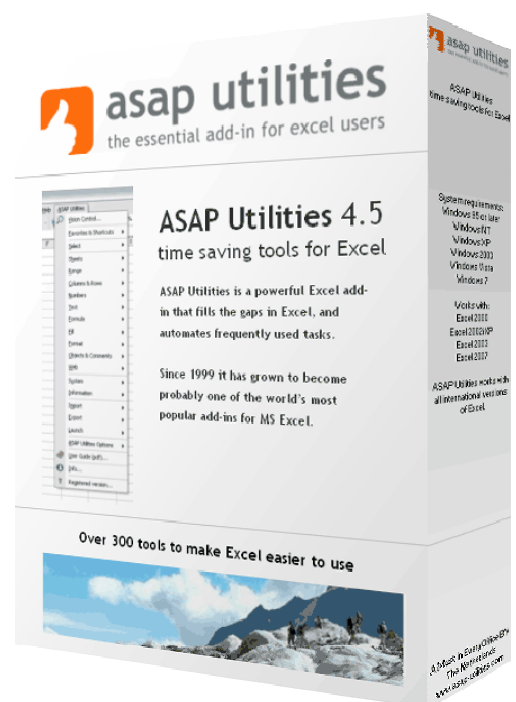


ASAP Utilities

user guide

how to get the best out of this Excel add-in



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author	Bastien Mensink
pages	190
latest revision	April 9, 2009
ASAP Utilities version	4.5.0

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1 Contents

1	CONTENTS	5
2	INTRODUCTION	9
2.1	Intended audience	9
2.2	The Excel screen in English	10
3	GETTING STARTED	11
3.1	How to get a copy of ASAP Utilities	11
3.2	System requirements.....	11
3.2.1	International versions of Excel.....	11
3.2.2	Office Update	12
3.2.3	Windows update.....	12
3.3	Installation	12
3.3.1	Automatic installation.....	12
3.3.2	Manual installation Excel 2000, 2002/XP, 2003.....	18
3.3.3	Manual installation Excel 2007	20
3.3.4	Upgrade to a new version	24
3.3.5	DLL registration, administrative privileges.....	26
3.3.6	Network installation.....	26
3.4	Macro security	29
3.4.1	Message: Macros are disabled	30
3.4.2	Trusted sources.....	32
3.5	How to operate ASAP Utilities.....	33
3.5.1	How to use ASAP Utilities in your own macros	34
3.6	Undo.....	34
3.6.1	Not all tools in ASAP Utilities have an undo	34
3.6.2	No undo in macros by design of Excel	34
3.7	Uninstall.....	34
3.7.1	Automatic.....	34
3.7.2	Automatic uninstall #2	35
3.7.3	Manual	36
3.7.4	Temporarily uninstalling ASAP Utilities.....	38
3.8	User data and registry settings.....	40
3.8.1	Registry.....	40
3.8.2	Favorites menu	40
3.8.3	Add ASAP Utilities to the Excel menu for all users.....	41

3.8.4	Registering the DLL.....	41
3.8.5	Registration/license settings.....	41
4	PURCHASE ASAP UTILITIES	42
4.1	When to buy a license.....	42
4.2	Key benefits of registration.....	42
4.3	How to order	42
4.3.1	Instant delivery	42
4.3.2	Secure ordering	43
4.4	How to turn ASAP Utilities into a registered version	43
5	LIST OF TOOLS	44
5.1	The menu bar	44
5.2	Short descriptions.....	45
5.2.1	Vision control... ..	45
5.2.2	Favorites & Shortcuts	46
5.2.3	Select.....	48
5.2.4	Sheets.....	55
5.2.5	Range	63
5.2.6	Columns & Rows.....	68
5.2.7	Numbers.....	74
5.2.8	Text.....	76
5.2.9	Formula	81
5.2.10	Fill.....	85
5.2.11	Format.....	88
5.2.12	Objects & Comments	93
5.2.13	Web.....	95
5.2.14	System.....	97
5.2.15	Information	101
5.2.16	Import	105
5.2.17	Export.....	107
5.2.18	Start	113
5.2.19	ASAP Utilities Options.....	114
5.2.20	Find and run a utility... ..	120
5.2.21	Info.....	121
6	EXTRA WORKSHEET FUNCTIONS	122
6.1	Worksheet functions.....	122
6.1.1	=ASAPFullFileName().....	122

6.1.2	=ASAPFileName()	122
6.1.3	=ASAPFilePath()	122
6.1.4	=ASAPSheetName()	122
6.1.5	=ASAPCountShades(range)	122
6.1.6	=ASAPCellColorIndex(range)	122
6.1.7	=ASAPFontColorIndex(range)	123
6.1.8	=ASAPSumByFontColor(range, color number)	123
6.1.9	=ASAPSumByCellColor(range, color number)	123
6.1.10	=ASAPCountByCellColor(Lookin_Range, Color_Index_Nr)	124
6.1.11	=ASAPCountByFontColor(Lookin_Range, Color_Index_Nr)	124
6.1.12	=ASAPGetComment(range)	125
6.1.13	=ASAPGetHyperlink(range, optional sNA)	125
6.1.14	=ASAPSpellNumber()	125
6.1.15	=ASAPExtractNumbers(ref)	126
6.1.16	=ASAPStripNumbers(ref)	127
6.1.17	=ASAPGetFontName(range)	127
6.1.18	=ASAPGetFontSize(range)	127
6.1.19	=ASAPGetNumberformat(range)	128
6.1.20	=ASAPIsFormula(range)	128
6.1.21	=ASAPCountChar(SearchText, SearchValue)	128
6.1.22	=ASAPExtractFilename(FullFilename, optional separator)	128
6.1.23	=ASAPExtractFolderName(FullFilename, optional separator)	129
6.1.24	=ASAPGetFormula(FormulaCell)	129
6.1.25	=ASAPGetFormulaInt(FormulaCell)	129
6.1.26	=ASAPMergeCells(inputrange, delimiter, skipemptycells)	130
6.1.27	=ASAPRandomPassword(length, use_symbols)	130
6.1.28	=ASAPIsBold(range)	131
6.2	Examples	131
6.3	Remarks on distributing	131
6.4	Remarks on calculation	132
7	HOW TO?	133
7.1	Introduction	133
7.2	How to... examples	133
8	TROUBLESHOOTING FAQ	163
8.1	Bug report guidelines	163
8.1.1	The basics: what you did, what you wanted, and what happened	163

8.1.2	Excel and windows version	163
8.1.3	Always search our website and documentation first.....	164
8.1.4	Be brief, but don't leave any important details out	164
8.1.5	Use meaningful, specific subject headers.....	164
8.1.6	Use English or Dutch	165
8.1.7	Don't report bugs about old versions.....	165
9	HISTORY OF ASAP UTILITIES	166
9.1	The primary goals of ASAP Utilities	167
10	CONTACT & SUPPORT	168
10.1	Get the latest information on ASAP Utilities	168
10.2	Contact us	168
10.3	About the author.....	168
11	APPENDIX SCREENSHOTS	170
11.1	Screenshots from the ASAP Utilities submenus	170
11.1.1	Excel 2000, 2002/XP and 2003	170
11.1.2	Excel 2007	180
12	INDEX	189

2 Introduction

Welcome to the ASAP Utilities User Guide.

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

ASAP Utilities is a powerful Excel add-in that fills the gaps in Excel, and automates frequently used tasks. Since 1999 it has grown to become probably one of the world's most popular add-ins for MS Excel.

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

Besides documenting the utilities in ASAP Utilities I have also included a "How to" chapter. In that chapter (chapter 7, "[How to?](#)" on page 133) I 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:

<http://www.asap-utilities.com>

This document currently covers everything available in version 4.2.5 which is at this moment officially the new version. Some utilities might not be available in version 3.10L which is available for people that have either Excel 97 or are not able to install version 4.

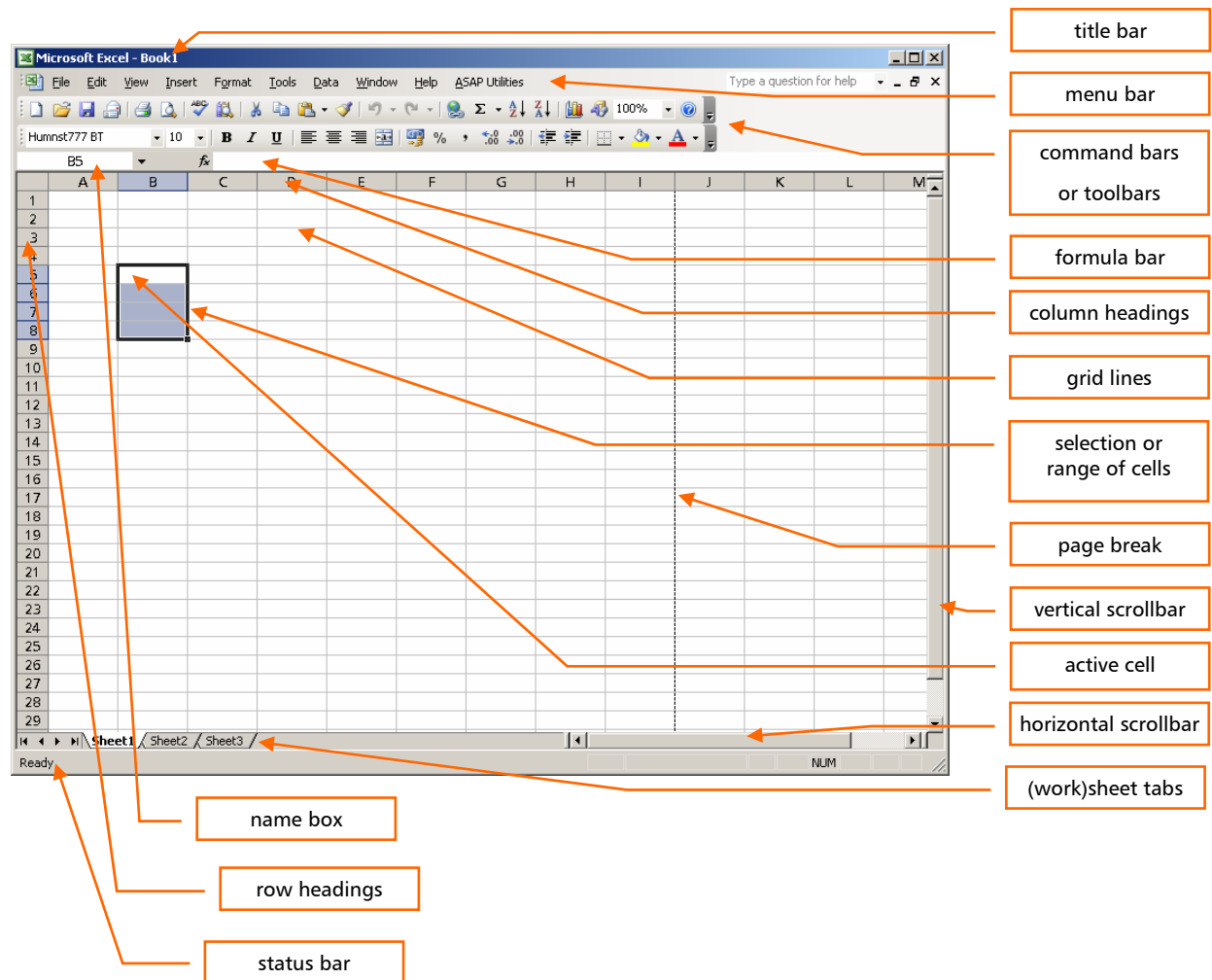
2.1 Intended audience

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 version of Excel, I recommend you to read paragraph 2.2, "[The Excel screen in English](#)" on page 10.

2.2 The Excel screen in English

This documentation is in English since most people that use Excel speak this language. Despite the fact that most people speak English, translating certain things in Excel might become difficult or look odd. 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

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

<http://www.asap-utilities.com>

If you don't have access to the internet but you do have email, you can send an email to the following address and you will get a reply email with ASAP Utilities attached:

download@asap-utilities.com

If you have neither an internet connection nor an email address you have to ask a colleague or friend. We only provide support through the Internet. Alternatively, you can also order ASAP Utilities on a cd-rom.

3.2 System requirements

ASAP Utilities will run on all computers that meet the requirements of Excel 2000, 2002/XP 2003 or 2007 and have MS Windows as operating system (for example Windows 2000, XP, Vista, 64 bit systems, Terminal Server etc.). For people that still use Excel 97 there is a separate version available (at this moment version 3.10L).

ASAP Utilities needs approximately 15 MB of disk space. This is for the program files and the documentation together.

The recommended minimum screen resolution is 1024 x 768 pixels although ASAP Utilities will also work on smaller screens.

"If you can run MS Windows Excel version 2000 or newer, you can use ASAP Utilities."

When the installation is finished every user on the computer is able to use ASAP Utilities but during the installation you must run the setup as administrator or must be logged in as an administrator or as a member of the Power Users group¹. More information running the setup if you are not a member of the administrator- or power users group is on our website:

<http://www.asap-utilities.com/faq-questions-answers-detail.php?m=109>

3.2.1 International versions of Excel

ASAP Utilities will run in all versions of Excel that meet the system requirements. Whether it is the international (English) version of you have local Dutch, French, Swedish or other language version. I have even seen screenshots of Arabic Excel versions with ASAP Utilities.

¹ As an alternative there is a version of ASAP Utilities (version 3.10L) that can be installed without administrator or power user rights. However this version does not contain some new features that were introduced or improved the last years in version 4.

At our company we use ASAP Utilities in both the international and the Dutch version of Excel.

At this moment ASAP Utilities is written in English. We chose this because most people can read the English language and I believe this is the most used Excel language. There are plans for more languages, but it might take a while for that to be completed.

Starting from version 4.3.0 you can also choose the Dutch language in ASAP Utilities. More languages will be added later.

3.2.2 Office Update

We recommend you to always install the latest updates and service packs from MS Office to improve Office's stability and security. Although it is not necessary to run ASAP Utilities it is a good practice to keep your system up-to-date.

<http://www.officeupdate.com>

3.2.3 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.

3.3 Installation

ASAP Utilities is easy to install.

You must be logged in as an administrator or as a member of the Power Users group when installing ASAP Utilities or you can choose to run the setup as administrator. When the installation is finished every user on the computer is able to use ASAP Utilities.

<http://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 "[Manual installation](#)" on page 18.

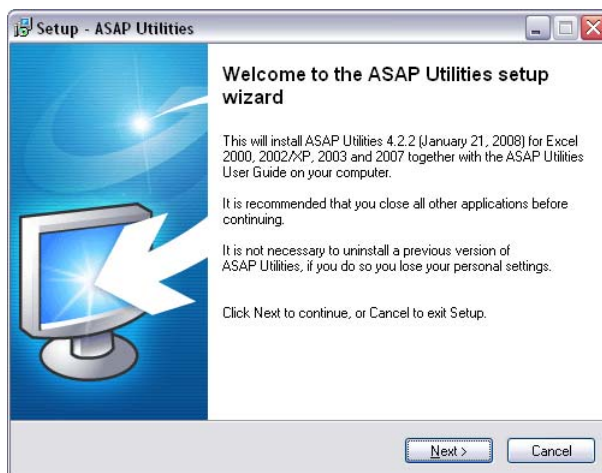
3.3.1 Automatic installation

Automatic installation is as easy as to follow the steps presented to you when you run the ASAPUtilities_setup.exe file. During the setup you can specify the location where you want to install the files. ASAP Utilities does not require your computer to restart at the end of the installation.

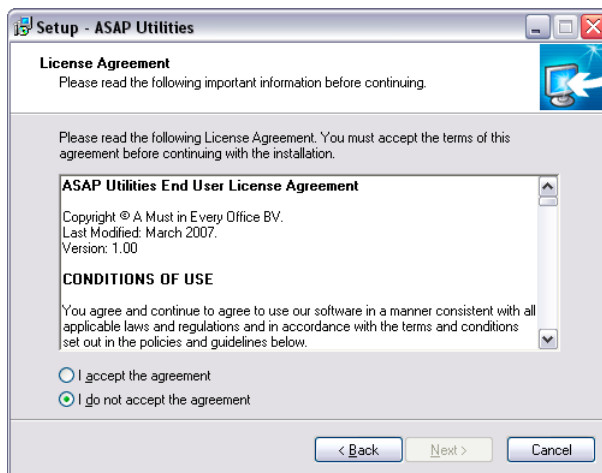
- Before you start the installation it is a good practice to close all other applications. Especially Excel needs to be closed.
- ASAP Utilities is digitally signed. This gives several benefits. For one example, it assures you that the files come from us and have not been tampered with. The company name you will see on the certificate is "A Must in Every Office BV". Windows might display this before the setup starts.

Start the ASAP Utilities setup.exe file.

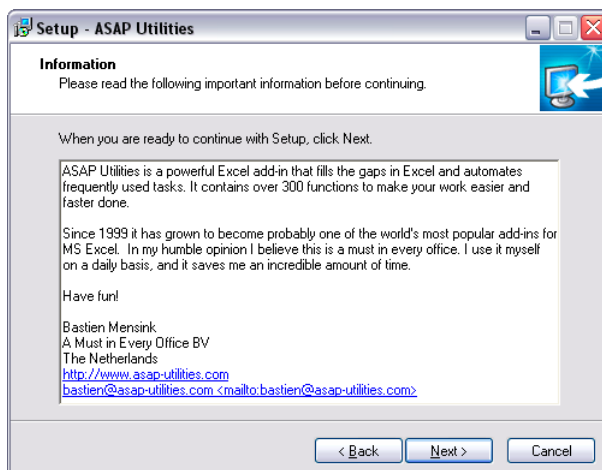
The following screen will appear, click the "next >" button to continue.



- Please take time to read the licence agreement. If you agree choose this option and then choose "Next >"



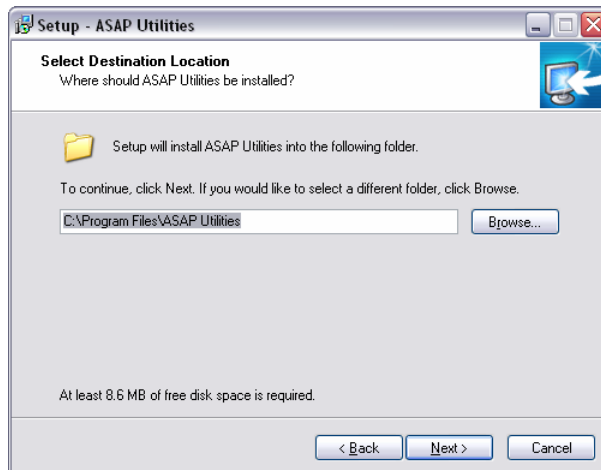
- Make sure Excel is closed before you continue.



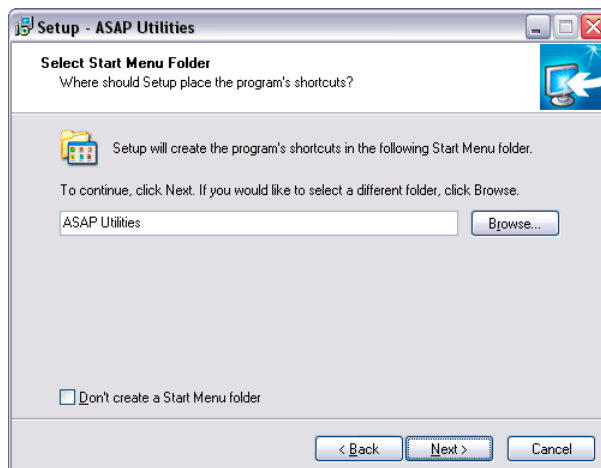
- Select a folder to install ASAP Utilities. We recommend you use the default folder, "C:\Program Files\ASAP Utilities\" but any other location can be used too. ASAP Utilities requires approximately 12 MB of disk space.

If you have a previous version of ASAP Utilities installed, select that folder (the setup-program should detect it though), usually this is "C:\Program Files\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 » **Error! Reference source not found.**

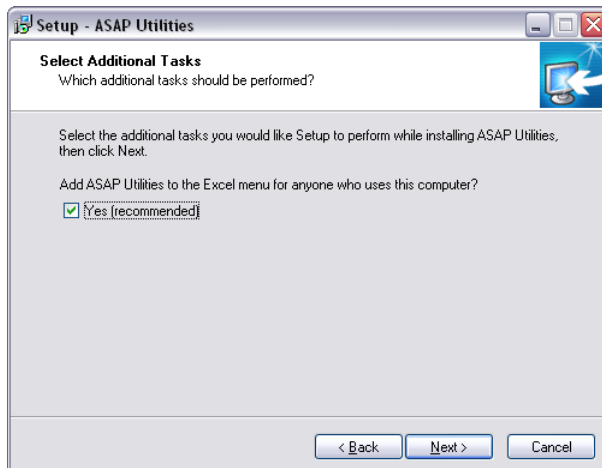


If you want to ASAP Utilities will create an entry in your start menu:

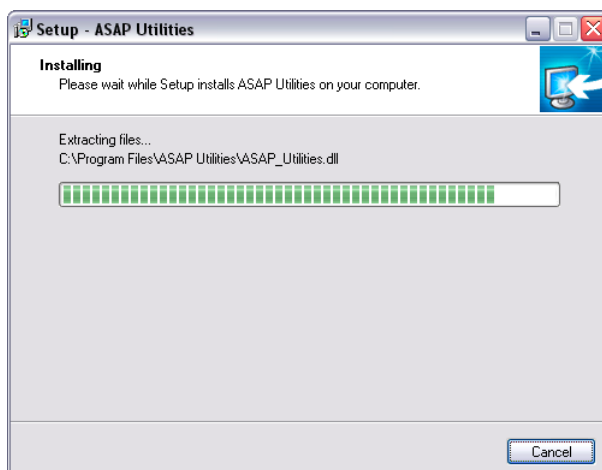
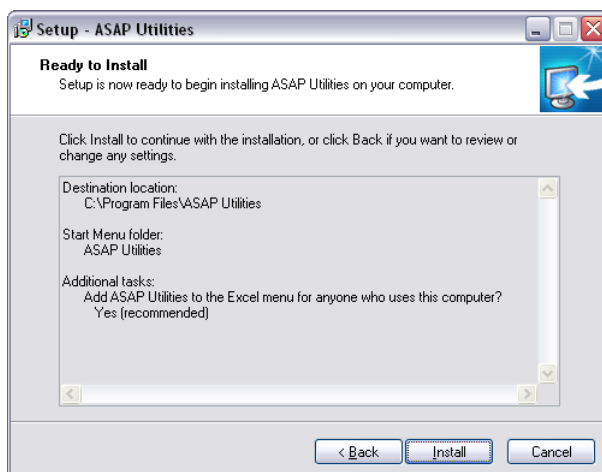


- If you want everyone on the computer to be able to use ASAP Utilities choose "Yes". Click the Next-button to continue. This will automatically add ASAP Utilities to the Excel menu for each user that logs in on the computer. This is also handy when you log in with normal user-rights and run the

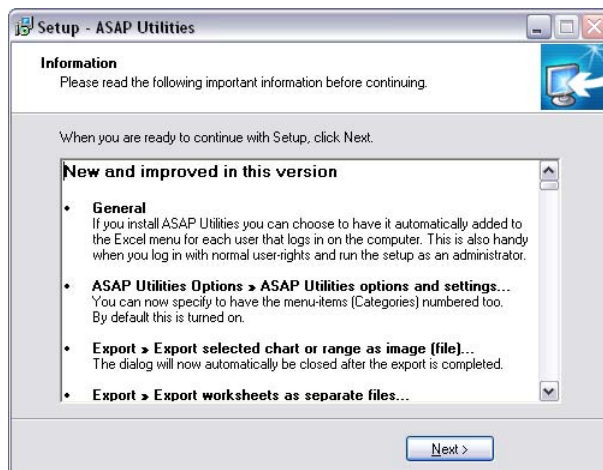
setup as an administrator.



