excel add-in can make your life easier and save you	marter, not harder. blex data modeling, our	PC World: 'This Add-In is a real treasure'			
We are working with great enthusiasm, for over 25 ensure that ASAP Utilities continues to evolve and most useful and popular Excel productivity tools. Why work harder when you can work smarter? Let	stay one of the world's	PC Plus: 'It's worth having these utilities even if you only use a few of them'			
Kind regards, Bastien Mensink A Must in Every Office BV, The Netherlands					
Version info					
ASAP Utilities 8.4 (January 3, 2024) © 1999-2024 Bastien Mensink - A Must in Every Offi	ce BV Close	Show me the time that I saved by using ASAP Utilities			

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.

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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:

Image: Second set of the second set	ASAP Utilities - ,	Advanced character re	moval/replace d x GE e y CE f z ž g { C h l i j - i k l i m r i n r i m r i m r i m r i i i i i i i i i i m r i m r i m r i m r i m r i m r i m r i m r i m r i m r i m r i	i μ ¢ ¶ f · f · x ·	I I	6 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
Spaces Symbols Perform action on: Replace each selected character with:	f " X # + \$ ↓ % ↓ &	5 1 1 6 3 1 7 1 1 8 1 1 9 1 1 1 1 1	q □ ™ r □ t s □ ‡ t □ □ u 1% □ v □ Š	□ □ Â □ □ □ Â □ □ □ Ã □ □ □ Ã □ ± □ Â □ ² □ Æ	☐ Õ ☐ é ☐ Õ ☐ ê ☐ ♡ ☐ ê ☐ ∅ ☐ î ☐ Ù ☐ î ☐ Ú ☐ î	∏ý ∏þ
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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.

Options Color: 15 Steps: 3 ✓ Remove exist		Give color to:		
Conditional fi With this opti remove rows 'Format' > 'Co	n rows/columns ormatting (advan on the colors will or columns. To re	be automatically update emove the color choose ting' then remove the c	in the Excel r	nenu
<u>C</u> ancel			[<u>O</u> K

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"

Extract/report content of comments		
Place the value of the comment cell right next to the	comment (on the entire sheet)	
Create report in new workbook (sheet name - cell address - range name - cell value	- author - comment value)	(
Position and size of comments		
Reset all comments to their original position	where:	
Reset an comments to their original position	this worksheet	ŝ
Autofit/resize all comments	C all worksheets	
Maximum width: 300 💌		
Set font and font size for comments		_
	where:	
don't change don't cha_		:
	C all worksheets	
Search and replace in comments		_
ld value:	where:	
ew value:		•
I	C all worksheets	
Close		

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.

	Based on formatting and more Date	e
Select all cells ba	sed on its format:	
cell color	▼ of cell: D1	.7
- Select in 32186 ce	ls:	
• Range:	A1:G4598 -	C Cell
	Expand selection	C Entire row
C Warkshoot	Expand selection	C Entire column
⊂ <u>W</u> orksheet		
C Worksheet		

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", 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?

Import files of type:		· · · · · · · · · · · · · · · · · · ·
○ C <u>S</u> V, comma delimited	C dBASE	<u>O</u> K
C Text, space delimited		
○ Te <u>x</u> t, tab delimited	C Lotus 123*	<u>C</u> ancel
C Text, pipe (]) delimited	O Quattro Pro*	
○ Text <u>fi</u> le, semicolon (;) delimited	* Only data from the active	
○ Text file, delimited by:	sheet	
Start the import from row:	2 Z Except the first file]
Import to:]
C t <u>h</u> is workbook • a <u>n</u> ew workbo	ok	
• Create a new worksheet for each file:		
✓ remove the file extension		
Merge the data into one new sheet:	January	
Put filename in column A	-	

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:

1. Search in:	• Rows	ction on rows or columns?	This utility searches for a specified value, and then selects, hides or deletes the entire column or row where this value is found.
 3. What to do with t C Select 4. Search options: - 	the entire row from each foun C <u>H</u> ide	When looking for duplicates the program also searches in hidden cells in your selection, with the other search options hidden cells are skipped.	
duplicate values duplicate values Case Sensitive <u>Keep the first val</u> <u>Delete all duplicat</u>	•		For more flexibility and options you can use the utility: Select » Select cells based on content, formatting and more
Close	Auto dose	<u>o</u> k	

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
В
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...

In selected range: A1:S4230		
Remove all hyperlinks	Apply standard font size	
✓ <u>Trim spaces</u>	₩ No <u>w</u> rap-text	
Remove all cell colors	Fix (text)numbers	
<u>Remove all font colors</u>	Autofit columns	
Remove all borders	Maximum width:	
✓ Unmerge cells	Autofit rows	
Apply standard font	Maximum height:	
In this worksheet: Sheet1		
Remove all objects/images		
1		·

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:

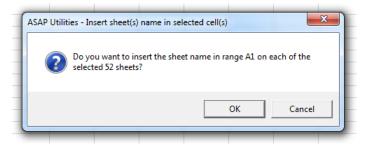
ASAP Utilities » Sheets » Reset Excel's last cell

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 deselecting 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...

dd • / • mm • / • yyyy •	<u>O</u> K
Language: English	Cancel
example (today): 04-01-2013	
Convert to:	Suggest
mm • / • dd • / • yyyy • •	
example (today): 01/04/2013	
C Write out dates as text	
⑦ in lower case ⑦ Start Each Word With Uppercase ⑦ in UPPER case	
Skip the first row in the selected range (header)	
Io match was found. This way the dates can not be converted.	

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:

We can only	der settings Contact information Debug
we can only	y nep you ii you communicate in English of Dutch.
	mation on our website:
	asap-utilities.com/contact.php
	n how to report a bug: .asap-utilities.com/contact-support-bug-report.php
	elp you better. this information and past it in your email to support@asap-utilities.com.
	Cop <u>v</u> info to dipboard for use in email
Language	= 8.0 (Octobe ASAP Utilities - Settings, language and contact information ×
Language Favorite Date sta Actual e Registe: Name	ss menu path C:UUsers\Mk art : 20220615 days used : 60 red version, licensed to: : Bastien Mer
Language Favorite Date sta Actual o 	<pre>ses menu path: C:\Users\Mk art : 20220615 days used : 60</pre>
Language Favorite Date st: Actual d Registe: Name Organize Number d Order nu Excel ve	ses menu path : C:\Users\Mk art : 20220615 days used : 60 The information is now on you clipboard and can be pasted in an email to us (support@asap-utilities.com). Eastien Mer ation : A Must in 1 of licenses : 1

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.

File H	iome Inse	rt Draw	Page Lay	vout For	mulas Da	ata Revie	w View	Help A	ASAP Utili	ities						F	¹ Comments	් හිha	re
Favorite Shortcut k Favorit	s & Visi reys ~ Con es	on Select	🖽 She	eets ~ 🛛 🖪 nge ~ 🛛 🌾	Columns 8	ε Rows ~ Comments ~	Ì∃ Nu A Tes	umbers & Da kt ~ rmulas ~	tes v 🛛	≥ Web × information File & Syst		Export ~	€ Fin € Star	AP Utilities O d and run a r rt last tool ag tions and set	utility gain	 Online Info Regist 		Tip of the Day Tips tricks	
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A	В	C	D	E	F	G	н	1	J	К	L	м	N	0	Р	Q	R	S	
	_																		
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	Sheet	1 (+)																	_

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: <u>https://www.trustpilot.com/review/asap-utilities.com</u>

ASAP Utilities is rated Excellent

Based on 2,821 reviews



Trustpilot

Below is a screenshot of a few reviews on Trustpilot:

on...

Excellent $\star \star \star \star \star$

Rated 4.9 / 5 based on 2,521 reviews on ★ Trustpilot

Showing our latest reviews

\star \star \star \star Steven Moddelmog

ASAP automates so many things that you ...

3 days ago

March 25

March 16

March 13

March 7

ASAP automates so many things that you wish Excel had been designed to accomplish. I use it frequently - it has saved me countless hours of doing things manually or trying to figure out my own automation.

\star \star \star \star LM

ASAP Utilities is a must have for ASAP Utilities is a must have for all

excel work!!!

 \star \star \star \star uke Tranda.

Essential tool for our workforce Essential tool for our workforce! Getting a license is a step in my new employee onboarding process!

 \star \star \star \star \star

HAMILTON BOWSER

Invaluable Tool

ASAP Utilities has made my job considerably easier. I spend a lot of time cleaning up "bad dumps" of excel in order to prep excel files for upload. ASAP features include date formatting and fill-in-the-blanks capabilities that are invaluable for my job.

\star \star \star \star Vonda Hall

Recommend to everyone!

I have purchased this at every company I have worked at over the last 10 years! I love this! It saves me so much time! Recommend it to everyone.