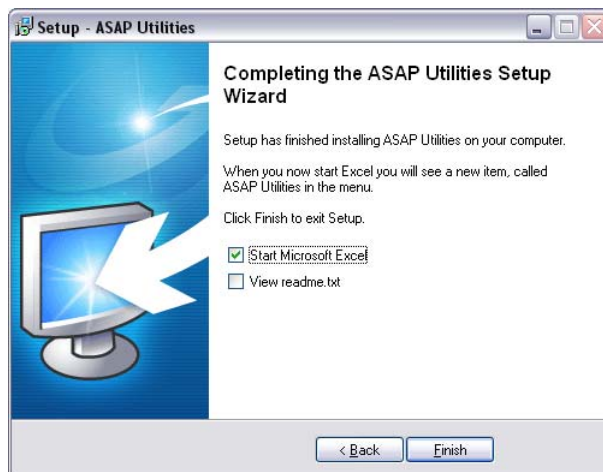
- Click "install" to copy the files to the selected folder.



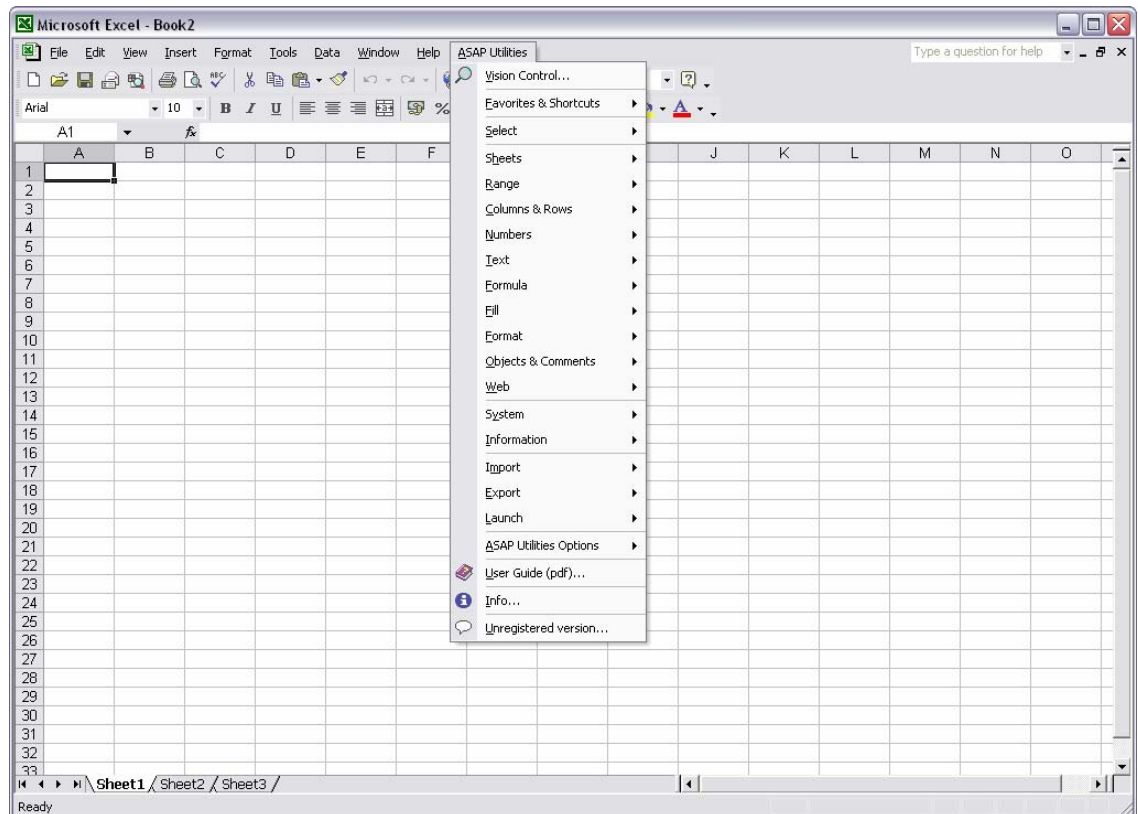
- The setup will now show you what is new in this version:



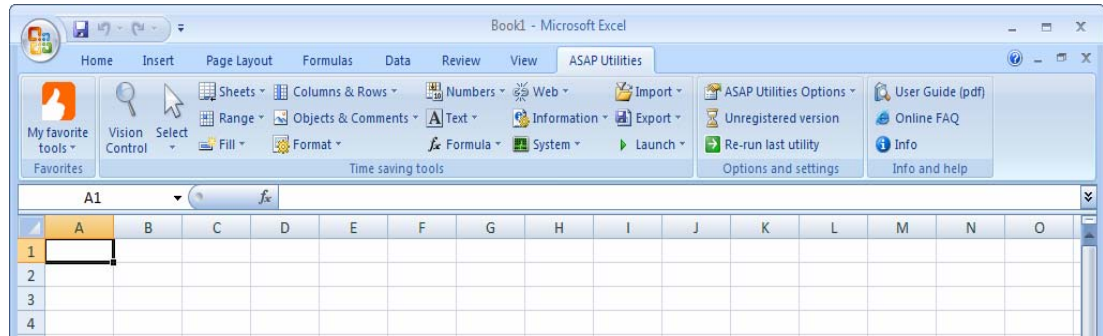
- All files are now copied to your hard disk. Click the finish button.



- In the Excel menu you will find a new item called "ASAP Utilities":



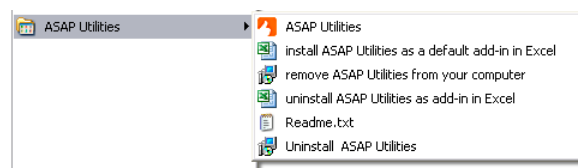
In Excel 2007 it looks like this:



If you don't see ASAP Utilities in the menu, run through steps 3 to 6 of the paragraph "[Manual installation](#)" on page 18.

- The installation is finished, and you are ready to use ASAP Utilities.

After the installation is finished a new program folder is created in your start menu (if you choose to create it in step 4):



3.3.2 Manual installation Excel 2000, 2002/XP, 2003

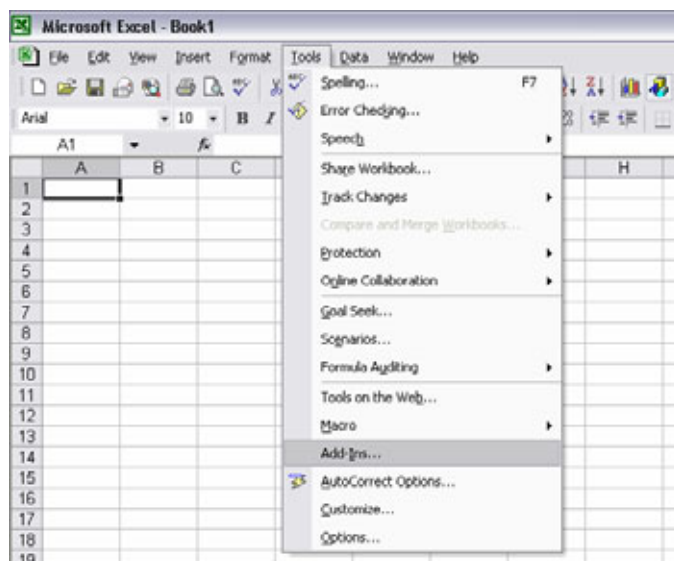
Although we recommend the automatic installation, the manual installation is easy to do. You must be logged in as an administrator or as a member of the Power Users group when installing ASAP Utilities or you can choose to run the setup as administrator. When the installation is finished every user on the computer is able to use ASAP Utilities.

<http://www.asap-utilities.com/faq-questions-answers-detail.php?m=109>

Starting from version 4.1.1, ASAP Utilities is no longer available as a zipped-package; instead it can only be downloaded as an executable setup file. This paragraph about the manual installation is for your background information.

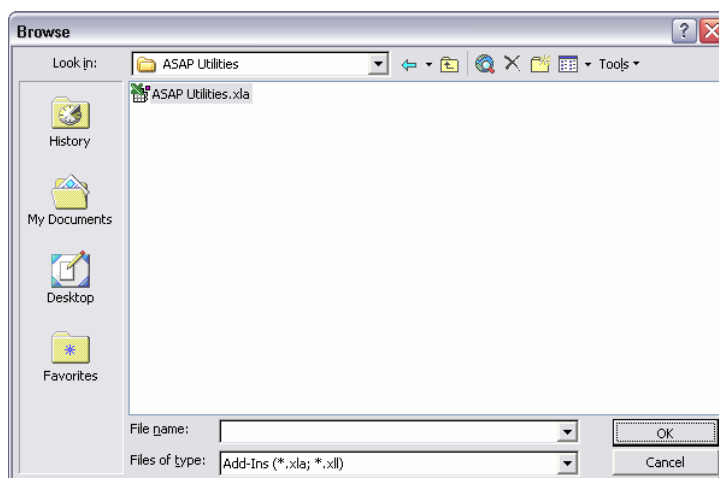
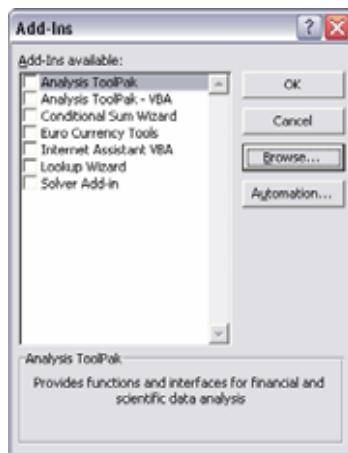
Walk through the following steps.

1. Place all the ASAP Utilities files on your hard drive. It doesn't matter what the location is, as long as all the files in the package are together.
The recommended location is: C:\Program Files\ASAP Utilities\
2. Start Microsoft Excel
3. In the tools menu, choose Add-Ins.

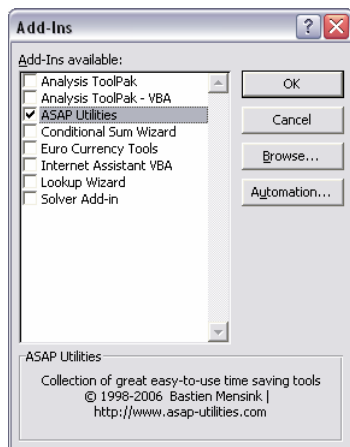


4. Use the "Browse..." button to locate the ASAP Utilities.xla file (default is C:\Program Files\ASAP Utilities\)

If Excel asks you to copy the file to the library folder, answer "no". (this is important)



5. Check the “ASAP Utilities” check box.



6. Next to “Help” in the menu, there is an option called “ASAP Utilities”.
If ASAP Utilities is not there, you have to close and restart Excel.
7. Installation is now finished. Have fun!

3.3.3 Manual installation Excel 2007

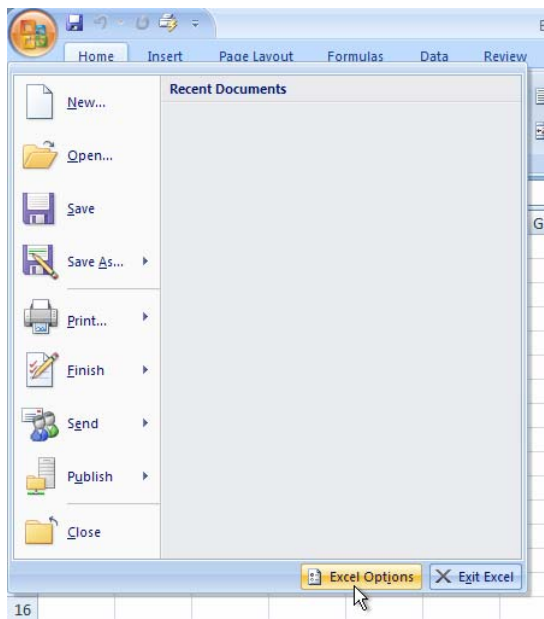
Although we recommend the automatic installation, the manual installation is easy to do. You must be logged in as an administrator or as a member of the Power Users group when installing ASAP Utilities or you can choose to run the setup as administrator. When the installation is finished every user on the computer is able to use ASAP Utilities.

<http://www.asap-utilities.com/faq-questions-answers-detail.php?m=109>

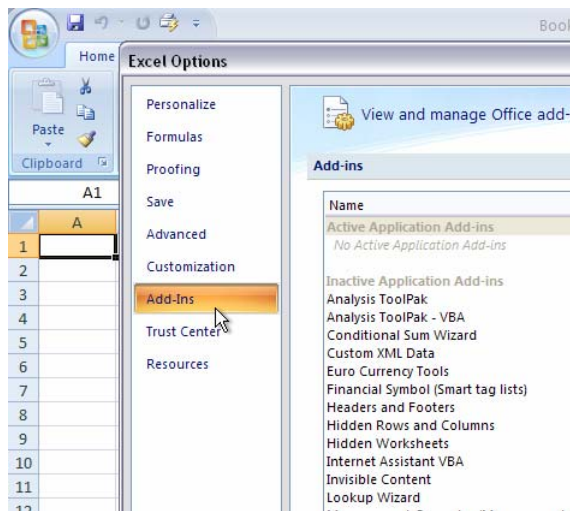
Starting from version 4.1.1, ASAP Utilities is no longer available as a zipped-package; instead it can only be downloaded as an executable setup file. This paragraph about the manual installation is for your background information.

Walk through the following steps.

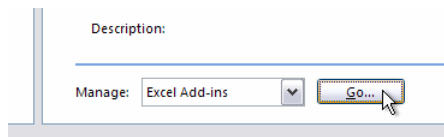
1. Place all the ASAP Utilities files on your hard drive. It doesn't matter what the location is, as long as all the files in the package are together.
The recommended location is: C:\Program Files\ASAP Utilities\
2. Start Microsoft Excel
3. Click on the upper-left icon.
Then click on the "Excel Options" button:



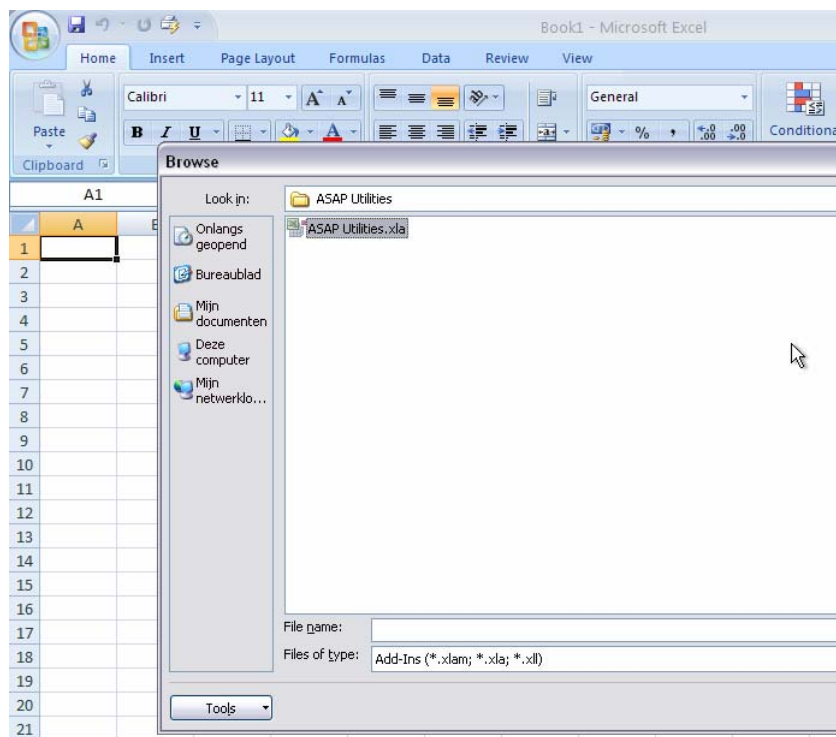
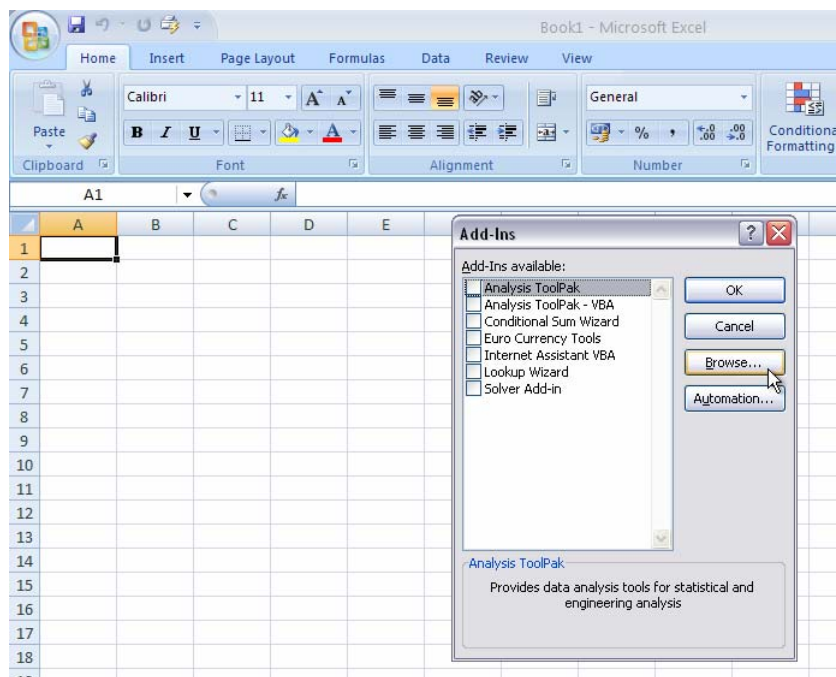
4. Choose Add-Ins:



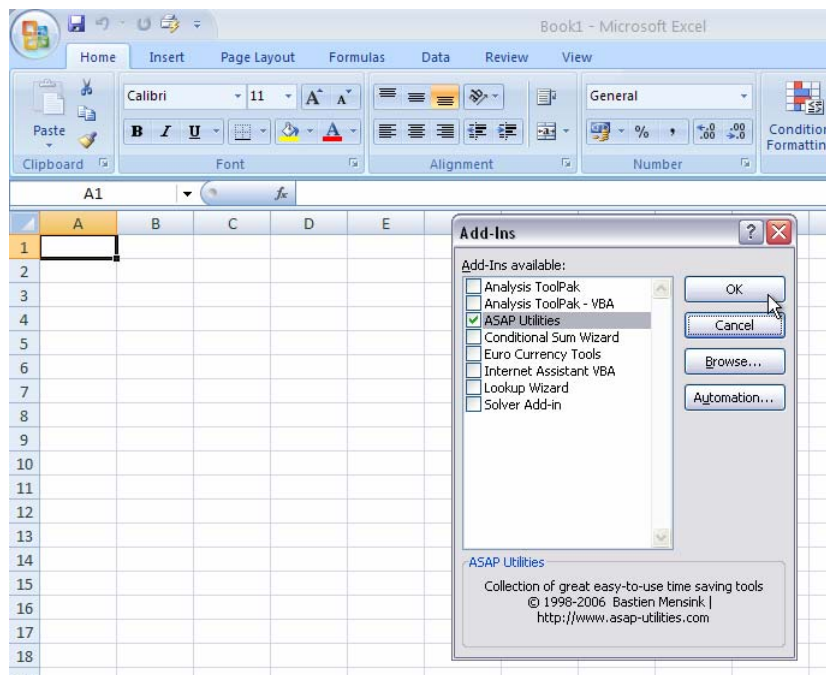
5. Press the "Go..." button to manage the Excel add-ins:



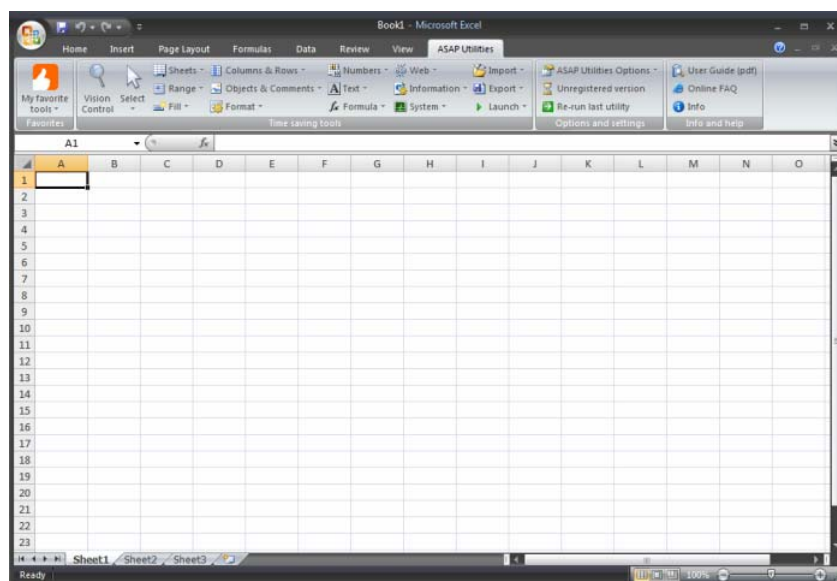
6. Click on the browse-button in the Add-Ins dialog to locate the ASAP Utilities.xla file (by default in the folder C:\Program Files\ASAP Utilities\)
- If Excel asks you to copy the file to the library folder, always answer "no". (this is important)



7. Check the "ASAP Utilities" check box and press the OK-button. When you do that ASAP Utilities will be started.



8. 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!



3.3.4 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.

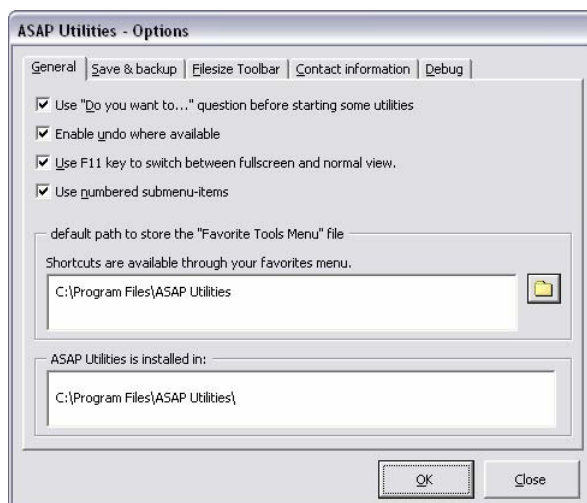
Important

Do not uninstall ASAP Utilities before installing the new version; otherwise you will lose your settings.

If you want to install ASAP Utilities in another location we recommend you to backup 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\". If you are not sure about that location you can see it in ASAP Utilities. Start Excel and then:

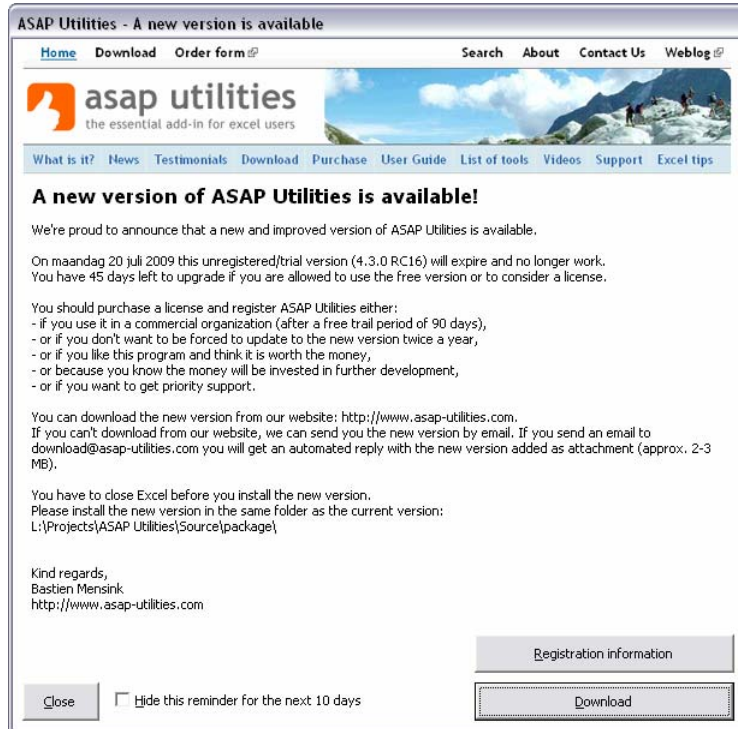
ASAP Utilities » ASAP Utilities Options » ASAP Utilities options & settings...



1 Upgrade twice a year (free)

It is our policy to force an upgrade twice a year to make sure you are always using the latest stable and most complete version. This 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 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.² 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.