* * * * * S. Sterling

This is my secret weapon in the war

This is my secret weapon in the war on spreadsheets. ASAP has helped me get things done efficiently and accurately. It simplifies mundane tasks freeing vou

3 days ago

March 23

March 16

March 13

\star \star \star \star Adam Larson

up with time to get the most from Excel!

The perfect add-on for Excel!

The perfect add-on for Excel! Excel users will love the simple and quick functionality, which used to take multiple steps and formulas in Excel.

\star \star \star \star \star okBub Use

I have used ASAP Utilities for over 14...

I have used ASAP Utilities for over 14 years. It is a godsend. A few Excel functions do the same thing, but ASAP Utilities are much quicker. Most other ASAP Utility functions save a lot of time for which there are no Excel equivalents. I teach classes using Excel, and at the beginning of each semester, I highly recommend ASAP Utilities to my students. It is undoubtedly worth the money, especially since you only pay for it once.

\star \star \star \star \star Chris Wilsor

Helped me enormously.

company to deal with.

It is perfect if you want to save

* * * * * ∆llan

Superb product and fast support Superb product and fast support when I added more licences

March 28

March 21

March 14

March 10

March 4

A pleasure to deal with. Been using for a number of years. Loads of shortcuts that would normally take an age to construct and/or process

Highly recommend!!!

\star \star \star \star Mona Carmody

Life Changing! ASAP Utilities has been a constant throughout my career. This tool has saved me countless hours and frustration over the years. Couldn't live without it!

\star \star \star \star \star Jules Vallesteros

Most useful add on I have ever used Most useful add on I have ever used. Time proven and have saved me many many hours. Thanks.

\star \star \star \star Monique

Good job

I use Excel a lot and ASAP really makes my work very easy

\star \star \star \star Alexey Panin

10/10 "A must have for anyone who spends time in Excel" And this slogan does not lie) I recommend 10/10

\star \star \star \star John M

March 28

March 18

March 14

March 9

March 1

Excellent product

Excellent product! Saved us hours of time! Pays for itself after it solves your first problem! Customer service was fantastic! Got an email response to my question 5 minutes later! I can not stress how great this product is especially for us Excel illiterate.



Well done

Had a really good experience with them. Value for money.

* * * * * Michael Masche

Perfect Service!

Perfect Service!



I've been using ASAP for years

I've been using ASAP for years. It's one of the first tools I install on a fresh computer and saves me hours of time while using Excel. If you don't have this tool, you should



Excellent utility

Excellent utility! We have been using ASAP Utilities at my company to help process our photometric test lab data for a number of years. It has streamlined the post processing of our data and saved us countless hours. Highly recommended!

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!

Big thanks to Bastien for his help! Great March 7 \star \star \star \star Irina Trandafir

It is perfect if you want to save time working in 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

Α

- 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

- В
- 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

TECHNOLOGIES PVT LTD

С

- 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

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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
 Dispoy Consumption
- Disney Consumer Products
- Dollar General
- Dorsey & Whitney LLP
- Dover
- Dow Chemical
- Drankenorganisatie
 Nederland
- Dreyers Grand Ice Cream
- DSM NeoResins
- DSM Nutritional Products AG
- DuPont

Е

- 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.

FLEXTRONICS

Foot Locker

France Telecom

FOSSIL

GmbH

GameStop

Gemeente Almelo

Gemeente Leiden

General Dynamics

Genworth Financial

George Washington

GfK Benelux MS B.V.

GlaxoSmithKline SA (Pty)

Global Tower Partners

Goldman Sachs JBwere

GODADDY.COM

Services Pty Ltd

G-Star Raw C.V.

Guess?, Inc.

Halliburton

Harland Clarke

Heineken USA

HEINZ WORLD

Hewlett Packard

Hershey

LINE INC.

Home Depot

Honeywell

Hormel Foods

HEADQUARTERS H57

HOLLAND AMERICAN

Home Shopping Network

Hyundai Auto Canada

Chapter 8

Google

Gulf Air

н

HCA

GSK

General Motors

Universitv

Gannett

G

FMC Technologies

Folkeuniversitetet Oslo

Fahrzeugsystemdaten

Fiserv

Fluor

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ESD

GE

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I td

Northern Operating

NORTHERN TRUST

Northrop Grumman

Nutreco Nederland BV

Services Pvt Ltd

Novartis AG

0

Novo Nordisk

Nvidia Graphics

OFFICE DEPOT

owens & minor

Owens Corning

Parker Hannifin

Peabody Energy

Peopleclick, Inc.

Panasonic Australia Pty

OfficeMax

Oracle

Ρ

Ltd

Pentair

PepsiCo

PetSmart

PerkinElmer

Perot Systems

Philips Electronics

Philips Healthcare

Pinnacle Security

Procter & Gamble

PUMA Benelux BV

Qatar Airways

Corporation

PricewaterhouseCoopers

Pioneer Foods

PPG Industries

Praxair

Q

QGC

R

d.d.

Rentokil

Ricoh

Rio Tinto

Repco Pty Ltd

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OGE Energy

I

- IBM
- IEEE
- **Ikon Office Solutions**
- IMF •
- . IMS Health
- Infor
- ING Car Lease
- Ingram Micro
- InSites NV .
- . Intel
- International Paper
- Intuit .
- INVISTA
- Iron Mountain

L

- J.F. Shea Co., Inc. .
- Jabil Circuit
- Jack in the Box
- Jarden Leisure & Entertainment
- John Deere
- Johnson & Johnson
- Johnson Controls

К

- 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 . I td
- Leggett & Platt
- Lennox International
- . Levi Strauss & Company
- . LexisNexis
- . Lexmark
- Library of Congress
- LinkedIn Corporation

About ASAP Utilities

- LL Bean
- Lockheed Martin
- L'Oréal
- Lyonnaise des Eaux

Μ

- 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

Ν

- 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.

Raytheon **Redland Shire Council**

Repsol Services Company

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Rabobank Randmeren

Raiffeisenbank Austria

Queensland Treasury

- 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

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Steelcase

- Subsea 7
- Sun Chemical
- Sun Healthcare Group
- Supervalu
- Sutter Health
- Suzuki Austria Automobile Gbmh
- Symantec
- Syngenta Seeds

Т

- 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

URS

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UPS

US FPA

Service

USG

V

Vectren

Verizon

VirginMedia

Vital Forsikring ASA

Vodafone Romania

Volkskreditbank AG

Volkwagen AG

East Anglia

- 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

US Department of Energy

US Fish and Wildlife

US Foodservice

US Forest Service

UTS CARRIER LLC

Value Retail PLC

Varian Medical Systems

Verizon Communications

Volvo Truck & Bus Centre

Chapter 8

UPC Broadband

Operations BV

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

Х

- Xerox
- Xstrata Coal South Africa

Υ

- Yahoo
- Yamaha Golf Car Company
- Yarden
- Yellowbook USA
- YUM BRANDS, INC

Ζ

- 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

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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.

User Account Control	×
Do you want to allow this app to make changes to your device?	
ASAP Utilities 8.0 setup	
Verified publisher: A Must in Every Office B.V. File origin: Hard drive on this computer	
Show more details	
Yes No	

The name of our company is A Must in Every Office B.V.:

2 Performing the installation

 Download the ASAP Utilities setup file and run it. You can download the setup from: <u>https://www.asap-utilities.com/download.php</u>
 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)

Select	Setup Language	×
**	Select the language to use during the ins	stallation.
	English	~
	Deutsch	
	English	
	Español Francais	
	Italiano	
	Nederlands	
	Português Brasileiro	
	Русский	
	中文(简体) 日本語	

2. The installation wizard begins and the welcome dialog is displayed. Click on the Nextbutton to continue.

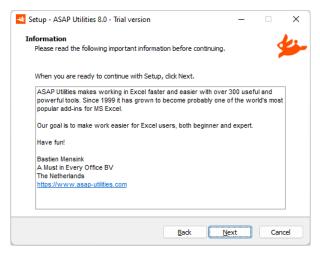
setup - ASAP Utilities 8.0	- Trial version -	_		×
	Welcome to the ASAP Util Setup Wizard	ities	s 8.0	
	This will install ASAP Utilities 8.0 (October 4 2010-2021/365+ together with the ASAP U on your computer.			
	It is recommended that you close all other a continuing.	applica	tions bet	fore
	It is not necessary to uninstall a previous v ASAP Utilities, if you do so you lose your pe			s.
	Click Next to continue, or Cancel to exit Se	tup.		
🛶 asap utilities				
	Next		Can	cel

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.

Setup - ASAP Utilities 8.0 - Trial version		-		×
License Agreement				
Please read the following important information be	fore continuin	g.		Ľ
Please read the following License Agreement. You	must accept t	he terms of	this	
agreement before continuing with the installation.				_
ASAP Utilities End User License Agreement				
Copyright © A Must in Every Office BV.				
Last Modified: March 2007.				
Version: 1.00				
CONDITIONS OF USE				
You agree and continue to agree to use our softw	vare in a mani	ner consiste	nt	
with all applicable laws and regulations and in acc	cordance with	n the terms a	ind	
• I accept the agreement	-			_
-				
 I do not accept the agreement 				
E	ack	Next	Can	icel

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.