If you can't download from our website (www.asap-utilities.com), we can send you the new version by email. Please send your request to newversion@asap-utilities.com and you will get a reply with the new version attached approximately 2-3 MB). You have a period of approximately 3 months to upgrade (free).

² Starting in version 4.0 the update notice will not anymore be shown on Excel's start-up but only when you start one of the ASAP Utilities tools. In version 3.10 the update notice will be shown during the upgrade period when you start Excel.

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.

<http://www.asap-utilities.com/asap-utilities-newsletter.php>

Registered users / commercial organizations

If you have purchased a license key and registered ASAP Utilities you can choose your own time to upgrade to the new version. This is a major benefit for large organizations and you can also choose to keep using an old version. Buying a license for ASAP Utilities is possible since March 2007.

<http://www.asap-utilities.com/registration.php>

<http://www.asap-utilities.com/download-old-versions.php>

3.3.5 DLL registration, administrative privileges

You must be logged in as an administrator or as a member of the Power Users group when installing ASAP Utilities or you can choose to run the setup as administrator. When the installation is finished every user on the computer is able to use ASAP Utilities.

<http://www.asap-utilities.com/faq-questions-answers-detail.php?m=109>

Some systems do not allow certain sections of the registry to be written to by users without administrative privileges. It is recommended that only those with administrator privileges and those that are logged on as administrator install ASAP Utilities on such a computer.

The file "ASAP Utilities.dll" is registered as ActiveX (COM) component on the machine, using the HKEY_LOCAL_MACHINE registry entry. That means that to register the add-in you need to be a member of the "Administrators" or "Advanced Users" groups.

ASAP Utilities creates the following key. This way all users on the computer can work with ASAP Utilities. If you choose the manual installation the DLL is registered the first time you start Excel with ASAP Utilities.

HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Office\Excel\Addins\ASAP_Utilities.adConnect

3.3.6 Network installation

There are several options for a network installation. I am no network administrator but in this section I give you some tips about the way Excel works with add-ins. Please test them before you deploy them.

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 are a few things you might have to do:

- Users have to be able to load ASAP Utilities (read access to the files).
- If you don't use the ASAP Utilities setup you have to register the DLL yourself. See paragraph 3.3.5, DLL registration, administrative privileges on page 26 and paragraph

3.8.4, Registering the DLL on page 41.

More information:

<http://www.asap-utilities.com/installation-manual-steps.php#step2>

- You can have ASAP Utilities loaded for every user each time Excel starts. Changing the registry settings to have ASAP Utilities available is only possible 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 (3.8.3, "Add ASAP Utilities to the Excel menu for all users" on page 41)
- You have to specify a location to store the favorite menu settings (ini-file). Starting from ASAP Utilities 4.2.2 (January 2008) this file is by default stored in the user's application data folder. Previous versions stored the file in the program files folder. Starting from version 4.2.5 the file will be automatically created there the first time whether the option is paragraph 3.8.3 on page 41 is on or off. In previous versions you have to put the file in the location specified. Users can always change the location themselves but it is more user-friendly to point it to a location where they can read/write the file. The registry settings for the location of the favorites menu is explained in paragraph 3.8, "[User data and registry settings](#)" on page 40.
- 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 3.8.5, "Registration/license settings" on page 41.

1 Display ASAP Utilities in Excel's Add-in list

To have ASAP Utilities available in the 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 now automatically load ASAP Utilities.

Create a new string value in the registry key:

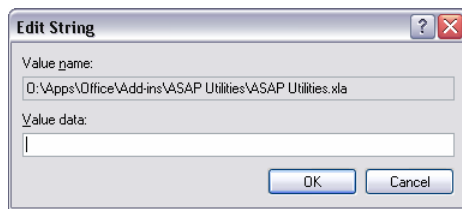
```
HKEY_CURRENT_USER\Software\Microsoft\Office\ <version> \Excel\Add-in Manager\
```

For example for Office XP/2002 this is:

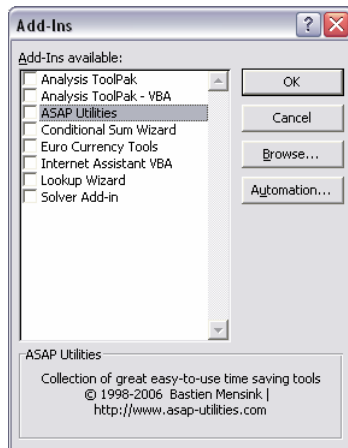
```
HKEY_CURRENT_USER\Software\Microsoft\Office\10.0\Excel\Add-in Manager\
```

Excel 2000	9.0
Excel XP/2002	10.0
Excel 2003	11.0
Excel 2007	12.0

Create a new string value where the name is the full path and filename of ASAP Utilities. For example: O:\Apps\Office\Add-ins\ASAP Utilities\ASAP Utilities.xla. The value data is empty:



When the user now starts Excel ASAP Utilities is available in the Tools » Add-ins list:



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 [3.8.3 Add ASAP Utilities to the Excel menu for all users](#) on page 41.

To have ASAP Utilities automatically installed you have to write an entry to the registry key:

HKEY_CURRENT_USER\Software\Microsoft\Office\<version>\Excel\Options\

Excel 2000	9.0
Excel XP/2002	10.0
Excel 2003	11.0
Excel 2007	12.0

In Excel XP/2002 this is for example:

HKEY_CURRENT_USER\Software\Microsoft\Office\10.0\Excel\Options\

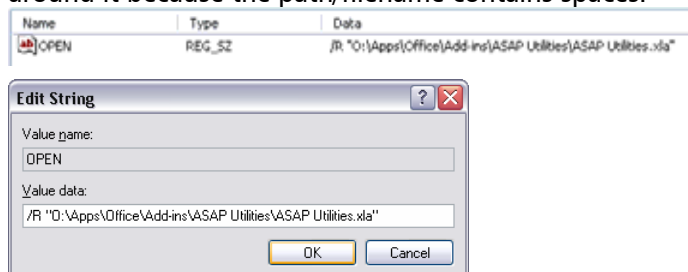
In this key there are a set of ascending entries numbered OPEN, OPEN1, OPEN2, etc. The value of each of these entries is the full path to and the filename of the add-in.

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.

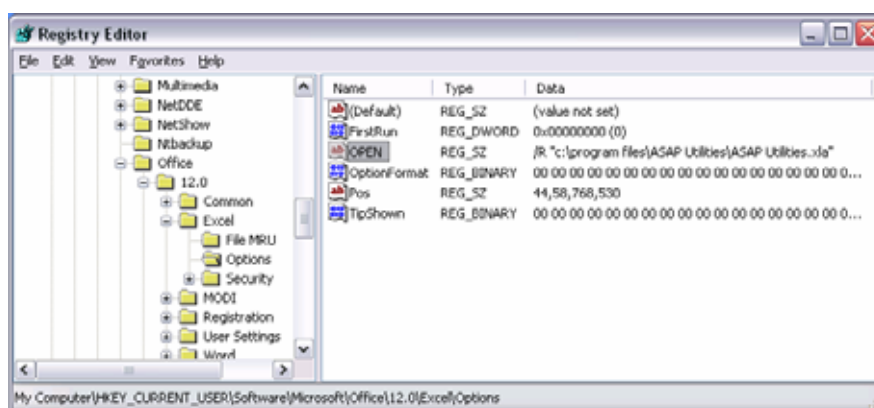
In a clean Excel installation without any add-ins installed there are no OPEN values. In that case you can add ASAP Utilities by creating a new value of the string type with the name OPEN and as value the full path and filename of ASAP Utilities, surrounded by quotation marks. For example:

"O:\Apps\Office\Add-ins\ASAP Utilities\ASAP Utilities.xla". You have to write the quotes (") around it because the path/filename contains spaces.

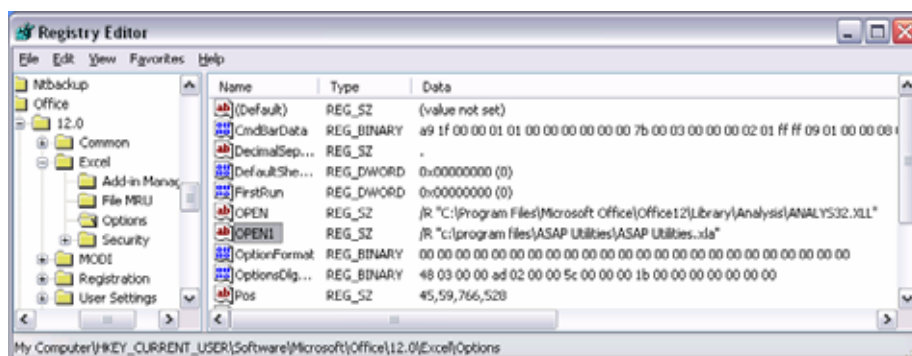


If you precede the add-in name with a /R switch the add-in will be opened as read-only.

Example of the registry key with no other add-ins loaded:



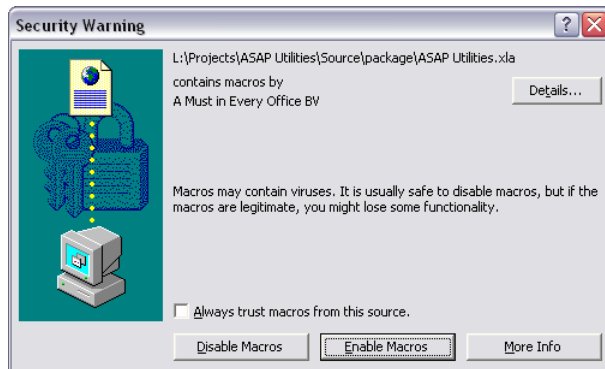
Example of the registry key when the analysis toolpack was already active as add-in, ASAP Utilities now uses the OPEN1 key:



3.4 Macro security

ASAP Utilities is digitally signed. This gives several benefits. For one example, it assures you that the files come from us and have not been tampered with. The company name

you will see on the certificate is "A Must in Every Office BV"



During the installation ASAP Utilities will be installed as default add-in. This means that every time you start Excel, ASAP Utilities will be loaded and is ready to use.

In order to use ASAP Utilities your security need to be set at a certain level. This level can be high, since ASAP Utilities contains a digital signature, and you can choose to always trust us. In Excel 2003 and 2007 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 these values if you encounter problems:

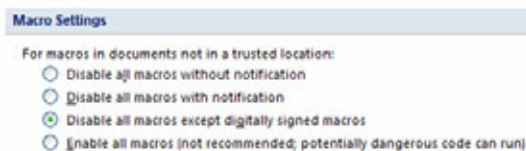
In Excel's menu choose:

Tools » Macro » Security » High

Or in Excel 2007 choose:

Office button » Excel options » Trust Center » Trust Center Settings

Then choose "Disable all macros except digitally signed macros" or "Disable all macros with notification"



Despite what is written in some reviews, ASAP Utilities never requires to lower your security settings to low.

3.4.1 Message: Macros are disabled



From the Microsoft help:

You may encounter this error for the following reasons:

1. Macro security is set to:
 - Very High and the application encounters a signed macro, but the macro was automatically disabled. Use the following procedure to enable the macro:
 1. Select the **Tools** menu option and then select **Macro** and **Security**. In the resulting **Security** dialog, set the security level to High by clicking the **High** radio button.
 2. Close the file and any other instances of the application currently running on the computer (close all applications that also use the application you are currently running).
 3. Open the file again and examine the certificate of trust details and set the **Always trust macros from this publisher** box if you trust the certificate issued by the publisher.
 4. Click the **Enable** button to allow the macro to run.
 - High and the application encounters a signed macro, but you selected **Disable** when prompted by the macro warning dialog when opening the file. Use the following procedure to enable the macro:
 - Close the file and any other instances of the application currently running on the computer (close all applications that also use the application you are currently running).
 - Open the file again and examine the certificate of trust details and set the **Always trust macros from this publisher** box if you trust the certificate issued by the publisher.
 - Click the **Enable** button to allow the macro to run.
 - High or Very High and the macro was not signed and was automatically disabled by the application. Use the following procedure to enable the macro, if you have verified you can trust the source of the unsigned macro:
 - Select the **Tools** menu option and then select **Macro** and **Security**. In the resulting **Security** dialog, set the security level to Medium by clicking the **Medium** radio button.
 - Close the file and any other instances of the application currently running on the computer.
 - Open the file again and click the **Enable** button when prompted to allow for the unsigned macro to run.
 - When you have accepted the macro, return the macro security level to its previous setting.
2. Another instance of your application has a lock on the security settings and is disallowing any changes to security settings.
 - It is recommended to close all Office related applications or other instances of the same application when you attempt to make changes to your security settings.
3. Visual Basic for Applications (VBA) is not installed on your computer.
 - If VBA is not installed, it is not possible to accept certificates of trust attached to VBA macros. Therefore, any VBA macro attempting to run, even with an attached certificate of trust, cannot be run because the necessary macro interpreter is not installed on the system. Two scenarios can cause this error:
 - Your administrator chose not to install VBA
 - The version of Office you are running does not install VBA by default
 - If you are running an instance of Office that does not provide VBA as an installable feature, you will need to upgrade your version of Office to run VBA macros.
4. The certificate of trust is invalid - (when this occurs, you cannot select the **Enable** button).
 - The certificate is no longer trusted, was revoked by the issuing authority, or is damaged. There are several other possibilities which you may need to explore as to why the certificate is no longer recognized as valid by your system. It is recommended that you not trust or run a

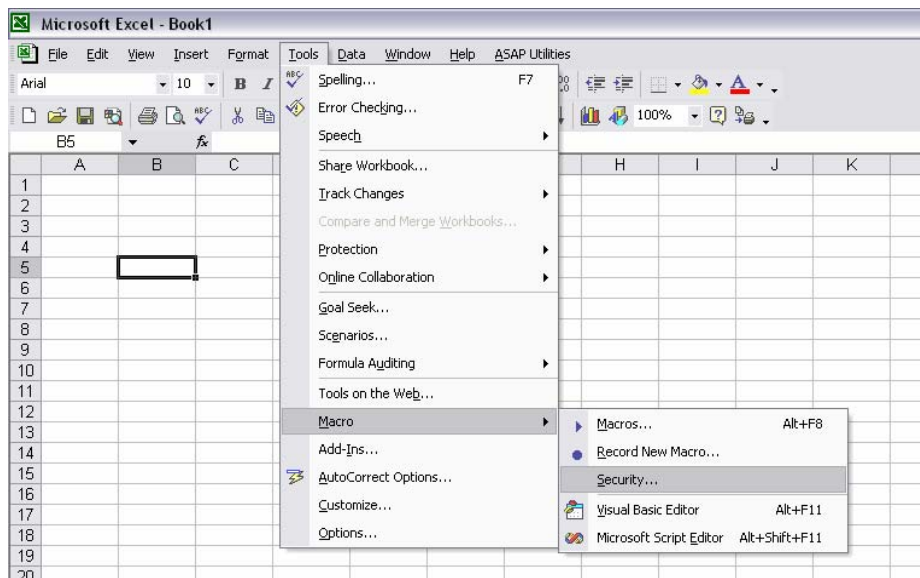
macro that has an invalid certificate.

3.4.2 Trusted sources

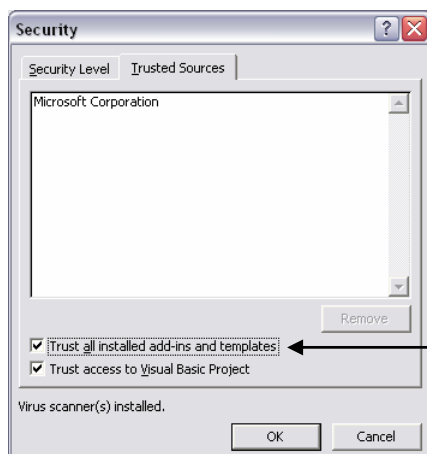
If you want to run ASAP Utilities in Excel 2003/2007 with the security settings to “Very High”: you have to have the “Trust all installed add-ins and templates” check box checked. This is the default setting of Excel.

In Excel’s menu choose:

Tools » Macro » Security

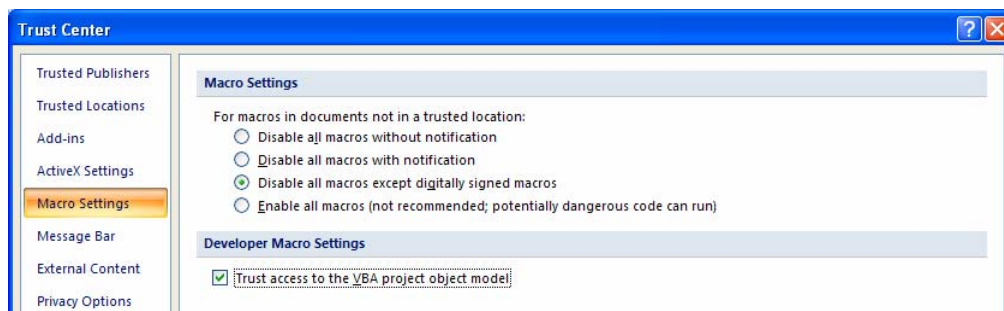


Then go to the “Trusted Sources” tab and make sure the check box in front of “Trust all installed add-ins and templates” is checked.



Or in Excel 2007 choose:

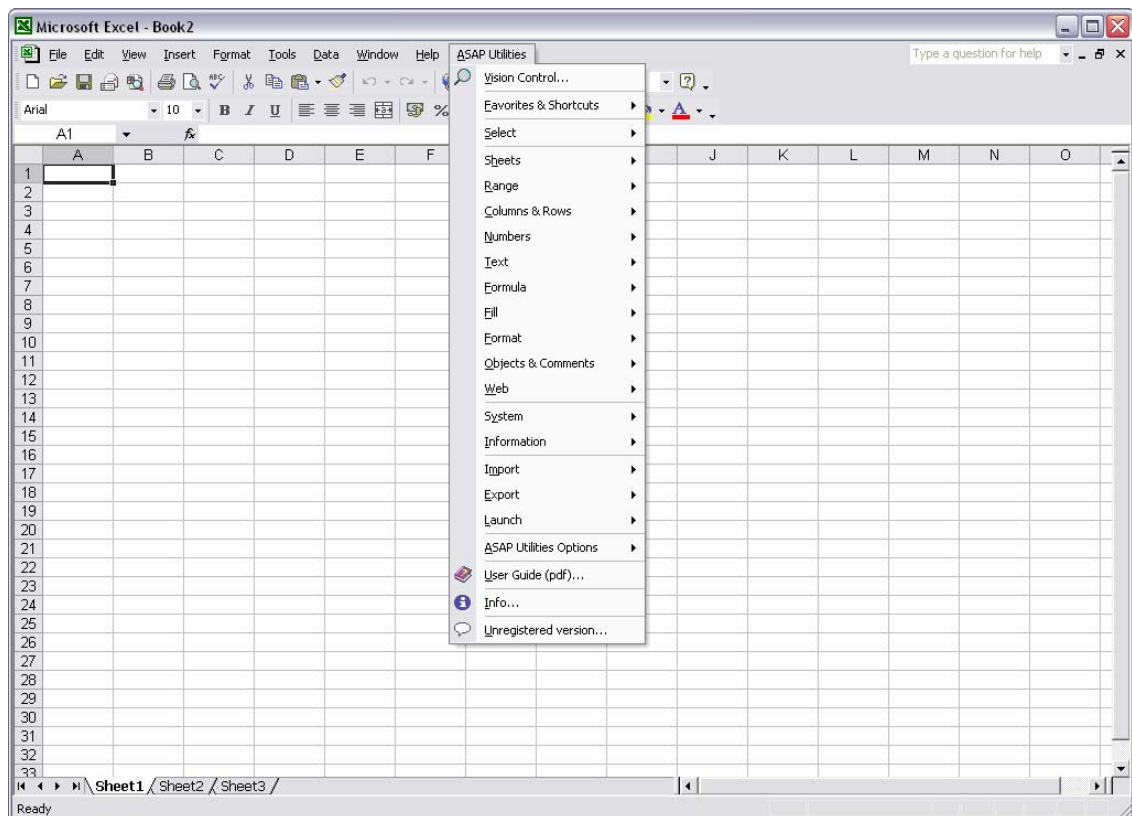
Office button » Excel options » Trust Center » Trust Center Settings



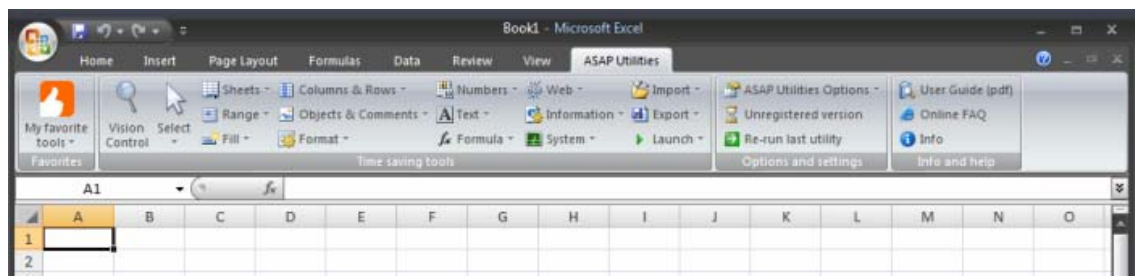
3.5 How to operate ASAP Utilities

Once you have installed ASAP Utilities it adds an extra button in Excel's main menu. All tools can be accessed from there.

Excel 2000, 2002/XP or 2003 with ASAP Utilities in its menu



Excel 2007 with ASAP Utilities in its menu



3.5.1 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 to use the macro displayed in the example below. We do not officially support running ASAP Utilities macros from within your own macros and offer help on this.

<http://www.asap-utilities.com/run-as-part-of-a-macro-vba.php>

3.6 Undo

3.6.1 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 didn't 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 by design of Excel

By design Excel nearly always clears the undo when you run a macro. ASAP Utilities is a bundle of many macros. 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 have to write our own undo routine. Usually this is a routine that stores the settings before running the macro and sets the undo to run another routine that restores the original settings. Excel doesn't 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 back 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 we have available.

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

3.7 Uninstall

3.7.1 Automatic

The easiest and recommended way to uninstall ASAP Utilities is to do this via the Windows Control Panel.

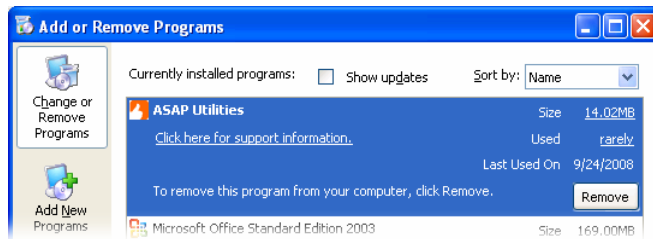
1 Windows 2000/XP

Start > Settings > Control Panel > Add or Remove Programs

or

Start > Control Panel > Add or Remove Programs

Then select ASAP Utilities in the list of programs and click on the "Remove" button:



2 Windows Vista

Start > Control Panel > Programs: Uninstall a Program

Then select ASAP Utilities in the list of programs and click on the "Uninstall" button:



Note

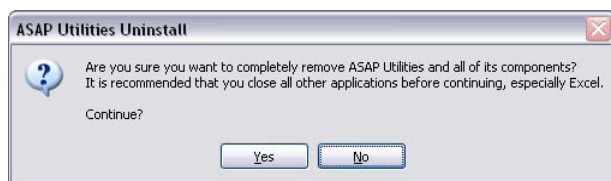
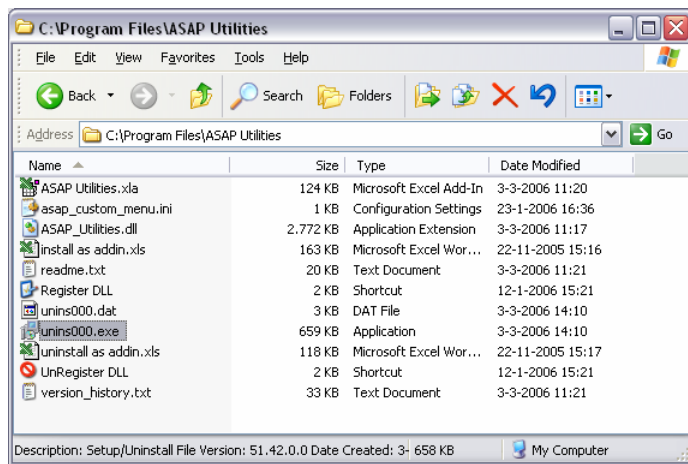
If other users on the same computer used ASAP Utilities too, you will have to manually remove ASAP Utilities from their list of Excel add-ins. This is something that can only be automated for the user that runs the uninstall due to the design/restrictions of MS Windows. In such a case the user has to follow step 4 till 7 of the manual uninstall.

3.7.2 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.

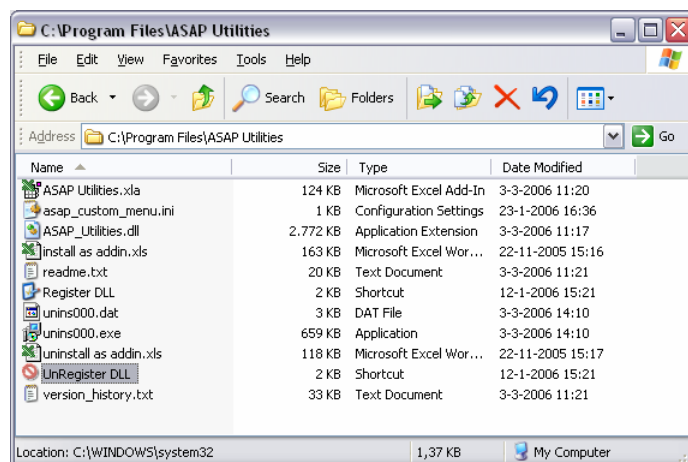
If you have specified an alternative location to store your favorites menu settings you have to manually remove the file asap_custom_menu.ini from that location.



3.7.3 Manual

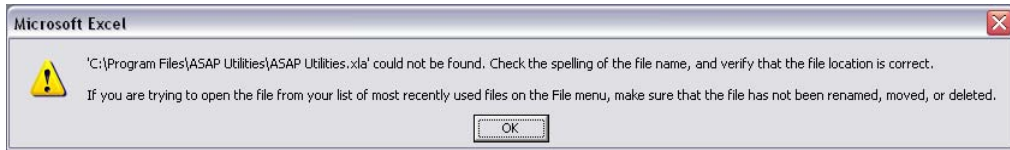
Another way is to manually remove ASAP Utilities but we recommend the automatic uninstall.

1. Close Excel, if it is opened.
2. Unregister the ASAP_Utilities.dll. To unregister the DLL use the command:
`RegSvr32.exe "<Drive + Folder>\ASAP_Utilities.dll" /u`
 e.g. `RegSvr32.exe "C:\ASAP Utilities\ASAP_Utilities.dll" /u`
 You can also use the shortcut "UnRegister DLL" we made for this:

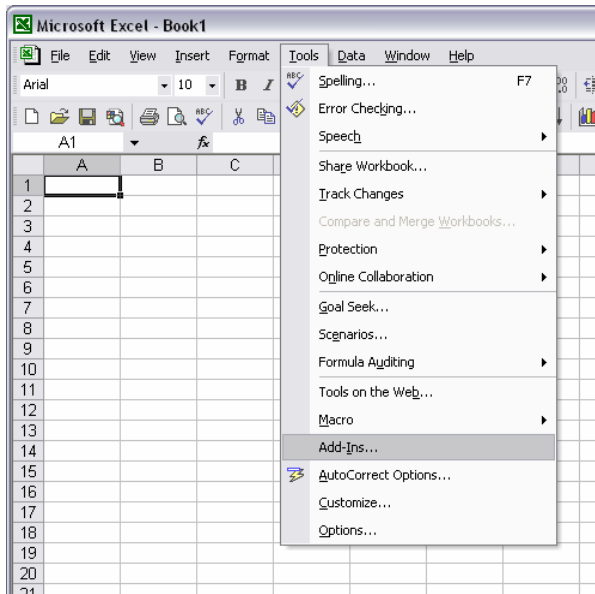


3. Delete the folder where the ASAP Utilities program was installed. Usually this is [C:\Program Files\ASAP Utilities].

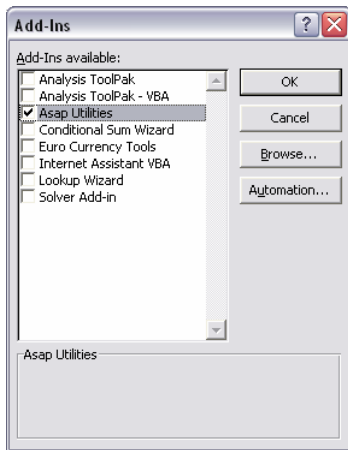
4. Start Excel, you will now receive an error, indicating that ASAP Utilities could not be found.



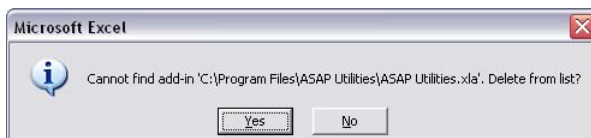
5. Click OK. Then choose in the menu "Tools", "Add-ins".



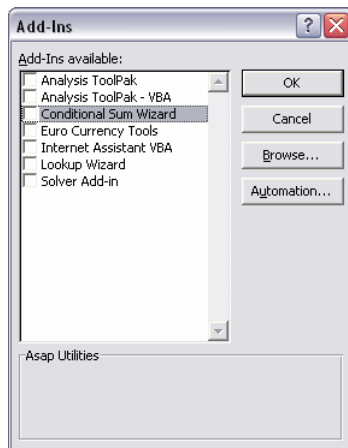
6. Then uncheck the check box next to Asap Utilities.



7. Excel will now ask you if you want to remove Asap Utilities from the list. Answer with yes.



8. Now close the form, and ASAP Utilities is successfully uninstalled. ASAP Utilities is removed from your computer and Excel.

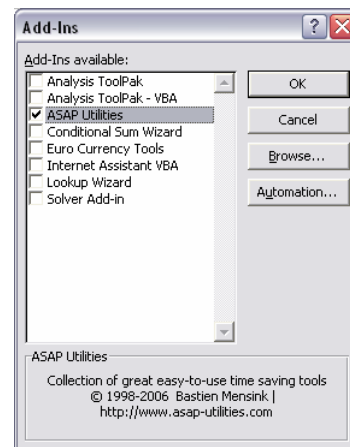
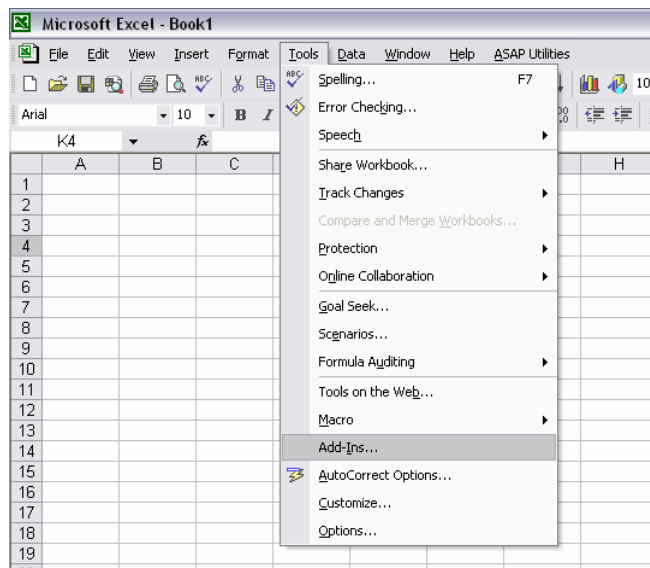


3.7.4 Temporarily uninstalling ASAP Utilities

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 Excel starts to slow or if you think you have problems related to ASAP Utilities, you can do the following:

1 Excel 2000, 2002/XP and 2003

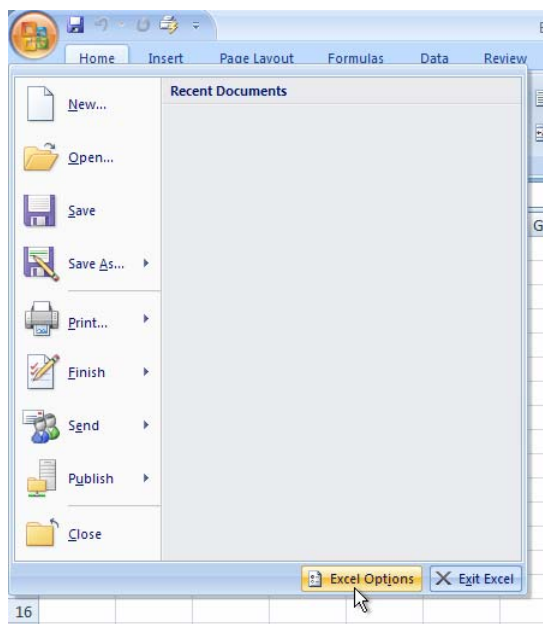
In the Excel menu go to “Tools”, “Add-ins” and then uncheck the check box next to ASAP Utilities. This will remove ASAP Utilities from the menu.



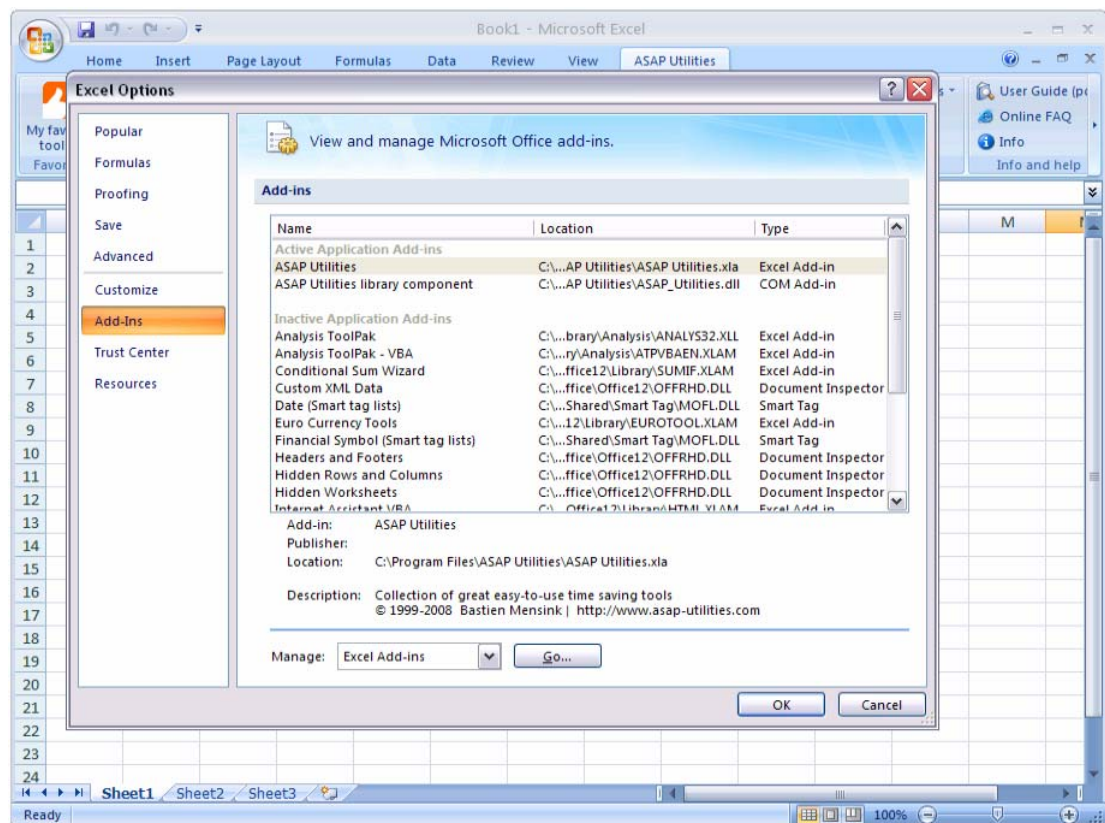
If you want to enable ASAP Utilities again, check the checkbox next to ASAP Utilities again.

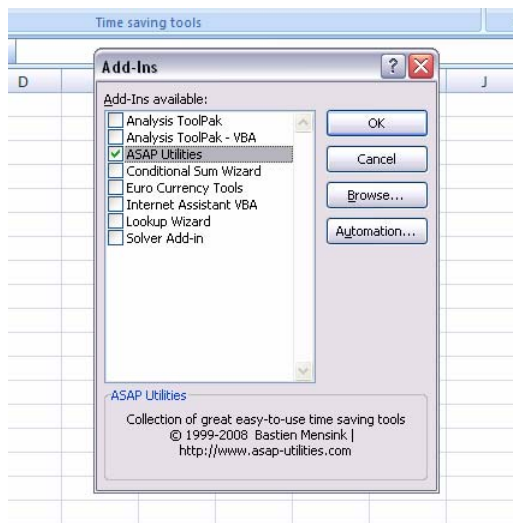
2 Excel 2007

In the Excel menu click on the upper-left “Office” button and go to “Excel options”.



Then choose "Add-ins" and choose Manage "Excel add-ins". And then uncheck the check box next to ASAP Utilities. This will remove ASAP Utilities from the menu.





If you want to enable ASAP Utilities again, check the checkbox next to ASAP Utilities again.

3.8 User data and registry settings

This chapter will tell you where ASAP Utilities saves its settings.

3.8.1 Registry

The settings of ASAP Utilities are stored in the registry in the following section:

```
HKEY_CURRENT_USER\Software\VB and VBA Program Settings\ASAP Utilities\
```

3.8.2 Favorites menu

The favorites menu, `asap_custom_menu.ini`, is by default stored in your application data folder, for example:

```
C:\Documents and Settings\<UserName>\Application Data\ASAP Utilities\
```

However this can be changed:

```
ASAP Utilities » ASAP Utilities options » ASAP Utilities options and settings...
```

The folder where the favorites menu is located is stored in the value `CustomMenuPath` in the key:

```
HKEY_CURRENT_USER\Software\VB and VBA Program Settings\ASAP Utilities\Setup
```

The location of the favorites menu file should preferably be writeable and editable, if not users can use the favorites menu but they cannot change it and will get a warning message when trying to.

NOTE: In versions before 4.2.2 the file was by default placed in the same location where ASAP Utilities installed, usually the program files folder.

3.8.3 Add ASAP Utilities to the Excel menu for all users

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. You can specify this during the setup.

The setting is stored in the following key:

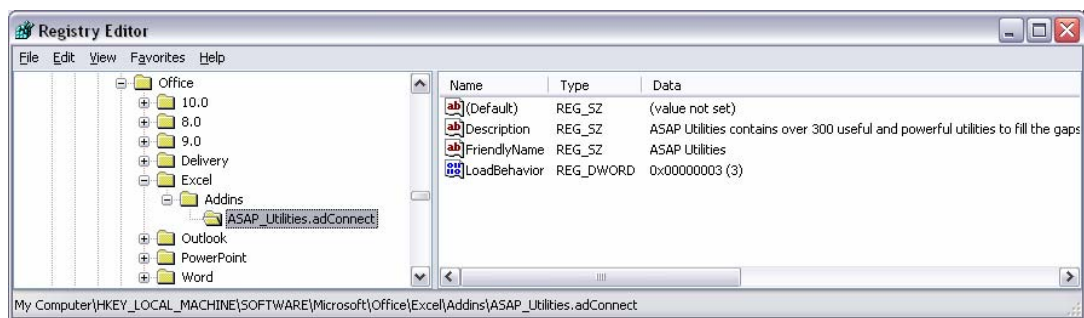
HKEY_LOCAL_MACHINE\SOFTWARE\ASAP Utilities\AutoSetupAllUsers

This value can be 0 (off) or 1 (on).

3.8.4 Registering the DLL

When the file ASAP Utilities.dll is registered it creates the following key. By creating this key in the HKEY_LOCAL_MACHINE ASAP Utilities can be used by all users on the particular computer.

HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Office\Excel\Addins\ASAP_Utilities.adConnect



3.8.5 Registration/license settings

The registration information is written in the following location:

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

Some of these values are stored encoded. You will see this if you register ASAP Utilities manually.

4 Purchase ASAP Utilities

This version of ASAP Utilities exists in two types, unregistered (free/trial) and a registered version.

ASAP Utilities is available since 1999. By offering a registered (paid) version we can spend more time in the development and support of ASAP Utilities (we've got many ideas and requests on the wish list).

Registration is mainly aimed on commercial organizations. We ask a relatively small fee compared to the time ASAP Utilities can save you in your work in Excel.

4.1 When to buy a license

You should purchase a license and register ASAP Utilities either:

- if you use it in a commercial organization (Feel free to try it for 90 days. If you like it, simply purchase a registration key.)
- or if you don't want to be forced to update to the new version twice a year
- or if you like this program and think it is worth the money

4.2 Key benefits of registration

- use it in a commercial organization
- no forced updates twice a year
- priority support via email
- free upgrade to all 4.x versions

4.3 How to order

The registration process is quick and easy. Online ordering is the fastest and most secure way you can get a license for ASAP Utilities:

<http://www.asap-utilities.com/registration.php>

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

<http://www.asap-utilities.com/registration-help.php>

4.3.1 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 a few 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 by RegNow you will get your license key.

4.3.2 Secure ordering

Orders are processed by our e-commerce partner, RegNow (Digital River), through a secure SSL connection. Your personal information is kept secure and will not be transferred by RegNow to other parties. RegNow provides a highly secure online payment process for most credit cards and they also support payments by check, money order, fax and wire transfer.

4.4 How to turn ASAP Utilities into a registered version

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

In the Excel menu choose:

ASAP Utilities » Unregistered version

Then click on the "Enter registration information" button.

Fill in the fields exactly as uses when you placed your order. The email that you received from 'ASAP Utilities (A Must in Every Office BV)' that starts with the subject 'ASAP Utilities license' or 'ASAP Utilities order' contains the full license information.

- Name
- Organization
- Order number
- Number of licenses
- License key

After you have entered the information, click on the "Register" button. We recommend you to use "copy and paste" to avoid typing errors.

The screenshot shows the 'Unregistered version' registration window. It has a title bar 'ASAP Utilities 4.1.0 (March 19, 2007) - Unregistered version'. The menu bar includes 'Home', 'Download', 'About', 'Search', 'Contact Us', and 'Weblog'. The main content area has the ASAP Utilities logo and a navigation bar with links: 'What is it?', 'News', 'Testimonials', 'Download', 'User Guide', 'List of tools', 'Questions and Answers', and 'Excel tips'. Below this is a 'Registration' section with the text: 'Thank you for registering your copy of ASAP Utilities. Please enter the registration information exactly as sent to you.' There are five input fields: 'Name:', 'Organization:', 'Order number:', 'Number of licenses:', and 'License key:'. At the bottom are 'Close' and 'Register' buttons. A warning message at the very bottom states: 'Warning: this software is protected by copyright law and international treaties. Modifying or reverse engineering this software may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.'

The screenshot shows the 'Registered version' window. It has a title bar 'ASAP Utilities 4.1.0 (March 19, 2007) - Registered version'. The menu bar is the same as the unregistered version. The main content area shows the ASAP Utilities logo and the same navigation bar. Below is a 'Registered version' section with the text: 'This copy of ASAP Utilities is licensed to:'. A text box displays the license information: 'Bastien Mensink', 'A Must in Every Office BV', 'Number of licenses: 1', and 'Order number: 1174379771-15246-339723'. At the bottom is a 'Close' button. The same warning message is at the very bottom.

After you have entered your information you will get a thank-you notice and see that ASAP Utilities is now a registered version.

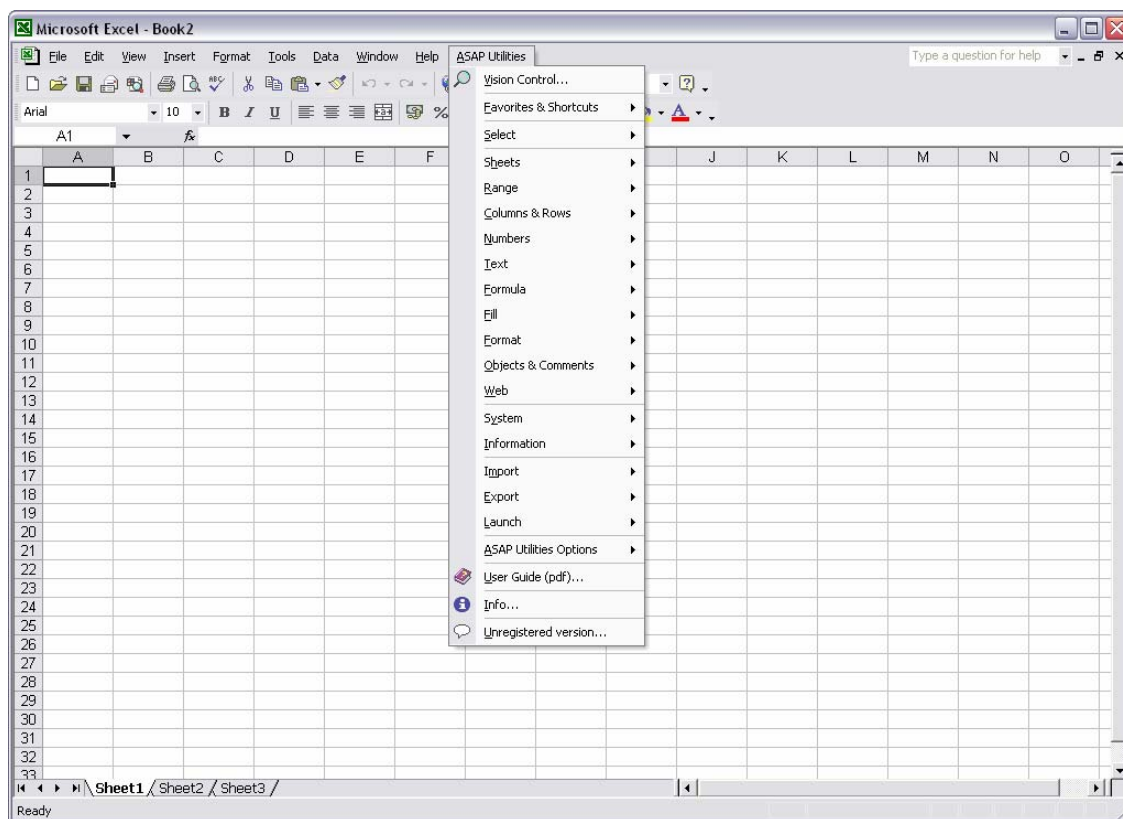
5 List of tools

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 The menu bar

ASAP Utilities can be accessed by its own menu button in Excel's main menu bar:

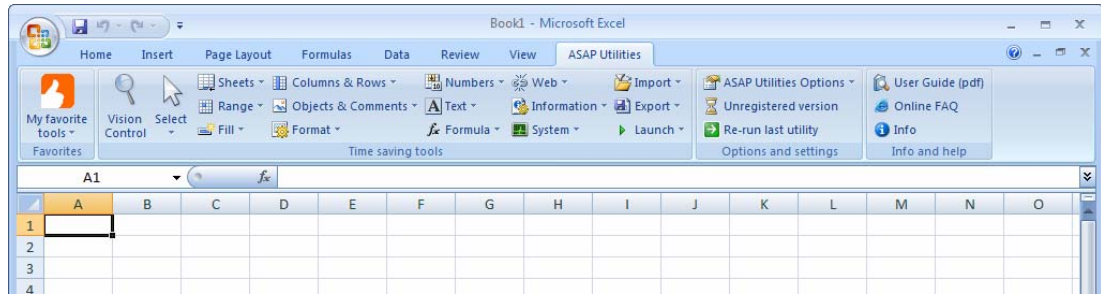


By default this is the letter A (so you can access the ASAP Utilities menu with Alt+A.), however in some countries this conflicts with other menu items (such as Ansicht as German for Menu, Data in Dutch for Data and Archivo for File in Portugal and Brazil).