Setup - ASAP Utilities 8.0 - Trial version -	- [×
Select Destination Location Where should ASAP Utilities 8.0 be installed?		*
Setup will install ASAP Utilities 8.0 into the following folder.		
To continue, click Next. If you would like to select a different folder, click	k Browse.	
C:\Program Files (x86)\ASAP Utilities	Browse	
At least 28,6 MB of free disk space is required.		
Back Next		Cancel

6. If you want to, then ASAP Utilities can create an entry in your start menu. Click the Next-button to continue.

🚤 Setup - ASAP Utilities 8.0 - Trial version	-		×
Select Start Menu Folder Where should Setup place the program's shortcuts?		\$	4
Setup will create the program's shortcuts in the following Star			
ASAP Utilities		owse]
Don't create a Start Menu folder			
Back		Can	cel

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 Nextbutton to continue.

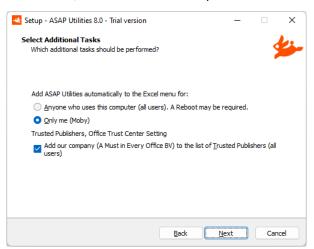
This will automatically add ASAP Utilities to the Excel menu for each user that logs in on the computer. This is also handy when you log in with normal user-rights and run the setup as an administrator. At the end of the setup, we'll show how to manually add ASAP Utilities to the Excel menu if needed (step 10).

Trusted Publishers, Office Trust Center Setting

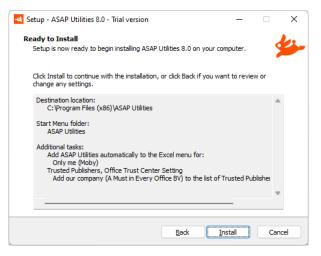
During the setup you can have our company (A Must in Every Office BV) automatically added to the List of Trusted Publishers in Excel.

Some people have their Excel security settings set to 'only allow macros run by Trusted

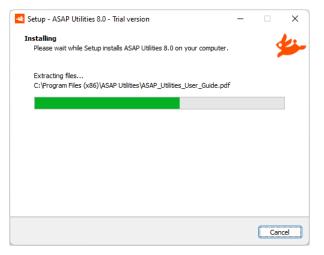
Publishers', and then this can help.



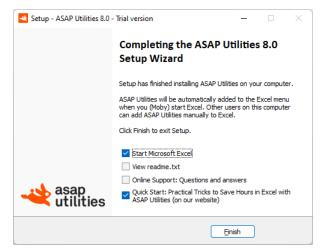
8. Click "install" to install the files to the selected folder.



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: <u>https://www.asap-utilities.com/add-to-excel-menu.php</u>)

le Ho	ome Insert	Draw	Page La	yout For	mulas Da	ata Revie	w View	Help AS	AP Util	ities						Ę	Comments	s 🖻 Sha	re
nortcut ke Favorite	iavorites & Vision Select				A Te	ormulas ~	⊗ Web ~ 🔝 Informatic 🏠 File & Syst		Description Import → Import →			utility Jain	 Online Info Regist Info 	Tip of the Day Tips tricks					
A	В	С	D	E	F	G	н	1	J	К	L	M	N	0	Р	Q	R	S	
	-																		
	Sheet1	(+)																	_

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...

				nues	ASAP Util	Help	εw
	ASAP Utilities Options - 🕜 Online FAQ	🖹 Import -	 Information ~ The Expo 		umbers & Da	Nu	
	1. Settings, language and contact information	🔛 Export ~	× Information × Expo hulas × File & System × ▷ Start	kt ~	Tex		
	2. Edit your favorite tools and shortcut keys	▷ Start ~		rmulas ~			
	C 3. Enter License						ols
	4. Start the last used utility again						
U	5. <u>Find</u> and run a utility	М	L	К	J	1	
	6. Open the ASAP Utilities User Guide (English, PDF)						
	7. Tip of the Day - View Online						
	8. Read the latest news on ASAP Utilities	5,5 00 0.0 回 7.7 0.0 配 8.8					
	9. Visit the online FAQ: Frequently Asked Questions about ASAP Utilities						
	10. Check for new version on the ASAP Utilities website						
	11. Ne <u>w</u> tools in development (English only)						
	X 12. Close ASAP Utilities						
	(13. Show me the time that I saved by using ASAP Utilities						