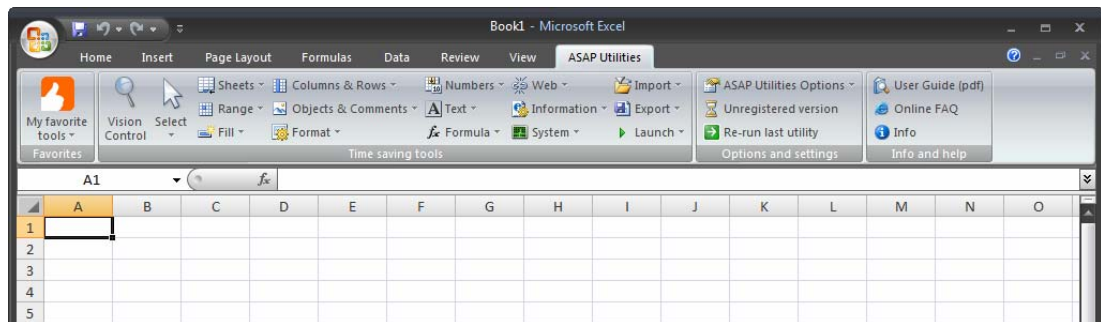
Therefore, in the following countries the hotkey is the letter S:

- Germany
- The Netherlands
- Sweden
- Spain
- Brazil
- Portugal

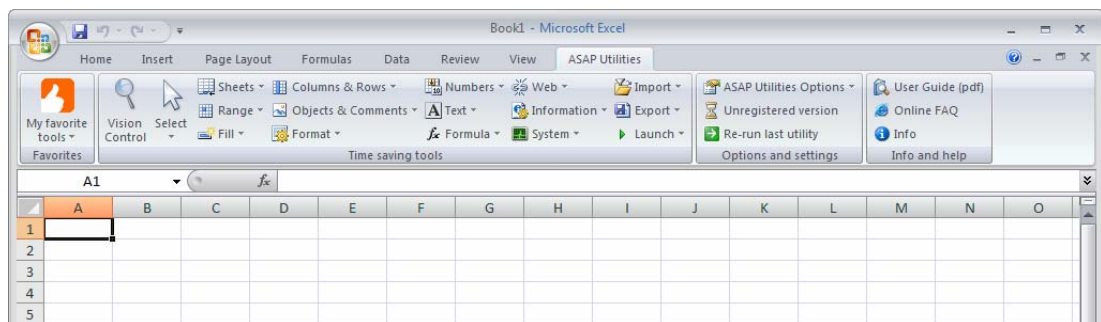
ASAP Utilities in Excel 2007 with the blue Excel color scheme:



ASAP Utilities in Excel 2007 with the black Excel color scheme:



ASAP Utilities in Excel 2007 with the silver Excel color scheme:



5.2 Short descriptions

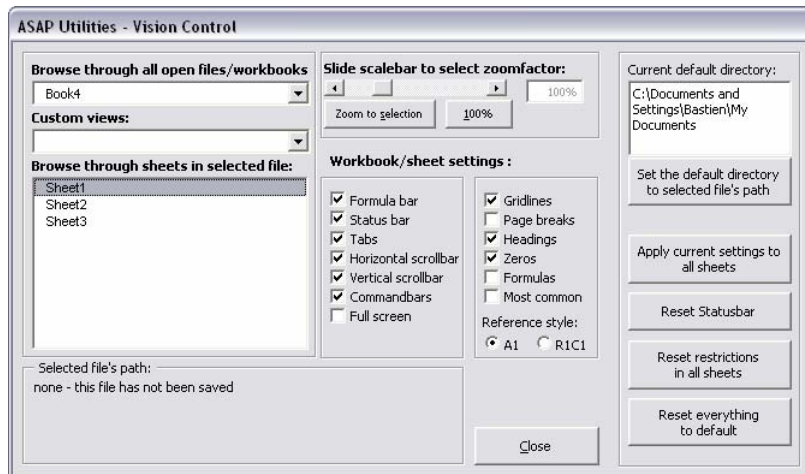
5.2.1 Vision control...

Quickly see or change the settings that define the way Excel or you workbook or sheets are displayed. Vision control gives you immediate result, e.g. if you uncheck the grid, you will see the effect immediately.

Vision control allows you to:

- Browse through all open workbooks
- Browse through all sheets in your workbook
- Use a slider to set the zoom percentage of the active sheet. As you slide you will immediately see the result.
- Toggle general display options:
 - show/hide the formula bar
 - show/hide the status bar
 - show/hide the sheet tabs

- show/hide the horizontal scroll bar
- show/hide the vertical scroll bar
- show/hide all command bars (leaves only the menu)
- display full screen
- Toggle sheet options:
 - show/hide cell gridlines
 - show/hide page breaks
 - show/hide row & column headers
 - show/hide zero values
 - show/hide formulas
 - change the reference style (A1 or R1C1). In A1 style, columns are labeled alphabetically, and rows are labeled numerically. In R1C1 style, both columns and rows are labeled numerically.
- Set default path to current file. If you use this, the file open and file save as dialogs will start with the path of your currently open workbook.
- Reset restrictions. Reset the restricted area if someone has blocked the scroll area on a sheet.
- Reset status bar. Resets the status bar back to default. A status bar might be locked with a certain message due to a macro that was not properly ended.
- Reset everything to default. Sets the default settings: zoom 100%, calculation is automatic, reset status bar, show all command bars, display alerts on, reset restrictions and show default cursor.



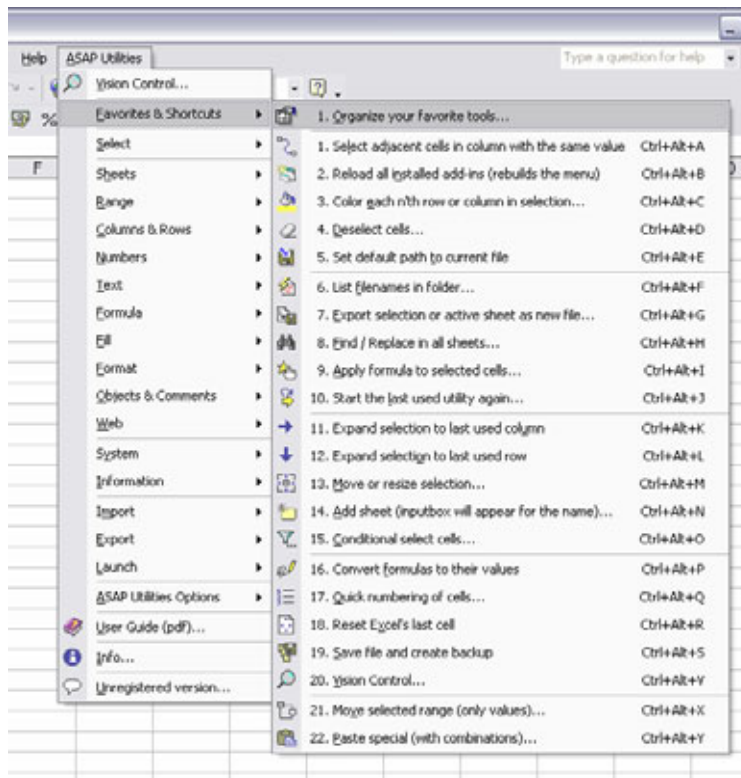
5.2.2 Favorites & Shortcuts

In this submenu you can create a selection of your own personal favorite tools.

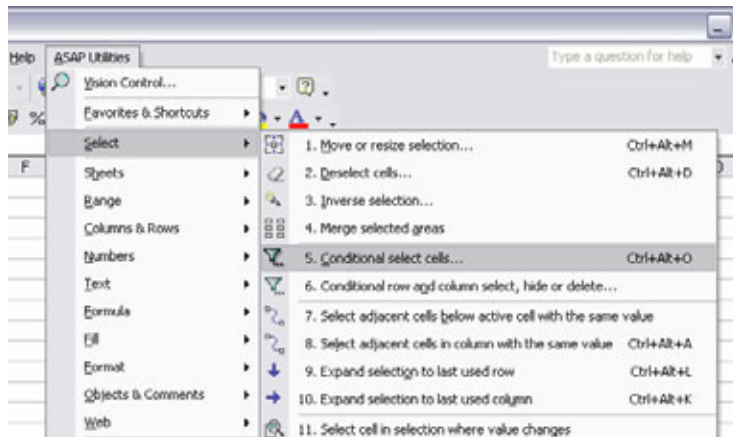
1 Organize your favorite tools...

ASAP Utilities contains a lot of different utilities. 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 the list is filled with the following tools:

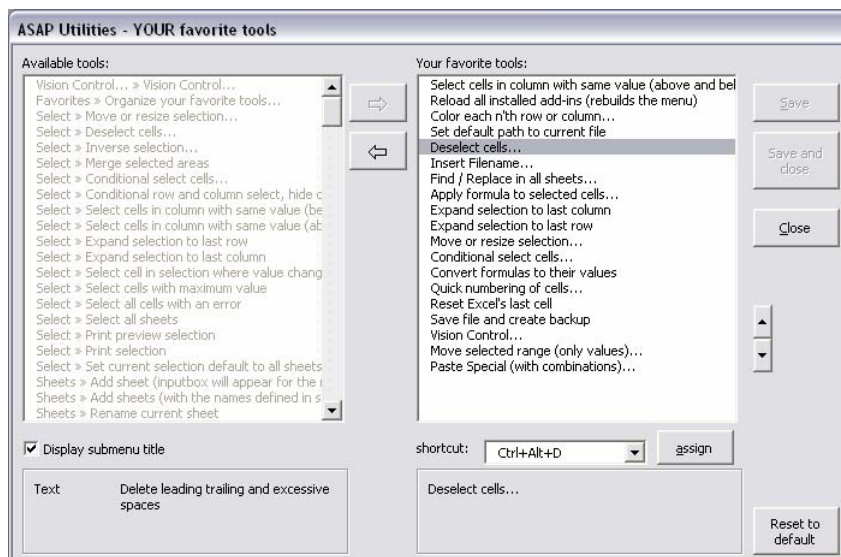
Shortcut	Utility
▪ Ctrl+Alt+A	Select adjacent cells in column with the same value
▪ Ctrl+Alt+B	Reload all installed add-ins (rebuilds the menu)
▪ Ctrl+Alt+C	Color each n'th row or column in selection
▪ Ctrl+Alt+E	Set default path to current file
▪ Ctrl+Alt+D	Deselect cells
▪ Ctrl+Alt+F	Insert Filename
▪ Ctrl+Alt+G	Export selection or active sheet as new file...
▪ Ctrl+Alt+H	Find / Replace in all sheets
▪ Ctrl+Alt+I	Apply formula to selected cells...
▪ Ctrl+Alt+J	Start the last used utility again...
▪ Ctrl+Alt+K	Expand selection to last column
▪ Ctrl+Alt+L	Expand selection to last row
▪ Ctrl+Alt+M	Move or resize selection
▪ Ctrl+Alt+N	Add sheet (inputbox will appear for the name)...
▪ Ctrl+Alt+O	Conditional select cells...
▪ Ctrl+Alt+P	Convert formulas to their values
▪ Ctrl+Alt+Q	Quick numbering of cells...
▪ Ctrl+Alt+R	Reset Excel's last cell
▪ Ctrl+Alt+S	Save file and create backup
▪ Ctrl+Alt+V	Vision Control
▪ Ctrl+Alt+X	Move selected range (only values)
▪ Ctrl+Alt+Y	Paste Special (with combinations)



The shortcuts are also visible throughout the rest of the menu:



You can customize your favorite tools and assign your own shortcuts:



You can also double-click on the list to add or remove a tool.

5.2.3 Select

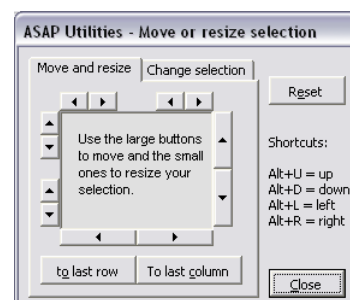
A collection of utilities that makes it easier to select what you want.

1 Move or resize selected range...

Easily move or resize (expand) your selected range of cells.

This is very powerful in combination with the conditional select utility. For example if you select a city in column A with conditional select then have to make all cells in column B bold.

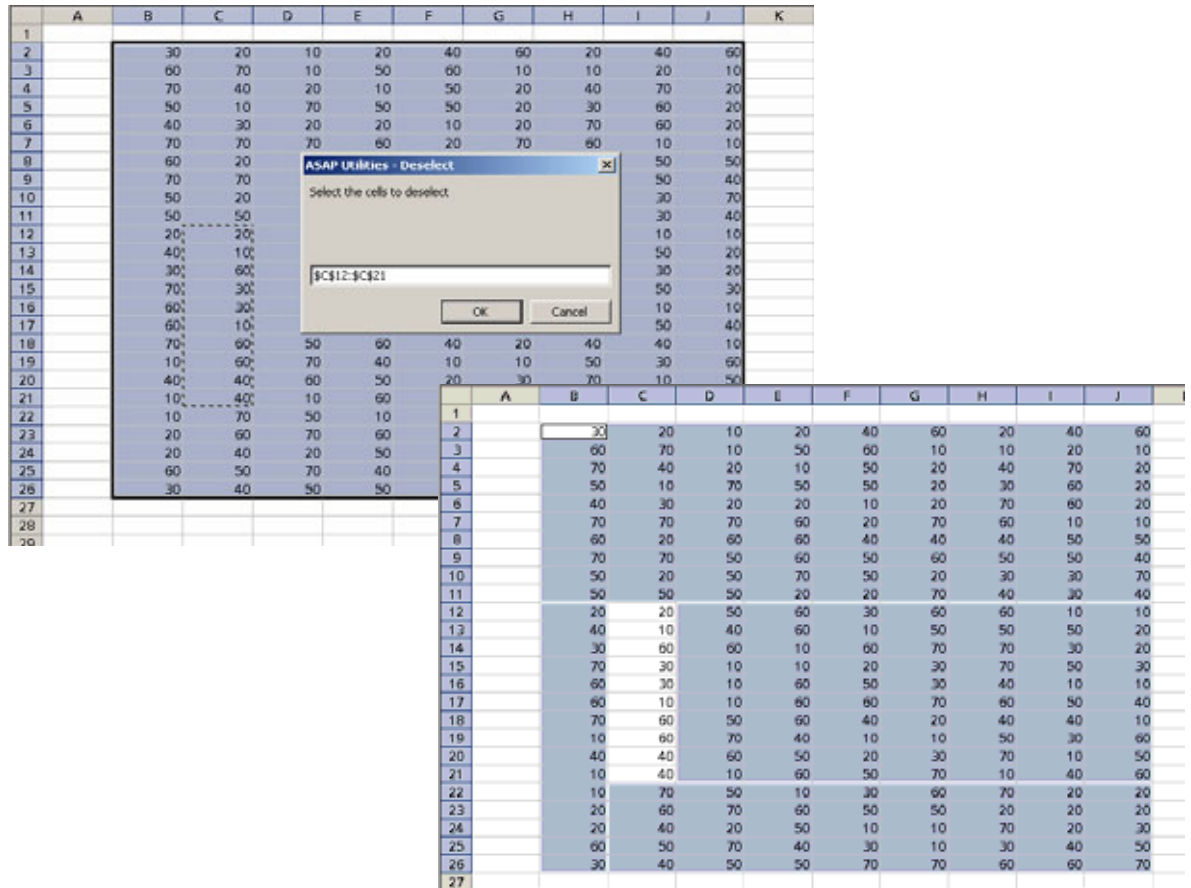
By default this utility can be used with the shortcut Control+Alt+M.



2 Deselect cells...

Something that is normally not possible in Excel is now possible: deselecting a cell or range in your selected range.

By default this utility can be used with the shortcut Control+Alt+D.



Keep in mind that it might become slow with huge selections, so be careful to use it when you have selected a huge amount of cells (> 10.000). This of course depends on the speed of your computer and the amount of memory.

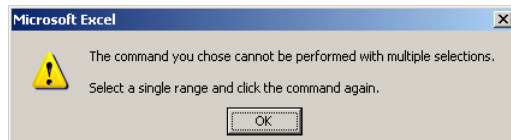
3 Inverse selection...

This will inverse your selection. It will ask you to select a range, and extract your current selection from it. Useful when you want to select a lot except for a few cells. This is a sort of the opposite of the "deselect cells" utility.

4 Merge selection of selected areas

Merge your selected ranges of cells.

For example when your select cells [A10:A50] and [B10:B50], this tool will make it one selection: [A10:B50]. Sometimes Excel needs one selected range to perform certain actions. This only works if the resulting selection is a solid square range and in that case this utility comes in handy.

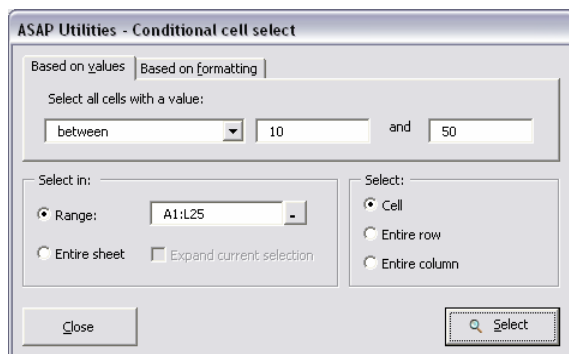


5 Select cells based on content, formatting and more...

Select cells based on a certain value or formatting style.

You can for example select all cells between 50 and 250, all bold cells or all red cells.

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



Criteria to select cells:

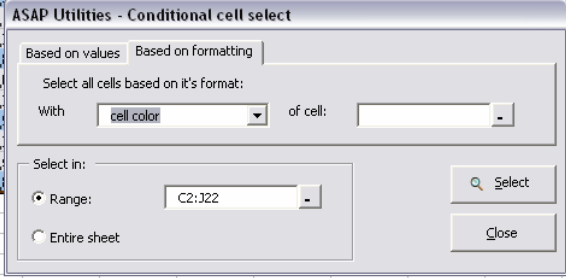
By value

- 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)
- not like (text)
- duplicate values
- unique values
- empty cells
- not empty cells
- protected cells
- unprotected cells
- FALSE
- TRUE
- text length
- odd numbers
- even numbers
- odd rows
- even rows
- visible cells
- number (constant)
- number (formula)
- number (link to sheet)
- number (link to file)
- formula with reference to file
- formula with reference to sheet
- number format contains

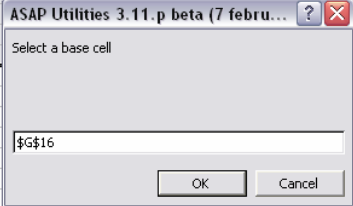
By format:

- cell color
- font color
- font name
- font size
- bold cells (**bold**)
- not bold cells
- underlined cells (underlined)
- not underlined cells
- italic cells (*italic*)
- not italic cells
- strikethrough (~~strikethrough~~)
- has hyperlink
- has comment

Example select by color; select all blue cells within the selected range:



	A	B	C	D	E	F	G	H	I	J	K	L
1			1	2	3	4	5	6	7	8	9	
2		0,98	0,78	0,40	0,26	0,06	0,22	0,39	0,52	0,68		
3		0,93	0,15	0,83	0,76	0,20	0,72	0,71	0,34	0,01		
4		0,90	0,20	0,69	0,91	0,25	0,61	0,61	0,67	0,74		
5		0,84	0,14	0,57	0,47	0,70	0,91	0,20	0,75	0,46		
6		0,81	0,34	0,99	0,62	0,44	0,70	0,78	0,33	0,69		
7		0,80	0,54	0,23	0,34	0,91	0,26	0,90	0,33	0,55		
8		0,72	0,32	0,98	0,93	0,58	0,49	0,29	0,98	0,52		
9		0,67	0,77	0,21	0,16	0,93	0,80	0,66	0,27	0,25		
10		0,64	0,83	0,06	0,75	0,13	0,45	0,51	0,61	0,80		
11		0,62	0,64	0,28	0,54	1,00	0,20	0,85	0,24	0,43		
12		0,62	0,72	0,61	0,32	0,96	0,47	0,24	0,67	0,97		
13		0,58	0,17	0,87	0,62	0,90	0,50	0,22	0,96	0,94		
14		0,54	0,99	0,18	0,25	0,51	0,35	0,09	0,56	0,71		
15		0,49	0,65	0,28	0,63	0,64	0,22	0,75	0,49	0,95		
16		0,36	0,63	0,42	0,15	0,90	0,26	0,12	0,13			
17		0,33	0,55	0,07	0,36	0,60	0,04	0,74	0,14	0,91		
18		0,15	0,06	0,22	0,22	0,01	0,78	0,20	0,80	0,21		
19		0,14	0,71	0,97	0,24	0,86	0,51	0,38	0,34	0,79		
20		0,09	0,74	0,23	0,72	0,17	0,56	0,25				
21		0,08	0,47	0,55	0,60	0,32	0,81	0,24				
22		0,07	0,77	0,77	0,84	0,06	0,50	0,96	0,29			



All blue cells are selected:

C	D	E	F	G	H	I	J
2	3	4	5	6	7	8	9
0,78	0,40	0,26	0,06	0,22	0,39	0,52	0,68
0,15	0,83	0,76	0,20	0,72	0,71	0,34	0,01
0,20	0,69	0,91	0,25	0,61	0,61	0,67	0,74
0,14	0,57	0,47	0,70	0,91	0,20	0,75	0,46
0,34	0,99	0,62	0,44	0,70	0,78	0,33	0,69
0,54	0,23	0,34	0,91	0,26	0,90	0,33	0,55
0,32	0,98	0,93	0,58	0,49	0,29	0,98	0,52
0,77	0,21	0,16	0,93	0,80	0,66	0,27	0,25
0,83	0,06	0,75	0,13	0,45	0,51	0,61	0,80
0,64	0,28	0,54	1,00	0,20	0,05	0,24	0,43
0,72	0,61	0,32	0,96	0,47	0,24	0,67	0,97
0,17	0,97	0,62	0,90	0,50	0,22	0,96	0,94
0,99	0,18	0,25	0,51	0,35	0,09	0,56	0,71
0,65	0,28	0,63	0,64	0,22	0,75	0,49	0,95
0,63	0,89	0,42	0,15	0,90	0,26	0,12	0,13
0,55	0,07	0,36	0,60	0,04	0,74	0,14	0,91
0,06	0,22	0,22	0,01	0,78	0,20	0,80	0,21
0,71	0,97	0,24	0,86	0,51	0,38	0,31	0,79
0,74	0,23	0,72	0,17	0,56	0,25	0,32	0,01
0,47	0,55	0,60	0,32	0,81	0,24	0,05	0,40
0,77	0,84	0,06	0,50	0,96	0,29	0,77	0,74

Remark:

This utility will not (yet) select cells that are formatted using conditional formatting

When you use the utility to select like (text) or not like (text), you can use Excel's advanced features (from the Help file of Excel 2002):

Built-in pattern matching provides a versatile tool for string comparisons. The pattern-matching features allow you to use wildcard characters, character lists, or character ranges, in any combination, to match strings. The following table shows the characters allowed in *pattern* and what they match:

Characters in <i>pattern</i>	Matches in <i>string</i>
?	Any single character.
*	Zero or more characters.
#	Any single digit (0-9).
[charlist]	Any single character in <i>charlist</i> .
[!charlist]	Any single character not in <i>charlist</i> .

A group of one or more characters (*charlist*) enclosed in brackets (**[]**) can be used to match any single character in *string* and can include almost any [character code](#), including digits.

Note To match the special characters left bracket (**[**), question mark (**?**), number sign (**#**), and asterisk (*****), enclose them in brackets. The right bracket (**]**) can't be used within a group to match itself, but it can be used outside a group as an individual character.

By using a hyphen (**-**) to separate the upper and lower bounds of the range, *charlist* can specify a range of characters. For example, **[A-Z]** results in a match if the corresponding character position in *string* contains any uppercase letters in the range A-Z. Multiple ranges are included within the brackets without delimiters.

The meaning of a specified range depends on the character ordering valid at [run time](#) (as determined by **Option Compare** and the [locale](#) setting of the system the code is running on). Using the **Option Compare Binary** example, the range **[A-E]** matches A, B and E. With **Option Compare Text**, **[A-E]** matches A, a, Å, å, B, b, E, e. The range does not match Ê or ê because accented characters fall after unaccented characters in the sort order.

Other important rules for pattern matching include the following:

- An exclamation point (**!**) at the beginning of *charlist* means that a match is made if any character except the characters in *charlist* is found in *string*. When used outside brackets, the exclamation point matches itself.
- A hyphen (**-**) can appear either at the beginning (after an exclamation point if one is used) or at the end of *charlist* to match itself. In any other location, the hyphen is used to identify a range of characters.
- When a range of characters is specified, they must appear in ascending sort order (from lowest to highest). **[A-Z]** is a valid pattern, but **[Z-A]** is not.
- The character sequence **[]** is considered a zero-length string (**""**).

In some languages, there are special characters in the alphabet that represent two separate characters. For example, several languages use the character "æ" to represent the characters "a" and "e" when they appear together. The **Like** operator recognizes that the single special character and the two individual characters are equivalent.

When a language that uses a special character is specified in the system locale settings, an occurrence of the single special character in either *pattern* or *string* matches the equivalent 2-character sequence in the other string. Similarly, a single special character in *pattern* enclosed in brackets (by itself, in a list, or in a range) matches the equivalent 2-character sequence in *string*.

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

Conditionally select, hide or delete entire rows or columns with a specified value, duplicate rows or columns, or empty rows or columns.

Criteria to select, hide or delete:

- between
- not between
- equal to
- not equal to
- greater than
- less than
- greater than or equal to
- less than or equal to
- like (text)
- not like (text)
- duplicate values
(if you choose to delete, the row/column with first value will be kept).

- unique values
(performs action on all values that only appear once).
- empty cells
- completely empty rows
- odd rows/columns
- even rows/columns)

Remark:

This utility will not (yet) select cells that are formatted using conditional formatting

For more flexibility and options, use the utility:

Select » [Select cells based](#) on content, formatting and more... on page 50.

7 Select adjacent cells below active cell with the same value

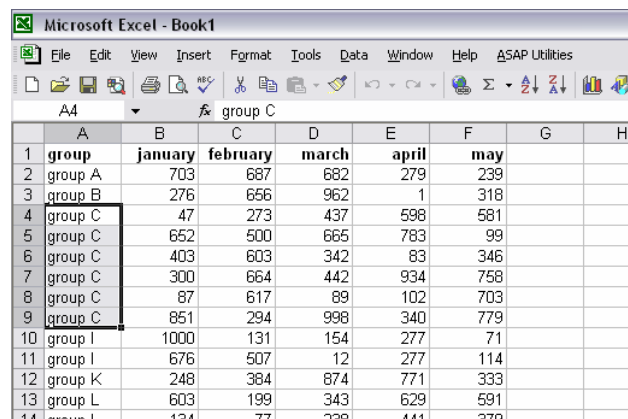
Select all adjacent cells below your selected cells that have the same value as your selected cell. This utility used to be called "Select cells in column with same value (below active cell)"

8 Select adjacent cells in column with the same value

Select all adjacent cells above and below your selected cell, that have the same value as your selected cell (group).

By default this utility can be used with the shortcut Control+Alt+A.

Example:



	A	B	C	D	E	F	G	H
1	group	january	february	march	april	may		
2	group A	703	687	682	279	239		
3	group B	276	656	962	1	318		
4	group C	47	273	437	598	581		
5	group C	652	500	665	783	99		
6	group C	403	603	342	83	346		
7	group C	300	664	442	934	758		
8	group C	87	617	89	102	703		
9	group C	851	294	998	340	779		
10	group I	1000	131	154	277	71		
11	group I	676	507	12	277	114		
12	group K	248	384	874	771	333		
13	group L	603	199	343	629	591		
14	group L	124	77	738	441	370		

This utility used to be called "Select cells in column with same value (below active cell)"

9 Extend selection to the last used row

Expand your selected range to the last row used on your sheet.

Very useful when you want to copy a formula down to the last row.

By default this utility can be used with the shortcut Control+Alt+L.

10 Extend selection to the last used column

Expand your selected range to the last column used in your sheet.

Very useful when you want to copy a formula down to the last column.

By default this utility can be used with the shortcut Control+Alt+K.

11 Select cell in selection where value changes

Select the cell in a selected range, where the value changes.

This is helpful when dealing with a huge amount of same values and you want to “jump” down to the cell where the value changes.

12 Select cells with the smallest number

Select the cell with the smallest number in your selected range. It uses the =MIN() function to determine the smallest value and then selects that particular cell. If there are more cells that have the same minimum value, only the first cell is selected.

13 Select cells with the largest number

Select the cell with the largest number in your selected range. It uses the max function to determine the largest value and then selects that particular cell. If there are more cells that have the same maximum value, only the first cell is selected.

(This utility use to be called 'Select cell with maximum value')

14 Select all cells with an error

Select all cells that produce an error in the formula, like #N/A, #VALUE! etc.

If you want to hide these errors, read the information about our “[Custom formula error message](#)” utility on page 65.

15 Select all sheets in your workbook

Quickly select all sheets.

16 Print preview selection

Print preview, showing only your selection.

17 Print selection

Print your selection immediately to the default printer.

18 Set current selection to all worksheets

Set your currently selected range, as default selected range to all worksheets.

5.2.4 Sheets

A selection of sheet utilities

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

Add a worksheet. You'll be prompted to type a name for the sheet.

This way a sheet is added with the name you provide. Can be easier than inserting a sheet; double-click it and then typing the name.

By default this utility can be started with the shortcut combination Ctrl+Alt+N.

If you just want to insert a sheet remember that Excel has the shortcut Shift+F11 to quickly insert a worksheet.

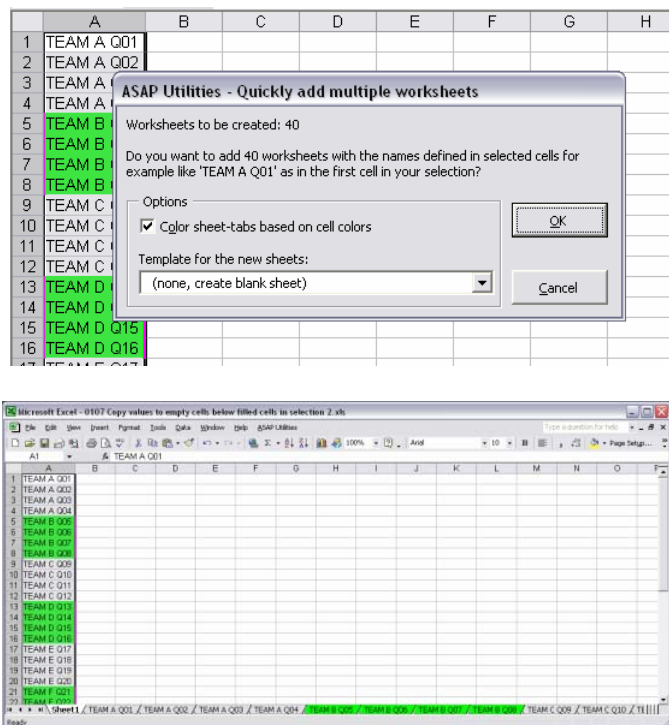
2 Insert multiple sheets (uses the cell values as sheet names)...

Add worksheets with the names defined in the selected cells. You can use a template worksheet in your document to control the way the new sheets are formatted.

To use this:

1. Type the names of the new sheet names in a range of cells. (You can use our [Quick numbering of selected cells...](#) utility on page 86 to speed this up).
2. Then start this utility and a sheet will be created for each cell in your selection with the name of that cell.

You can choose a certain worksheet from your workbook to use as a template and you can choose to color the new sheet-tabs based on the cell's color.



NOTE: Colored tabs are available since Excel version 2002/XP.

3 Rename current sheet...

Rename the active sheet. It gives the same result as double-clicking on the sheet-tab.

The benefit of having this as a utility is that you can now assign a short cut to renaming the active sheet by adding it to your ASAP Utilities favorites menu. See [Error! Reference source not found.](#) on page [Error! Bookmark not defined.](#)

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

Change the name of each selected worksheet to the value in your selected cell.

You can for example rename all selected worksheets and give them the name of cell A1 of every worksheet.

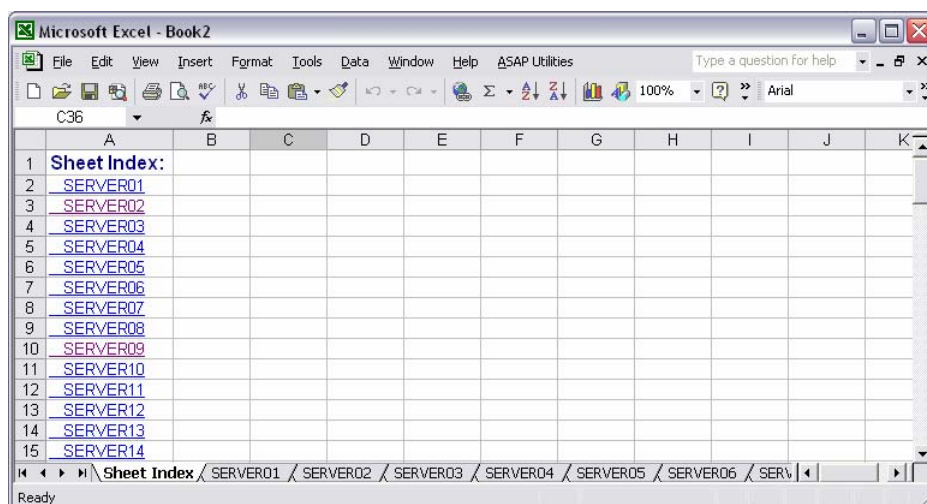
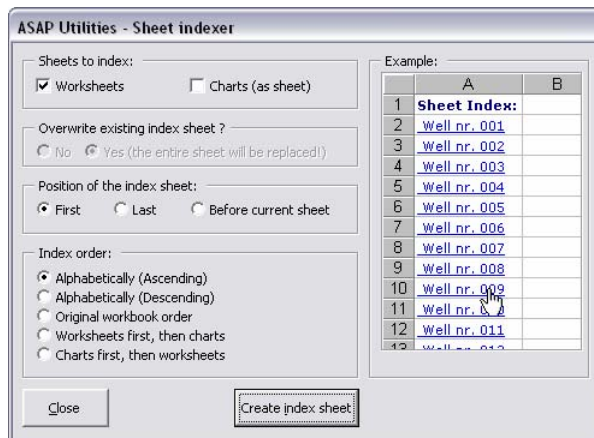
5 Insert sheet(s) name in selected cell(s)

Insert the sheet name of each selected sheet into the cell selected on each sheet.

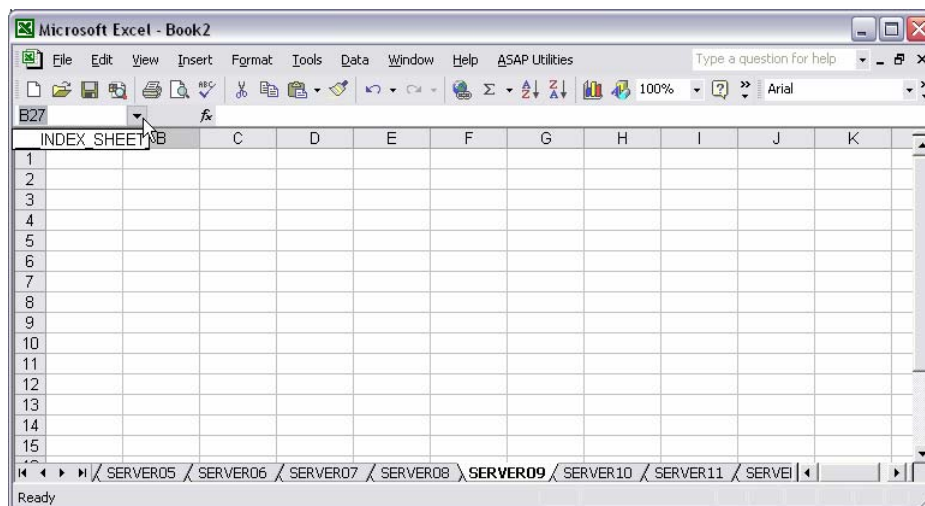
You can for example have the sheet name put in cell A1 of every selected worksheet.

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

Create a clickable index sheet. This will work kind of like a menu. Very handy when your dealing with large files with a lot of charts and sheets.



To quickly return to the index sheet ASAP Utilities as added a new name to your workbook that refers to cell A1 on the index sheet (INDEX_SHEET_ASAP_Utilities). To quickly return to the index sheet select the name from the dropdown:

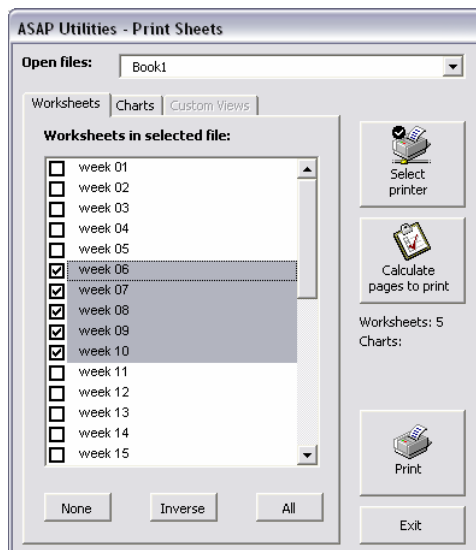
**NOTE:**

In Excel you cannot create a hyperlink to a chart-sheet. ASAP Utilities has made a workaround for this by creating a macro for this, however as a side effect this means that if your workbook contains chart-sheets and you give it to somebody that doesn't have ASAP Utilities, they will get an error-message stating that the macro cannot be found when selecting the link to the chart on the index-sheet.

7 Print multiple sheets at once...

Display a dialog box to select the sheets and charts to print and so print multiple at once.

If you have used page numbering, the page number will start with 1 on every new sheet. In a future version we will build in an option for continuous page numbering.



8 Remove all empty worksheets

All sheets without any data or formatting will be removed.

This, for example, can be used to clean up your workbook before a colleague has to work with it and set the focus only on sheets that are in use.

9 Unhide all sheets

Make all hidden and xlVeryhidden sheets visible at once.

10 Hide selected sheets

Hide all selected sheets at once.

11 Hide selected sheets extra (xlVeryHidden)

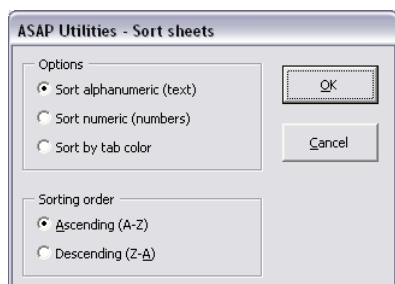
Make selected sheets xlVeryhidden.

This way the sheet cannot be made visible the normal way (Format » Sheets » Unhide). They can only be made visible using a macro (or using ASAP Utilities).

12 Sort all sheets...

Sort all sheets in your workbook.

You can specify to sort the sheets alphanumeric (text), numerically (numbers) or by their tab-color. You can also specify to sort the sheets ascending (A-Z) or descending (Z-A).

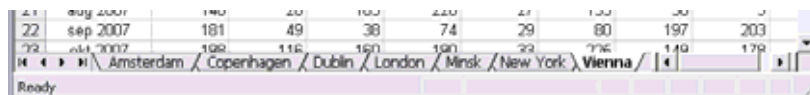


Example:

Before:



After:



NOTE: This utility use to be called "12 Sort all sheets in alphabetical order". To be able to sort by the tab-colors you need at least Excel 2002/XP.

13 Set print area on selected worksheets

Set your currently selected range of cells as print area on all selected sheets.

14 Clear the print area on selected sheets

Remove the manually set print area from all selected sheets

15 Remove all page breaks on the selected worksheets

Remove all pagebreaks in your active sheet.

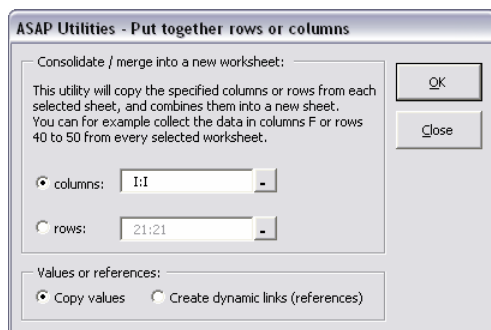
16 Put together rows or columns from several sheets...

This utility will put together (join, consolidate) the selected columns or rows of each sheet into a new sheet (summary-worksheet).

Usage:

1. Select the desired sheets.
2. Start this utility, then select the column(s) or row(s) you wish to put together

This utility will copy the selected columns or rows from each selected sheet, and combines them into a new sheet.



If you use the option “Create dynamic links” the new sheet will contain formulas with a cell reference to the original data. If you choose to create dynamic links, the display of zero values will be turned off. (Tools » Options » View » Zero Values)

This utility used to be called “Summarize rows or columns from several sheets” but has been renamed because some people associated it with the use of the SUM() formula instead of creating a summary.

17 Protect multiple sheets at once...

Protect all sheets in your workbook with the same password at once.

Normally if you want to protect multiple sheets in Excel you have to protect them one by one.

Depending on the Excel version you have, you can use additional settings.

Excel XP/2002/2003/2007:



Excel 2000 has limited protection options:



This utility use to be called “Protect all sheets...”

18 Unprotect multiple sheets at once...

Unprotect all sheets in your workbook with the same password at one time. Normally if you want to unprotect multiple sheets in Excel you have to unprotect them one by one.



Just leave the password field blank if your sheets are not protected with a password.

This utility use to be called “Unprotect all sheets...”

19 Remove all unused styles on every sheet

Remove all unused styles from every sheet in your workbook which in most times 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 4,000 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.

<http://support.microsoft.com/kb/q213904/>

20 Freeze panes on multiple sheets at once

Freeze panes on all or all selected sheets at once, based on your current selection.

Normally in Excel you can only do this one sheet at a time. With this utility you can now for example freeze the first row on all sheets at once.

21 Freeze panes on multiple sheets at once

Unfreeze panes on all or all selected sheets at once.

22 Remove unused empty ending rows/columns

All empty rows and columns at the right and bottom of your data will be deleted.

Useful when the "reset Excel's last cell" utility doesn't work.

You can see if you need this function when the end of your worksheet (Control+End command) is much further than your actual data.

This utility might also reduce the size of your file.

23 Reset Excel's last cell

Sometimes the last cell isn't the actual last cell of you data. The actual last cell might be completely different from what Excel thinks the last cell should be.

Indications of this are:

1. the end of your worksheet (Control+End command) is beyond your actual data.
2. the scrollbars are very small but you don't have that much data.

This utility resets the last cell immediately.

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

From the Microsoft Knowledge base:

Microsoft Excel keeps track of all the cells that you use in a worksheet by using an "activecell" table (also called a "dependency" table). In some cases, the last cell in this table may refer to a cell that is outside of the worksheet area that you are using. When this occurs, random access memory (RAM)

or printing problems may result. This tool corrects these problems by resetting the last cell in the table so that it falls within the area of the sheet that you are actually using.

When you save the workbook, the last cell pointer is automatically updated to reflect the last cell that contains data.

I have experienced that the last cell is not always properly set by Excel. In that case you can use this utility to correct that.

5.2.5 Range

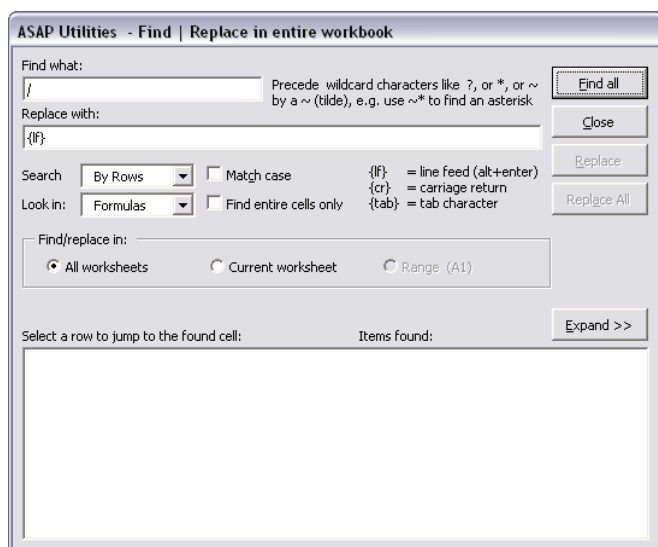
A collection of "Range" utilities

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

Search/find and/or replace in all sheets at once. This utility displays all matches in a box which allows you to walk through the results easily.

With this utility it is easy to find text across all sheets. Also has the power to deal with special characters such as line feeds (Alt+Enter), carriage returns and tabs.

Besides searching within all worksheets (default) you can also choose to only find/replace on the active worksheet or within the selected ranges.

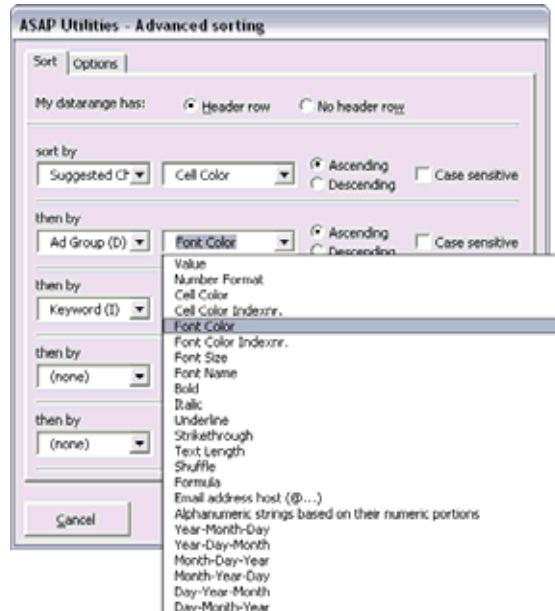


2 Advanced sorting...

Extend the sorting capabilities of Excel. You can now sort on 5 columns and we have extended the characteristics to sort on.

You can sort on:

- Value
- Number Format
- Cell Color
- Cell Color Indexnr.
- Font Color
- Font Color Indexnr.
- Font Size
- Font Name
- Bold
- Italic
- Underline
- Strikethrough
- Text length
- Shuffle (randomize order)
- Formula
- Email address host (@...)
- Year-Month-Day
- Year-Day-Month
- Month-Day-Year
- Month-Year-Day
- Day-Year-Month
- Day-Month-Year
- Day of the week (start on Sunday)
- Day of the week (start on Monday)



3 Sort the data in random order

Sort your selected range random.

Instead of a range sorted by certain columns this will produce a random sorted range of cells.

Examples:

Before:	After:
---------	--------

A18	A	A18	A	A18	A	A18	A
1	Adan Roper	1		1	Eneas Seaman	1	
2	Alvino Orr	2		2	Cassandra Pike	2	6
3	Ann Hyman	3		3	Katy Whitten	3	5
4	Aquila Malone	4		4	Faron Covington	4	16
5	Cassandra Pike	5		5	Aquila Malone	5	18
6	Elisabeth Bohannon	6		6	Adan Roper	6	13
7	Eneas Seaman	7		7	Elisabeth Bohannon	7	17
8	Esteban Gentile	8		8	Esteban Gentile	8	2
9	Faron Covington	9		9	Zuzanny Dietz	9	12
10	Katy Whitten	10		10	Nevin Conway	10	14
11	Mada Weathers	11		11	Moises Mckenzie	11	15
12	Moises Mckenzie	12		12	Alvino Orr	12	8
13	Nevin Conway	13		13	Victorio Marino	13	4
14	Nicole Conrad	14		14	Raleigh Pace	14	10
15	Nikolai Fugate	15		15	Nikolai Fugate	15	7
16	Raleigh Pace	16		16	Ann Hyman	16	11
17	Victorio Marino	17		17	Nicole Conrad	17	9
18	Zuzanny Dietz	18		18	Mada Weathers	18	3
19		19		19		19	

4 Flip selected cells

This will flip the selected cells.

For example if you have selected three cells in one row, containing the number 15, 16 and 17, this utility will reverse the order to 17, 16, 15.

before		flipped
1		3
2	→	4
5		6
6		5
4		2
3		1

This utility works for selections in one row or one column.

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

Move the screen. This will place your selection in the left-top of the screen)

6 Show selection in center of screen

Place your selection in the center of your screen. Easy because you don't have to use the scrollbars.