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.

	utilities			
🛶 asap	amazing time saver for excel	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Balanatan Balan Distance Balan basar Ditan Galan anatanga Katangan Salan Salan Katangan Salan Katan Katan Katangan Salan Katan Katan Katan Katan Katan Katan	
License information				
	se! ake sure to type in all the details ju e. A quick tip: use Ctrl+V to paste		e itself. The	
Name:				
Organization:				
Order number:				
Number of licenses:				
License key:				
<u>C</u> ancel	Buy license	A	ctivate now >>	
<u>C</u> ancel	Buy license	A	ctivate now >>	

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.

- 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

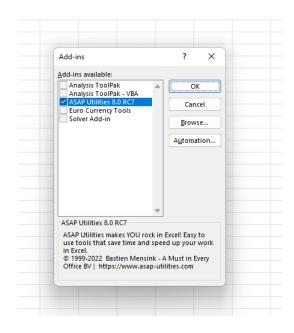
4. In the Manage drop-down at the bottom select "Excel Add-ins" and press the Go... button

	M <u>a</u> nage: E	xcel Add-in	5 ~	<u>G</u> o		(ОК	Cancel	

 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 available:							
Analysis ToolPak Analysis ToolPak Euro Currency To Solver Add-in	- VBA	OK Cancel <u>Browse</u> A <u>u</u> tomation					
Analysis ToolPak Provides data analy engineering analys	rsis tools for st is	atistical and					
Add-ins		? ×					
Add-ins available: Analysis ToolPa Analysis ToolPa Euro Currency Solver Add-in	ak - VBA	OK Cancel Browse					
× Browse ← →	~ ^	📩 « Progr >	ASAP Utilities	> ~	م D	Search ASA	× P Utilit
Organize Ana Pro enç	New fr certificat resource ASAP Uti	e s					1 0
- 1			tilities.xlam	~		ım;*.xla;*.xll)	~



- 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!

le Ho	me insert	Draw	Page Lay	out For	mulas Da	ata Revie	w View	Help AS	5AP Utili	ties						P	Comments	් Sha	ire
Favorites a nortcut key Favorites	/s ~ Control		👯 She 🚰 Ran 🖽 Fill	ige - 🤻	급 Columns 8] Objects & G Format ~	Comments >	A Te	rmulas ~	1	≥ Web ~ informatio File & Syst	n∽ [Import → Export → Start →	€ Find C Star	AP Utilities O d and run a u rt last tool ag tions and set	utility gain	0 5	FAQ ered version nd help	Tip of the Day Tips tricks	5
	✓ : ×	fx																	
А	В	С	D	E	F	G	Н	1	J	К	L	м	N	0	Р	Q	R	S	
	-																		

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...

eneral Eolder settings File size Toolb	ar Contact information De	bug	
ASAP Utilities is installed in:			
C:\Program Files (x86)\ASAP Utilities\	i .		
- Folder to store your "Favorites and Sh	ortcuts" file.		
C:\Users\Test\AppData\Roaming\ASA	AP Utilities\		
Default path to save a backup			
C:\Users\Test\Documents\Backup\			
Close			OK

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:

Registry Editor			– 🗆 X
File Edit View Favorites Help			
Computer\HKEY_CURRENT_USER\Software\Microsoft\Office\16.0	\Excel\Add-in Manager		
Excel	Name Đ(Default) Đ(O:\Apps\Office\Add-ins\ASAP Utilities\ASAP Utilities.xlam	Type REG_SZ REG_SZ	Data (value not set)
Edit String	×		
Value name:			
O:\Apps\Office\Add-ins\ASAP Utilities\ASAP Utilities.xlam			
Value data:			
ОК	Cancel		

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\</version>

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.