7 Custom formula error message...

The custom formula error message makes it easy to display a custom message for formula errors. This means that instead of e.g. #VALUE! You can have your own (more logical) error message displayed.

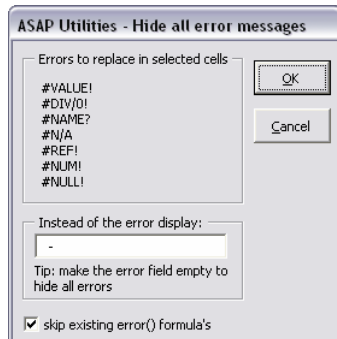
What it actually does is it builds an =IF(ISERROR()) around it.

Say your formula is =VLOOKUP(B3,F1:G11,2,FALSE), but a corresponding value was not found:

	A	B	C	D
1		januari	march	june
2	1	44	53	106
3	2	15	#N/A	#N/A
4	3	32	#N/A	#N/A
5	4	51	61	122
6	5	61	73	146
7	6	35	42	84

Let's say we want in this case the formulas with an error produce the result zero (0) instead of the error.

What you can do is build an `=IF(ISERROR(old_formula),[value in case of error],old_formula)` around it, either manually or with the help of ASAP Utilities.



This will replace the original formula with the new error-catching version:

```
=IF(ISERROR((VLOOKUP(B3,F1:G11,2,FALSE))),0,(VLOOKUP(B3,F1:G11,2,FALSE)))
```

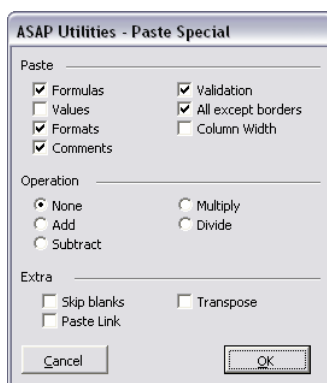
The main advantage of ASAP Utilities in this case is it is easier and quicker to use because you don't have to type the formula. Plus it can be used in a range of cells with different formulas.

8 Paste special (with combinations)...

Paste Special, with multiple options combined, e.g. paste both values AND formatting at the same time.

You have to copy your range of cells first (for example with Control+C)

By default this utility can be used with the shortcut Control+Alt+Y.



9 Paste values and formatting

Paste your selection with both values and formatting at the same time.

You have to copy your range of cells first (for example with Control+C)

10 Fill cells with their formatted value

Convert the value or formula in selected cells to the way they are formatted.

For example cell A1 with the value [=12*2] formatted as [EUR 24,-]

This function will put ['EUR 24,-] in cell A1.

11 Copy formulas without changing their cell references...

Copy all formulas exactly without changing any references.

Normally you have to lock all references with \$ if you want to achieve this. Not with this function.

12 Move selected data (only values)...

Move the data in your cells, without the formatting.

Just like the copy and paste as values, but now moving.

13 Copy multiple selected ranges...

Copy multiple selected ranges at once. Something that is normally not possible in Excel.

If you make multiple selections (using ctrl + selection) and then go to copy, you get the error message "That command cannot be used on multiple selections". With this utility you will be able to copy.

14 Transpose data with formulas...

Transpose data with formula. This will transpose your data and keep the correct formulas (it will not change/update the cell references in the formulas).

This utility will also copy the cell's formatting, comments and validation.

15 Clear duplicated values in selection (leave one original)

Removes duplicate values in selected cells. This will empty all duplicate values that are found. The first cell containing the duplicated value will keep its value.

This utility compares the (calculated) values of the cells in your selection. For example a cells with the value 12 is considered the same as a cells with the formula =3*4.

Cells with (formula) errors will be skipped.

Exampe:

Before:	After:
---------	--------

	A	B
1	Australia	
2	South America	
3	Africa	
4	Asia	
5	Australia	
6	Antarctica	
7	Europe	
8	Europe	
9	North America	
10	Africa	
11	Asia	
12	North America	
13	Australia	
14	Australia	
15	Africa	
16	Australia	
17	Africa	
18	North America	
19	North America	

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

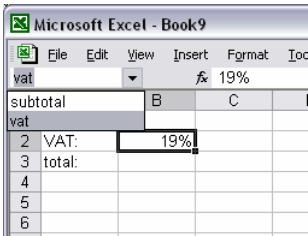
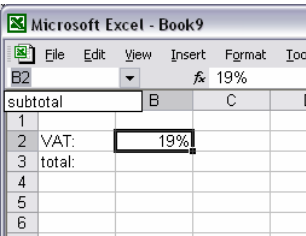
This utility will tell you how many duplicate values there are in your selected range. It also has the option to paint all duplicate cells with a certain color.

This utility compares the (calculated) values of the cells in your selection. For example a cells with the value 12 is considered the same as a cells with the formula $=3*4$.

17 Delete all range names in selection

Remove all range names (defined names) in your selected cells.

Example:

Before:	After:
	

18 Delete all range names in the entire workbook

Remove all range names (defined names) in the entire workbook.

Remark:

Be carefull to use this if you have used defined names in your formulas, because then your formula will result in an error. For example if you have a formula such as $=\text{subtotal}*2$ and then you delete name defined name "subtotal" the formula will result in a #NAME? error.

5.2.6 Columns & Rows

A collection of "Columns and Rows" utilities

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

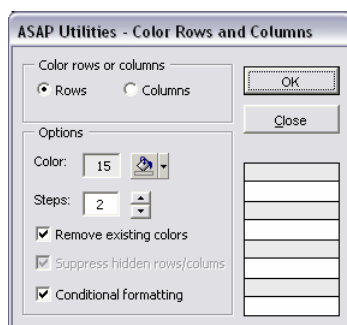
See Select » [Conditional row and column select, hide or delete...](#) on page 53.

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

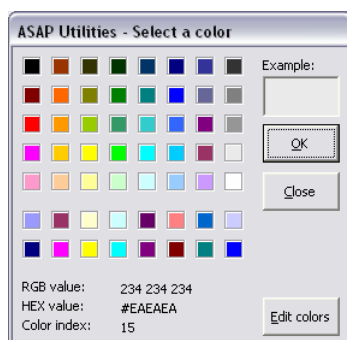
Give each second (or thirds, you can specify this) row or column in your selected range a color. Also known as color-banding.

This enhances the readability of complex large tables. There are two options: you can either color the cells, or use a conditional formatting formula. With the second option (Conditional formatting) the colors will be automatically updated when you insert or remove rows or columns.

Choose your options:



Select a color (based on the color palette in the current workbook):

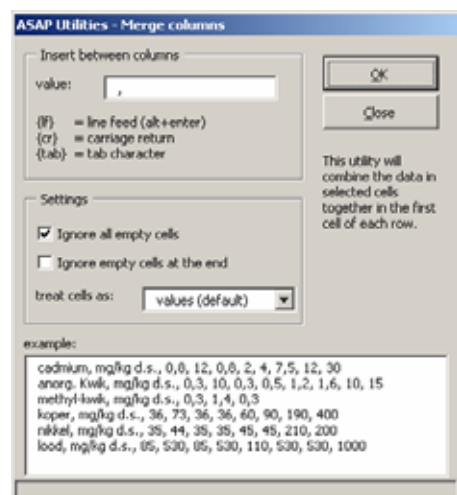


Example of the result:

	A	B	C	D	E	F	G	
	Company	Symbol	EPS	Time	Date	Days left	HFDGRP	SUBGRP
2	Accenture	ACN	0.46	Time Not Supplied	29-6-2006	0	DIVERSIFIED SERVICES	Business/Ma
3	Advanced Photonix	API	N/A	Time Not Supplied	29-6-2006	0	ELECTRONICS	Semiconduc
4	American Greetings Corp.	AM	0.26	Before Market Open	29-6-2006	0	DIVERSIFIED SERVICES	Business/Ma
5	ARKONA INC	ARKN.OB	N/A	Time Not Supplied	29-6-2006	0		
6	ATI Technologies	ATYT	0.15	Time Not Supplied	29-6-2006	0	ELECTRONICS	Semiconduc
7	CA	CA	0.20	After Market Close	29-6-2006	0	COMPUTER SOFTWARE & SERVICES	Application S
8	Chad Therapeutics	CTU	N/A	Time Not Supplied	29-6-2006	0	HEALTH SERVICES	Medical App
9	Constellation Brands, Inc.	STZ	0.32	After Market Close	29-6-2006	0	FOOD & BEVERAGE	Beverages -
10	Exide	XIDE	N/A	Time Not Supplied	29-6-2006	0	MANUFACTURING	Industrial Ele
11	FARO Technologies	FARO	0.03	Time Not Supplied	29-6-2006	0	ELECTRONICS	Scientific &
12	GenCorp Inc.	GY	-0.21	Before Market Open	29-6-2006	0	CONGLOMERATES	Conglomerat
13	General Mills, Inc.	GIS	0.61	Before Market Open	29-6-2006	0	FOOD & BEVERAGE	Food - Major
14	GeoPharma, Inc.	GORX	N/A	Time Not Supplied	29-6-2006	0	DRUGS	Drug Relatec
15	Hooper Holmes	HH	-0.01	Time Not Supplied	29-6-2006	0	HEALTH SERVICES	Home Health
16	IKB Deutsche Industriebank AG	IKB.F	N/A	Before Market Open	29-6-2006	0		
17	Innovo Group	INNO	N/A	Time Not Supplied	29-6-2006	0	MANUFACTURING	Textile Manu
18	Monsanto Company	MON	1.20	Before Market Open	29-6-2006	0	CHEMICALS	Specialty Ch
19	MSC Industrial Direct	MSM	0.53	Time Not Supplied	29-6-2006	0	WHOLESALE	Industrial Eq
20	Palm, Inc.	PALM	0.23	After Market Close	29-6-2006	0	WHOLESALE	Computers V

3 Merge column data (join cells)...

Merges (concatenate) the data in selected columns, and asks you for a delimiter.



4 Merge row data (selected cells)...

Merges (concatenate) the data in selected rows, and asks you for a delimiter.

For example, when you have the following range, and use the merge rows utility with a comma(,) the result will be that all the cell value will be merge into cell [A2] (AAPL,AMAT,AMGN,ATML,BCRX, etc.) and cells [A3:A26] will become empty)

Before:

	A	B
1	Symbol	Name
2	AAPL	APPLE COMPUTI
3	AMAT	APPLIED MATER
4	AMGN	AMGEN
5	ATML	ATMEL CORP
6	BCRX	BIOCRYST PHARM
7	CMCSA	COMCAST CP A
8	CSCO	CISCO SYS INC
9	DELL	DELL INC
10	EBAY	EBAY INC
11	GOOG	GOOGLE
12	INTC	INTEL CP
13	LRCX	LAM RESEARCH
14	MCI	MCI INC
15	MSFT	MICROSOFT CP
16	ORCL	ORACLE CORP
17	QCOM	QUALCOMM INC
18	QQQQ	NASDAQ 100 TR
19	RFMD	RF MICRO DEVIC
20	SEBL	SIEBEL SYSTEMS
21	SIRI	SIRIUS SATELLITE
22	SNDK	SANDISK CP
23	SUNW	SUN MICROSYS
24	SYMC	SYMANTEC CP
25	XLNX	XILINX INC
26	YHOO	YAHOO INC

After

	A	B
1	Symbol	Name
2	AAPL,AMA	APPLE COMPUTER
3		APPLIED MATERIAL
4		AMGEN
5		ATMEL CORP
6		BIOCRYST PHARM I
7		COMCAST CP A
8		CISCO SYS INC
9		DELL INC
10		EBAY INC
11		GOOGLE
12		INTEL CP
13		LAM RESEARCH CP
14		MCI INC
15		MICROSOFT CP
16		ORACLE CORP
17		QUALCOMM INC
18		NASDAQ 100 TR SI
19		RF MICRO DEVICES
20		SIEBEL SYSTEMS
21		SIRIUS SATELLITE R
22		SANDISK CP
23		SUN MICROSYS INC
24		SYMANTEC CP
25		XILINX INC
26		YAHOO INC

5 Merge row data, separated cells by a line break

Merges (concatenate) the data in selected rows, separated by a return:

Before:

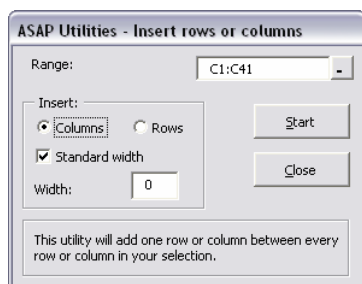
	A	B	C
1	Symbol	Name	Last Trade
2	AAPL	APPLE COMPUTER	53.74 Oct
3	AMAT	APPLIED MATERIALS	17.36 Oct
4	AMGN	AMGEN	75.82 Oct
5	ATML	ATMEL CORP	2.25 Oct
6	BCRX	BIOCRYST PHARM INC	14.37 Oct
7	CMCSA	COMCAST CP A	27.20 Oct
8	CSCO	CISCO SYS INC	17.30 Oct
9	DELL	DELL INC	33.11 Oct
10	EBAY	EBAY INC	39.64 Oct
11	GOOG	GOOGLE	297.44 Oct

After:

	A	B	C	D
1	Symbol	Name	Last Trade	Change
2	AAPL	APPLE COMPUTER		
3	AMAT	APPLIED MATERIALS		
4	AMGN	AMGEN		
5	ATML	ATMEL CORP		
6	BCRX	BIOCRYST PHARM INC		
7	CMCSA	COMCAST CP A		
8	CSCO	CISCO SYS INC		
9	DELL	DELL INC		
10	EBAY	EBAY INC		
11	GOOG	GOOGLE	53.74 Oct 13	0.00 (0)
12			17.36 Oct 13	0.00 (0)
13			75.82 Oct 13	0.00 (0)
14			2.25 Oct 13	0.00 (0)
15			14.37 Oct 13	0.00 (0)
16			27.20 Oct 13	0.00 (0)
17			17.30 Oct 13	0.00 (0)
18			33.11 Oct 13	0.00 (0)
19			39.64 Oct 13	0.00 (0)
20			297.44 Oct 13	0.00 (0)

6 Insert between empty rows or columns...

Insert one empty row or column between every row or column in your selection.



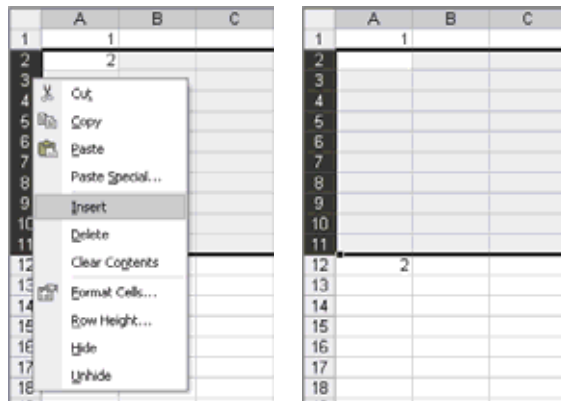
This utility used to be called "Insert empty rows or columns..."

7 Insert multiple empty rows at once...

Allows you to easily insert multiple rows at once. This is normally not easily possible in Excel itself.

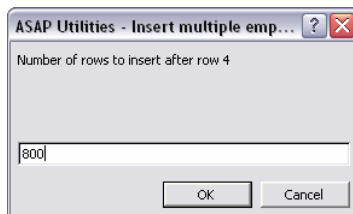
Inserting multiple rows "the Excel way".

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.



Inserting multiple rows "the ASAP Utilities way"

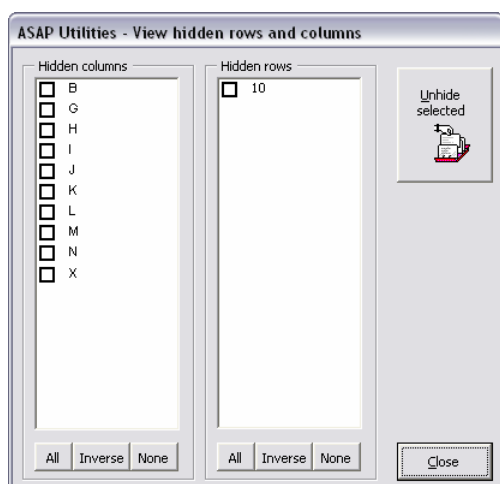
The above solution works for small amount of rows. However if you need to insert for example 800 rows this is not a workable solution. Therefore I have written the utility which lets you choose the amount of rows to insert below the selected cell/row.



8 View and manage hidden rows and columns...

Displays an overview of all hidden rows and columns.

You can then easily select the rows and/or columns to unhide.



9 Delete all hidden rows and columns

Remove all hidden rows and columns from the active sheet. Useful when you want to pass to clean up the file before distributing and delete all unnecessary information.

Be careful when you have formulas with references to data in the hidden cells.

10 Remove all empty rows

Removes all completely empty rows from your active worksheet

11 Remove all empty columns

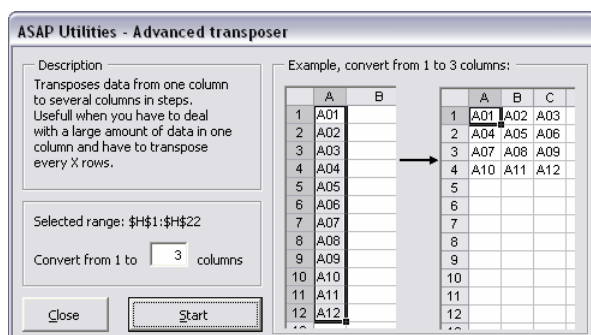
Removes all completely empty columns from your active worksheet

12 Remove unused empty ending rows/columns

See: Sheets » [Remove unused empty ending rows/columns](#) on page 62.

13 Transpose column in multiple steps...

Transpose data in one column to several columns. This is especially useful when you have to deal with a large amount of data in one column.



Formulas and formatting will be preserved.

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

See: Sheets » [Put together rows or columns from several sheets...](#) on page 60.

5.2.7 Numbers

This submenu holds a collection of “Numbers” utilities, for faster and easier calculations and alterations.

1 Apply formula/calculation to selected cells...

See Formula » [Apply formula/calculation to selected cells...](#) on page 82.

2 Change formulas to their calculated values

See Formula » [Change formulas to their calculated values](#) on page 81.

3 Change not recognized numbers (text?) to numbers

You might experience that sometimes Excel recognizes numbers as text; they are left aligned and they don't work in your formulas. This utility will convert them to numbers in a way that Excel recognizes.

This utility will also help you if Excel gives you errors on your vlookup() formulas because it treats the numbers as text and therefore can't find a matching value.

Note: This utility doesn't convert numbers with decimal separators to your local settings. For example a lot of Dutch people have problems with imported text files, because the numbers are shown as e.g. 120.00. If you experience this, replace (Control+H) the point (or whatever) to your decimal separator (in The Netherlands a comma).

Example:

Before:

101	101	49429	70	60	-20
101	101	49430	70	30	0
101	101	49435	70	31	-30
101	101	49446	70	38	0
101	101	49450	67	24	-4
101	101	49497	70	24	0
101	101	49498	70	29	0
101	101	49572	70	24	-10
101	101	49577	70	25	0
101	101	52060	10	78	-83
101	101	54150	10	21	-22
101	101	54176	10	11	-8
101	101	54321	10	42	-22
101	101	54581	10	43	-47
101	101	54721	10	36	-18

After:

101	101	49429	70	60	-20
101	101	49430	70	30	0
101	101	49435	70	31	-30
101	101	49446	70	38	0
101	101	49450	67	24	-4
101	101	49497	70	24	0
101	101	49498	70	29	0
101	101	49572	70	24	-10
101	101	49577	70	25	0
101	101	52060	10	78	-83
101	101	54150	10	21	-22
101	101	54176	10	11	-8
101	101	54321	10	42	-22
101	101	54581	10	43	-47
101	101	54721	10	36	-18

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

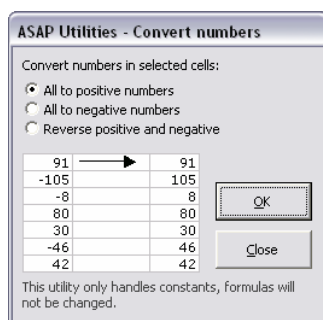
Convert numbers to text.

This will add an apostrophe (') in front of the value in each selected cell. Formulas will be converted to their values.

If you are interested in spelling out numbers you can use the utility “[Spell/write out numbers or amounts \(EN, DE, NL\)...](#)” on page 75.

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

Convert all numbers to positive, all numbers to negative or all negative to positive and all positive numbers to negative.



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

Moves the minus sign ('-') from back to front

For example 65- becomes -65

This utility is especially useful when you have to deal with certain imported text files.

7 Use a significant number of decimals...

See Format » [Use a significant number of decimals...](#) on page 92.

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

Convert percentages to general numbers.

Instead of converting 5% to 0.05, this utility will convert percentages to their real number, in this case 5.

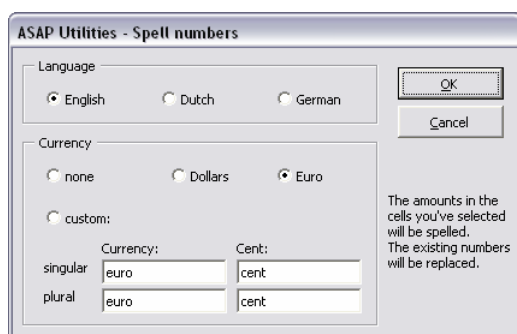
9 Spell/write out numbers or amounts (EN, DE, NL)...

Convert numbers to words (spell numbers).

For example 12.75 becomes Twelve Dollars and Seventy Five Cents

At this moment it has the languages English, German and Dutch built in.

Default currencies are none, dollars or euro, but you can also type in your own currency. The spelling will spell up to two decimals.



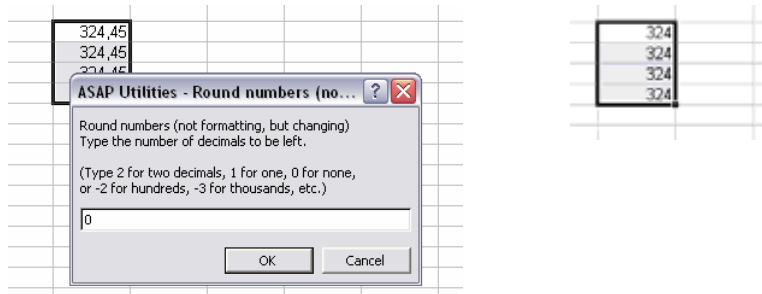
Your last used settings will be remembered.

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

Rounds the numbers in selected cells. Instead of using cell formatting to round the numbers, the numbers in your cells will actually be replaced by its rounded value.

This tool will not just change the format, but actually changes the number. Therefore some information might be lost.

Example: convert 5.32 to 5.3 or convert 1026.89 to 1030.



5.2.8 Text

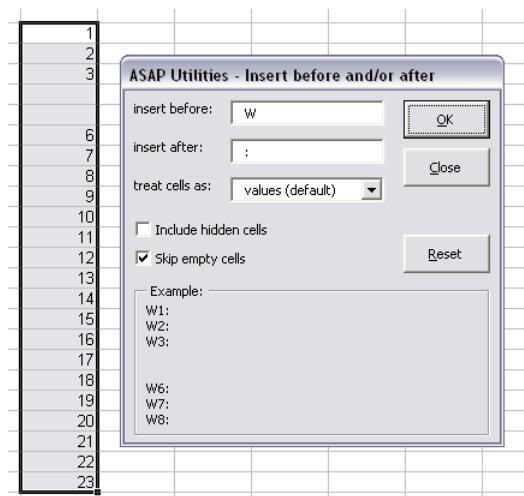
Collection of "Text" edition and formatting utilities

1 Insert before current value...

Insert data in front of each cell in your selection.

For example add "B-" in front of each cell in your selection.

You can specify whether to handle cells as values, formula or text. You can also specify to have hidden cells affected or not.



Your last used settings will be remembered.

2 Insert after current value...

Insert data at the end of each cell in your selection. For example add "-12F" at the end of each cell.

See also "[insert before current value](#)" displayed on page 76.

3 Change to UPPERcase

Convert the text in your selected cells to uppercase (all capitals).

A quick alternative of Excel's =UPPER() function.

4 Change to lowercase

Convert the text in your selected cells to lowercase.