Edit String	×
Value name:	
OPEN	
Value data:	
/R "O:\Apps\Office\Add-ins\ASAP Utilities\ASAP Utilities.xlam"	
OK Cancel	

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:

Registry Editor			-	×
File Edit View Favorites Help				
Computer\HKEY_CURRENT_USER\Software\Microsoft\Offi	ice\16.0\Excel\Options			
✓ ^{16.0}	Name	Туре		
Access Common Cocl Acd-in Manager Acd-in Manager CickToRunLicensing DocumentTemplateCache File MRU Options Piace MRU Security StatusBar Security StatusBar		REG_DWORD REG_DWORD REG_DWORD REG_WORD REG_QWORD REG_SZ REG_DWORD REG_SZ REG_BINARY REG_DWORD REG_DWORD REG_DWORD REG_EXPAND_SZ REG_SZ	/R "O:\Apps\Office\Add-ins\ASAP Utilities\ASAP Utilities.xlam"	

Example of the registry key when Microsoft's Analysis Toolpak and Solver Add-in were already active. ASAP Utilities now uses the OPEN2 key:

Registry Editor			- 0	×
File Edit View Favorites Help				
Computer\HKEY_CURRENT_USER\Software\Microsoft\Offic	ce\16.0\Excel\Options			
✓ ^{16.0}	Name	Туре		
 Access Common Eccel Add-in Manager Add-in Manager ClickToRunLicensing Document TemplateCache File MRU Options Place MRU Recent Templates Security StatusBar Uker MRU 	LastUllang Maximized MaritorTopologyFingerprint MRUFuncs MRUFuncs OPEN1 OPEN1 OPEN1 OPEN2 Option55 Options5 PorsonalTemplates PrisonalTemplates	REG_DWORD REG_DWORD REG_CUWORD REG_SZ REG_DWORD REG_SZ REG_SZ REG_SZ REG_SZ REG_DWORD REG_DWORD REG_DWORD REG_DWORD SZ REG_SZ	/R "C\\Program Files\Microsoft Office\voot\Office16\Library\Analysis\ANALYS32.XLL" /R "C\Program Files\Microsoft Office\voot\Office16\Library\SOLVER\SOLVER.XLAM" /R "C\Apps\Office\Add-ins\ASAP Utilities\ASAP Utilities.xlam"	

1.2 Uninstall

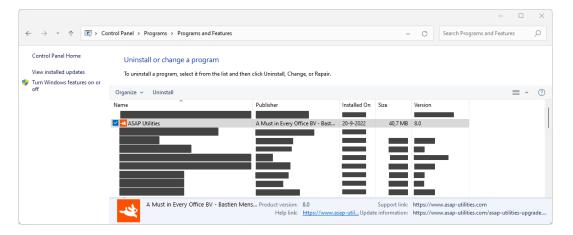
1.2.1 Automatic

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.

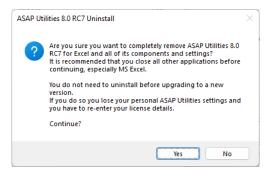
1.2.2 Automatic uninstall #2

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.

C:\Program Files (x86)\ASAP Utilities ↔ New ~ 🔏 🔲 🗈 🖻 🖄	ÎIJ îN↓ Sort ~		o x
\leftarrow \rightarrow \checkmark \uparrow \frown \checkmark Windows (C:) \rightarrow Program F	iles (x86) > ASAP Utilities	~ C	Search ,O
Name	Date modified	Туре	Size
늘 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	lcon	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
unins000.exe Date modified: 20-9-2022 11:04 Application Size: 3,01 MB	Date created: 20-9	9-2022 11:04	



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.
- 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.

Microsof	t Excel	<
<u> </u>	Sorry, we couldn't find C:\Program Files (x86)\ASAP Utilities\ASAP Utilities.xlam. Is it possible it was moved, renamed or deleted	?
	ОК	

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

OK Cancel	M <u>a</u> nage: Excel Add-ins ~	<u>G</u> o	
			OK Cancel

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.

certificate certi	te modified 9-2022 11:04 9-2022 11:04 3-2022 14:58 3-2022 14:51	Type File folder File folder Application	Size
resources 20- Add_ASAP_Utilities_to_the_Excel_menu.exce 24- Add_ASAP_Utilities_to_the_Excel_menu-0.bin 24- Add_ASAP_Utilities_to_the_Excel_menu-1.bin 24-	9-2022 11:04 3-2022 14:58	File folder Application	2.002.11
Add_ASAP_Utilities_to_the_Excel_menu.exe Add_ASAP_Utilities_to_the_Excel_menu-0.bin Add_ASAP_Utilities_to_the_Excel_menu-1.bin Add_ASAP_Utilities_to_the_Excel_menu-1.bin	3-2022 14:58	Application	2 002 1
Add_ASAP_Utilities_to_the_Excel_menu-0.bin 24- Add_ASAP_Utilities_to_the_Excel_menu-1.bin 24-			2.002.11
Add_ASAP_Utilities_to_the_Excel_menu-1.bin	3-2022 14:51		3.092 K
		BIN File	78 K
ASAD Utilities view 20-	3-2022 14:51	BIN File	1 K
ASAF OUNCES, Mann 20-	9-2022 09:31	Microsoft Excel Add-In	6.711 K
ASAP_Utilities_User_Guide.pdf 5-4	-2022 21:31	Microsoft Edge PDF Document	21.055 K
🚤 asap-utilities.ico 19-	3-2022 20:14	lcon	40 K
readme.txt 20-	9-2022 09:33	Text Document	7 K
Remove_ASAP_Utilities_from_the_Excel_menu.exe 24-	3-2022 14:58	Application	3.092 K
Remove_ASAP_Utilities_from_the_Excel_menu-0.bin 24-	3-2022 14:51	BIN File	75 K
Remove_ASAP_Utilities_from_the_Excel_menu-1.bin 24-	3-2022 14:51	BIN File	1 K
unins000.dat 20-	9-2022 11:04	DAT File	74 K
unins000.exe 20-	9-2022 11:04	Application	3.093 K
⊡ unins000.msg 20-	9-2022 11:04	Outlook Item	25 K
version_history.txt 20-	9-2022 09:32	Text Document	64 K
Remove_ASAP_Utilities_from_the_Excel_m Date Application	modified: 24-3-2022 Size: 3,01 MB	14:58	

If you continue then ASAP Utilities will be removed from the Excel menu for the current user account (Moby) on this computer.

Next Cancel

Please close Excel before you continue.

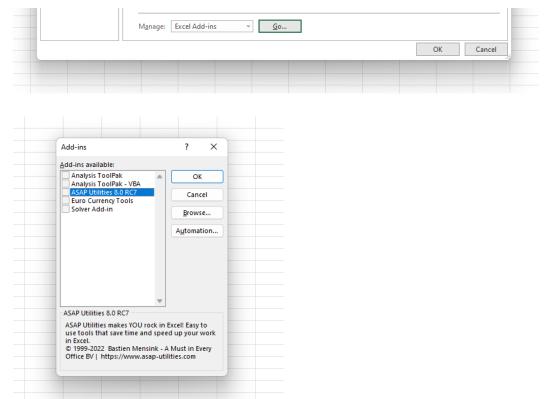
asap utilities

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, <code>asap_custom_menu.ini</code>, 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 <code>CustomMenuPath</code> 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 commandline 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"

Microsoft Office has identified a potential s	security concern.	Digital Signature Detail	s	?	×
Note: The digital signature is valid, but the signature publisher whom you have not yet chosen to trust. File Path: C:\Program Files (x86)\ASAP Utilities\ASAP Macros have been disabled. Macros might contain m security hazards. Do not enable this content unless y source of this file.	Utilities.xlam		nature Informatio ignature is OK. A Must in Every Off		
More information Show Signature Details Irust all from publisher Enable Macros Disable Macros		Email: Signing time:	support@asap-utilit		
		Countersignatures			
		Name of signer: Sectigo RSA Tim	Email address: . Not available	Timestamp Wednesday, April 6,	
	_			Details	

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"

Macro	Settings
Form	nacros in documents not in a trusted location:
C) Disable all macros without notification
C) Disable all macros with notification
0) Disable all macros except digitally signed macros
C) Enable all macros (not recommended; potentially dangerous code can run)

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".

Trust Center			?	×
Trusted Publishers	Macro Settings			
Trusted Locations Trusted Documents Trusted Add-in Catalogs Add-ins ActiveX Settings Macro Settings	Disable VBA <u>m</u> acros without notification Dis <u>a</u> ble VBA macros with notification Disable VBA macros except digitally signed macros E <u>n</u> able VBA macros (not recommended; potentially dangerous code can run) Enable E <u>x</u> cel 4.0 macros when VBA macros are enabled			
Protected View	Developer Macro Settings			
Message Bar External Content File Block Settings Privacy Options Form-based Sign-in	☐ Trust access to the <u>V</u> BA project object model			
		ОК	Ca	ncel .

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.

Trust Center			?	×
Trusted Publishers	Add-ins (COM, VSTO and Other)			
Trusted Locations	<u>Require Application Add-ins to be signed by Trusted Publisher</u>			
Trusted Documents	Disable notification for unsigned add-ins (code will remain disabled)			
Trusted Add-in Catalogs	Disable all Application Add-ins (may impair functionality)			
Add-ins				
ActiveX Settings				
Macro Settings				
Protected View				
Message Bar				
External Content				
File Block Settings				
Privacy Options				
Form-based Sign-in				
		ОК	Car	ncel

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