A quick alternative of Excel's =LOWER() function.

5 Start first word with Uppercase

Start the first word in your selected cells with uppercase.

6 Make first character Uppercase, the rest lowercase

Start first word with uppercase. The rest of the text will be converted to lowercase.

Example: "THIS IS A TEST" or "this is a test" will become "This is a test"

7 Start Each Word With Uppercase

Start each word in your selected cells with a capital (uppercase).

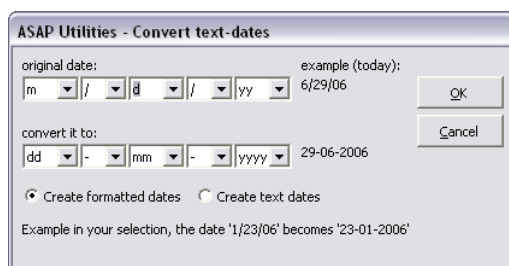
A quick alternative of Excel's =PROPER () function. Also known as Title Case.

8 Convert/recognize dates...

Convert date-formats

When you have date-values imported and Excel doesn't recognize them as actual dates, for example due to different country settings, you can now easily convert them.

Your last used settings will be remembered.



How Excel interprets two-digit years

To ensure that year values are interpreted as you intended, type year values as four digits (2001, rather than 01). By entering four digits for the years, Excel won't interpret the century for you.

For Microsoft Windows 98 or Microsoft Windows 2000

If you are using Microsoft Windows 98 or Microsoft Windows 2000, the Regional Options in Windows Control Panel controls how Excel interprets two-digit years.

For Windows NT Workstation 4.0 or dates entered as text values

When you enter a two-digit year value in Windows NT Workstation 4.0 or you enter a date as a text value, Excel interprets the year as follows:

00 through 29 Excel interprets the two-digit year values 00 through 29 as the years 2000 through 2029. For example, if you type the date 5/28/19, Excel assumes the date is May 28, 2019.

30 through 99 Excel interprets the two-digit year values 30 through 99 as the years 1930 through 1999. For example, if you type the date 5/28/98, Excel assumes the date is May 28, 1998.

From the Microsoft help:

How Excel interprets two-digit years:

To ensure that year values are interpreted as you intended, type year values as four digits (2001, rather than 01). By entering four digits for the years, Excel won't interpret the century for you.

For Microsoft Windows 2000 or later

If you are using Microsoft Windows 2000 or later, the Regional Options in Windows Control Panel controls how Excel interprets two-digit years.

For dates entered as text values

When you enter a date as a text value, Excel interprets the year as follows:

00 through 29 Excel interprets the two-digit year values 00 through 29 as the years 2000 through 2029. For example, if you type the date 5/28/19, Excel assumes the date is May 28, 2019.

30 through 99 Excel interprets the two-digit year values 30 through 99 as the years 1930 through 1999. For example, if you type the date 5/28/98, Excel assumes the date is May 28, 1998.

How Excel works with two-digit year numbers

<http://support.microsoft.com/kb/214391>

9 Delete leading and trailing spaces

Delete leading and trailing spaces. Remove all the spaces at the beginning and end of each cell value in your selection. (trim)

Cells with (array)formulas and errors will be skipped.

10 Delete leading, trailing and excessive spaces

Delete leading, trailing and excessive spaces. Remove all the spaces at the beginning and end of each cell value in your selection and replace repetitive spaces with one.

Excessive means more than one space, for example 'sample 01' becomes 'sample 01'

A quick alternative of Excels =TRIM () worksheet function.

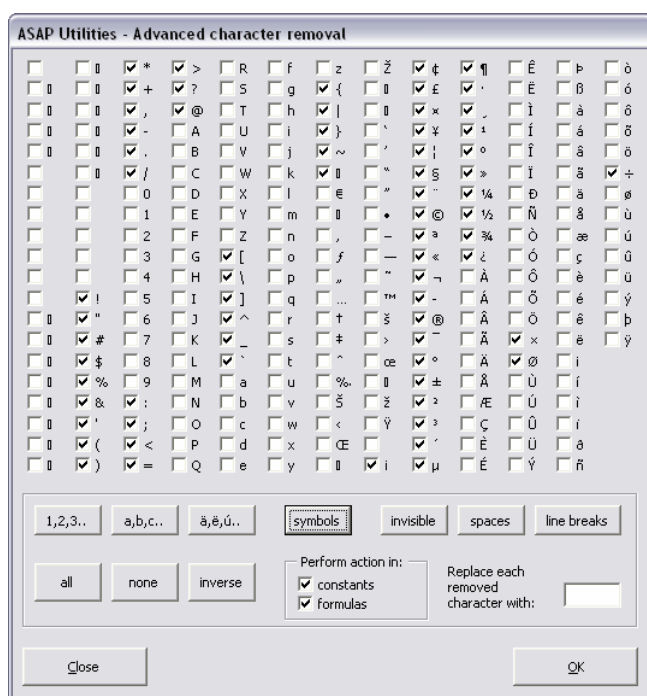
Cells with (array)formulas and errors will be skipped.

11 Advanced character remove or replace...

Remove or replace the characters you want in a selected range.

Has the option to choose any or all characters including numbers, letters, special characters, tabs, new lines (enters) and invisible spaces.

You can use this utility in many ways like for example remove everything except the numbers.



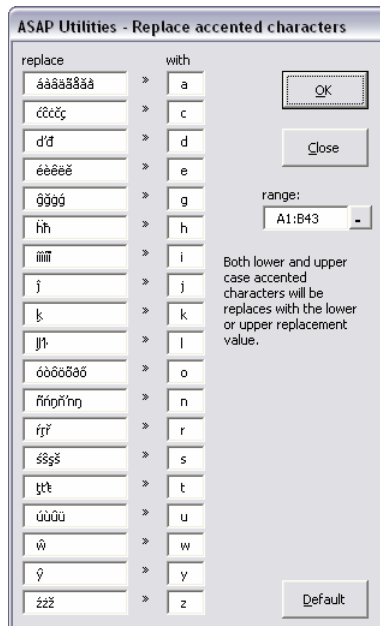
If you have selected only one cell, the removal will take place in the entire worksheet.

Your last used settings will be remembered.

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

Replace the accented characters, both vowels and consonants, in your selected cells with the non-accented character. It will automatically detect lower- and uppercase characters. You can customize the settings.

For example é becomes e.



Your last used settings will be remembered.

This utility used to be called “Replace accented vowels (á, è, etc.)...”

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

Delete all text characters in your selected cells.

The letters from the alphabet (abcefg hijklmnopqrstuvwxyz), both uppercase and lowercase will be removed from every cell in your selection. Only cells with constants will be affected. All cells with a formula will be skipped.

For example ‘8011LB’ becomes ‘8011’

If you have selected only one cell, the utility will run on your entire sheet.

14 Delete all numbers in selection

Delete all numbers in your selected cells.

All numbers (1, 2, 3, 4, 5, 6, 7, 8, 9 and 0) will be removed from every cell in your selection. Only cells with constants will be affected. All cells with a formula will be skipped.

For example ‘8011LB’ becomes ‘LB’

If you have selected only one cell, the utility will run on your entire sheet.

15 Remove ending carriage return (alt+enter character)

Removes the last ending carriage returns (Alt+Enter character) in each cell in your selection.

16 Delete number of leading characters...

Delete the first number of characters in the selected cells. A dialog box will ask you to enter the number of characters. You can for example strip the first four characters in every cell in your selection.

This utility will work on both numeric and text-cells. Cells with (array)formulas in your selection will be replaced with their calculated values.

17 Delete number of ending characters...

Delete a specified number of ending characters in the selected cells. A dialog box will ask you to enter the number of characters. You can for example strip the last four characters in every cell in your selection.

This utility will work on both numeric and text-cells. Cells with (array)formulas in your selection will be replaced with their calculated values.

18 Delete all after a given amount of characters...

Delete all after a specified number of characters in the selected cells. A dialogbox will ask you to enter the number of characters. You can for example delete all text after the fifth character in every cell, leaving only the first five characters.

This utility will work on both numeric and text-cells. Cells with (array)formulas in your selection will be replaced with their calculated values.

19 Make last character superscript

Make the last character in your selected cells superscript.

A handy tool, for example when you have to deal with certain units like cubic meters (m³).

20 Make last character subscript

Make the last character in your selected cells subscript. (O₂)

21 Reverse text in selected cells

Reverse text in selected cells.

e.g. [Excel] becomes [lecxE] or [123456] becomes [654321]

5.2.9 Formula

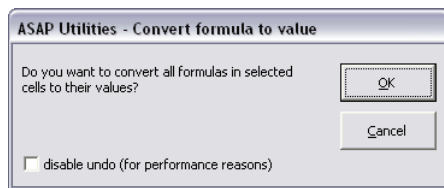
Collection of "Formula" edition utilities

1 Change formulas to their calculated values

Convert formulas to their values.

For example [=A2*(C19/12)] becomes the calculated value. It does the same as copy » paste special » paste values but in one step.

By default this can be started with the shortcut Ctrl+Alt+P in ASAP Utilities.



You have the option to disable the undo. Especially on large amount of data with a los of formulas disabling the undo will significantly speed up the process.

Normally the utility changes the formulas to their calculated values in all selected cells (hidden or not). If you have selected cells in a filtered list only the visible cells are affected.

2 Apply formula/calculation to selected cells...

Apply a formula to the selected range.

For example multiply all cells in selection with 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 $/ 24$ the result will be: $= (12 * 2) / 24$.

By default this can be started with the shortcut $\text{Ctrl} + \text{Alt} + i$ in ASAP Utilities.

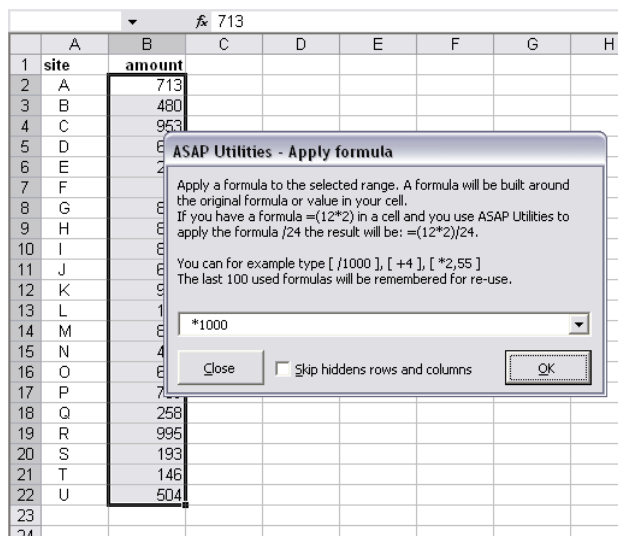
The last 100 used formulas are remembered so you can easily re-use them.

Users of the non-English Excel versions can now type in the formula in their local language. For example in the Dutch version you used to have to use a point as decimal separator. You can now use the comma. You can also use the local version of worksheet formulas, for example if you have the Dutch version of Excel you can now enter `' +SOM(G20:G40)'` instead of the English version: `+SUM(G20:G40)`.

We have improved the error handling. You get a warning if an applied formula produces an error.

In the range of cells you select the formula will only be applied to cells that have no errors, are not empty and have a value of formula with a numeric or logical result (text cells will be skipped). Array formulas will also be skipped.

You can use the option "Skip hidden rows and columns" if you want for example to only apply the formula to the visible cells in a filtered list.



	A	B	C	D	E	F	G	H
1	site	amount						
2	A	713000						
3	B	480000						
4	C	953000						
5	D	667000						
6	E	254000						
7	F	40000						
8	G	820000						
9	H	849000						
10	I	825000						
11	J	650000						
12	K	970000						
13	L	157000						
14	M	876000						
15	N	484000						
16	O	610000						
17	P	709000						
18	Q	258000						
19	R	995000						
20	S	193000						
21	T	146000						
22	U	504000						
23								
24								

3 Custom formula error message...

See: Range » [Custom formula error message...](#) on page 65.

4 Transpose data with formulas...

See: Range » [Transpose data with formulas...](#) on page 67.

5 Copy formulas without changing their cell references...

See: Range » [Copy formulas without changing their cell references...](#) on page 67.

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

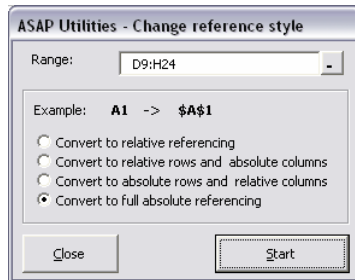
Change the notation of references to cells in the formulas in your selected range.

You can:

- Convert formulas to relative referencing (A1)
- Convert formulas to relative rows and absolute columns (\$A1)
- Convert formulas to absolute rows and relative columns (A\$1)
- Convert formulas to absolute referencing (\$A\$1)

For example:

[=A1*(B12/100)] becomes [= \$A1*(\$B12/100)]



7 Insert "international" formula...

Insert an 'international-style' formula in all cells in your selection.

The utility uses English worksheet formulas and a comma as list separator and a point as decimal separator. Useful since most examples on the internet or in Excel books are in 'international' English format with the English names for the worksheet functions and the comma as list separator and the point as decimal separator.

Now you can copy that formula and have ASAP Utilities translate it automatically to your Excel version. For example the formula =SUMIF(A2:A13,">50")*1.19 will be translated to =SOM.ALS(A2:A13;">50")*1,19 in the Dutch version of Excel with the Dutch language settings in Windows.



8 Insert Function from the ASAP Utilities library...

Insert a function from the ASAP Utilities library.

See also chapter [6 Extra worksheet functions](#) on page 122.

9 Rebuild array formulas

This will build your selected cells as array formulas, it puts {} brackets around all formulas in your selection. This tool does the same as closing your cell with [Control+Shift+Enter].

5.2.10 Fill

Collection of "Fill" utilities for filling cells and adding data

1 Fill empty cells in selection...

Fill all empty cells in your selection with a specified value.

If only one cell is selected all empty cells on the sheet's used range will be filled.

2 Overwrite filled cells in selection...

Fill all non-empty cells in your selection with a specified value.

3 Copy values to empty cells below filled cells in selection

Looks for empty cells and fills these with the values of the first filled cell above.

Example:

[test]

[]

[]

[1]

[]

becomes:

[test]

[test]

[test]

[1]

[1]

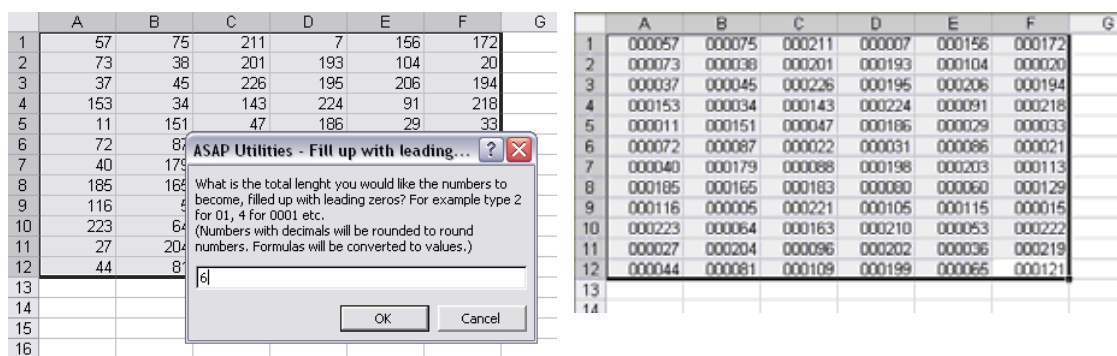
4 Fill up with leading zeros...

Fill the current value with leading zeros up to the total length you specify. For example if you enter 3, 1 becomes 001 and 11 becomes 011. If you enter 6, 1 becomes 000001.

This utility will actually add the zeros. If you only need the formatting to be like that it is better to use cell formatting with a number format like "000000".

Formula's in your selection will be converted to their values.

Example, cells filled up with leading zeros to a total length of 6:



The screenshot shows a spreadsheet with columns A through G and rows 1 through 16. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G
1	57	75	211	7	156	172	
2	73	38	201	193	104	20	
3	37	45	226	195	206	194	
4	153	34	143	224	91	218	
5	11	151	47	186	29	33	
6	72	87					
7	40	173					
8	185	165					
9	116	4					
10	223	64					
11	27	204					
12	44	87					
13							
14							
15							
16							

The dialog box 'ASAP Utilities - Fill up with leading...' is open, showing the text: 'What is the total length you would like the numbers to become, filled up with leading zeros? For example type 2 for 01, 4 for 0001 etc. (Numbers with decimals will be rounded to round numbers. Formulas will be converted to values.)'. The input field contains '6'. The 'OK' button is highlighted.

Note: This utility used to be called: Add leading zeros...

5 Insert before current value...

See Text » [Insert before current value](#) on page 76.

6 Insert after current value...

See Text » [Insert after current value](#) on page 77.

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

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

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

Fill 'between values' linear in selection (horizontal)

For example:

1					20
---	--	--	--	--	----

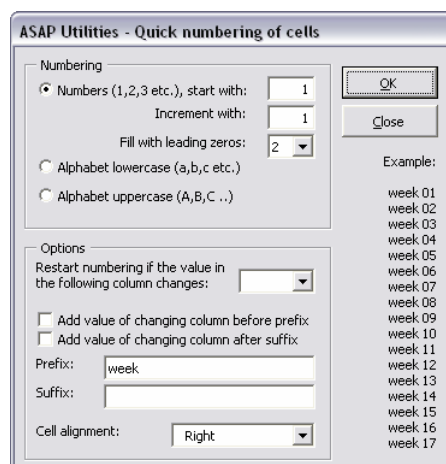
Becomes:

1	4,8	8,6	12,4	16,2	20
---	-----	-----	------	------	----

9 Quick numbering of selected cells...

This is a flexible way of quickly creating a numbered list. You have several options to customize the list. You can also choose to restart the numbering if the value of a certain column changes.

By default this can be started with the shortcut Ctrl+Alt+Q in ASAP Utilities.

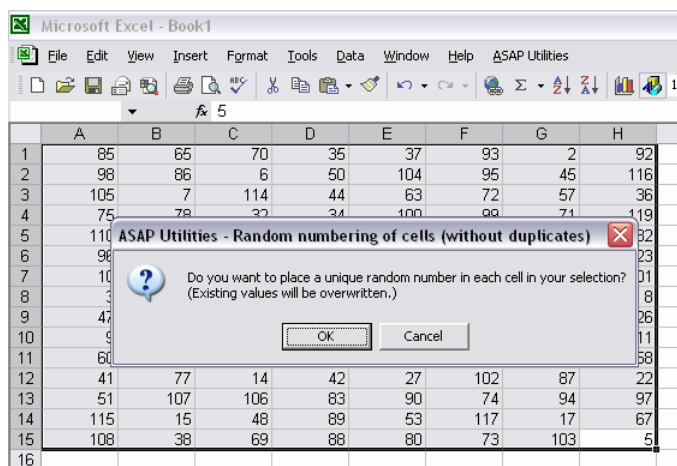


Your last used settings will be remembered.

10 Random numbering of cells (without duplicates)

Place unique random (whole) numbers in selected cells.

Easy for making random lists without duplicates very fast.



11 Insert current date and time with seconds

Insert the current date and time into the active cell. Unlike Excel's built in shortcut "Control+:" this utility also inserts the seconds. (timestamp)
By default this utility can be started with the shortcut Control+Shift+D

Example:

	A	B	C
1	Excel:	10-08-2007	10-08-2007
2	ASAP Utilities:	10-08-2007 15:24:20	10-08-2007 15:24:22
3			

12 Insert current time with seconds

Insert the current time into the active cell. Unlike Excel's built in shortcut "Control+;" this utility also inserts the seconds. (timestamp)

By default this utility can be started with the shortcut Control+Shift+T

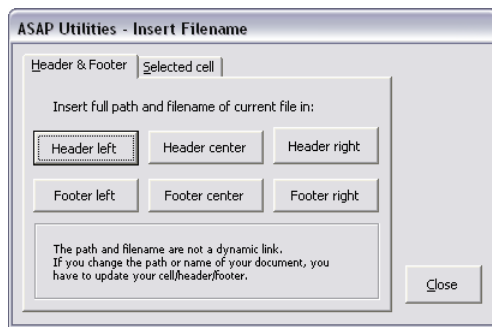
Example:

	A	B	C
1	Excel:	15:17	15:17
2	ASAP Utilities:	15:17:29	15:17:54
3			

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

This utility allows you to put the full path, filename or filename and path of the active workbook in:

- the sheet's header and/or footer (Excel has this option built in in Excel 2002/XP and later)
- the selected cell(s) on your worksheet.



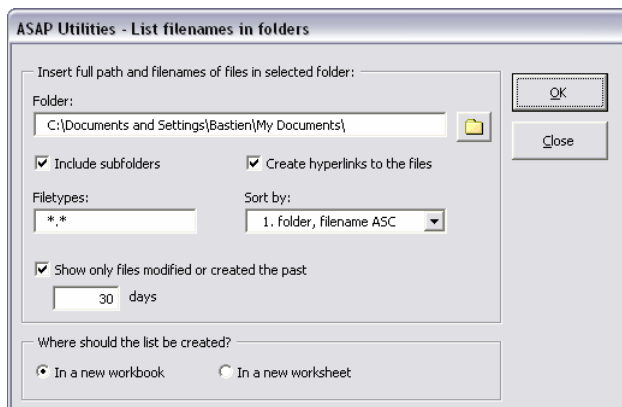
This utility used to be called "Insert filename in header or footer..."

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

Create a list of all filenames in a specific folder. This way you can for example create a list of all files on a cd-rom.

You can choose to have hyperlinks created to the files so you can click on a filename to open the file. Furthermore you can choose to also search subdirectories and show only files that are a certain days of age. This way you can for example show all files that we created or modified within the last 30 days.

By default this can be started with the shortcut Ctrl+Alt+F in ASAP Utilities.



Your last used settings and chosen folder will be remembered.

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

Insert the sheet name of each selected sheet into the cell selected on each sheet. For example list the sheet name in cell A1 of every selected worksheet.

5.2.11 Format

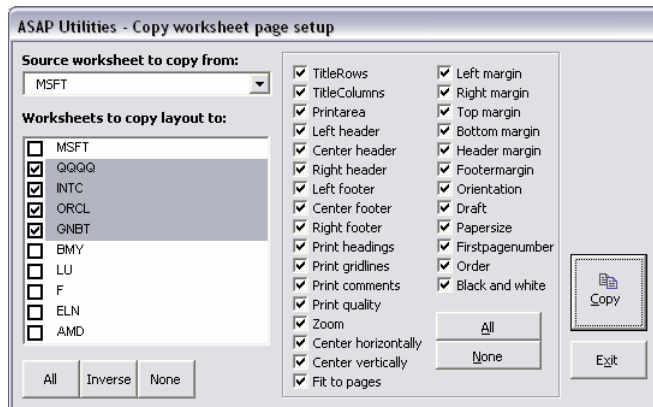
Collection of "Formatting" utilities

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

Copy a sheet's page and print settings. Copy the settings from one sheet to any other worksheet. You can copy the following settings:

- title rows (rows to repeat at top)
- left margin

- title columns (columns to repeat at left)
- print area
- left header
- center header
- right header
- left footer
- center footer
- right footer
- print headings
- print gridlines
- print comments
- print quality
- zoom
- center horizontally
- center vertically
- fit pages
- right margin
- top margin
- bottom margin
- header margin
- footer margin
- orientation
- draft
- paper size
- first page number
- order
- black and white



Note, The speed of changing the page-setup in Excel might depend on the printer you currently have active. This is by design of Excel.

Starting from Excel 2002 you can also insert a picture in the header or footer. Unfortunately this is something that cannot be copied to other worksheets programmatically. So if you have a picture in the header or footer it will not be copied with this tool in ASAP Utilities. From Microsoft: *"The only way to work with pictures in headers or footers for multiple worksheets is to select all the worksheets, and then insert a graphic by using the Insert Picture dialog box (click the Insert Picture button), or format the graphic by using the Format Picture dialog box (click the Format Picture button). The original graphic file is needed for this procedure."*

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

See Fill » [Insert workbook's path and name in header, footer or cell...](#) on page 87.

3 Empty all headers and footers

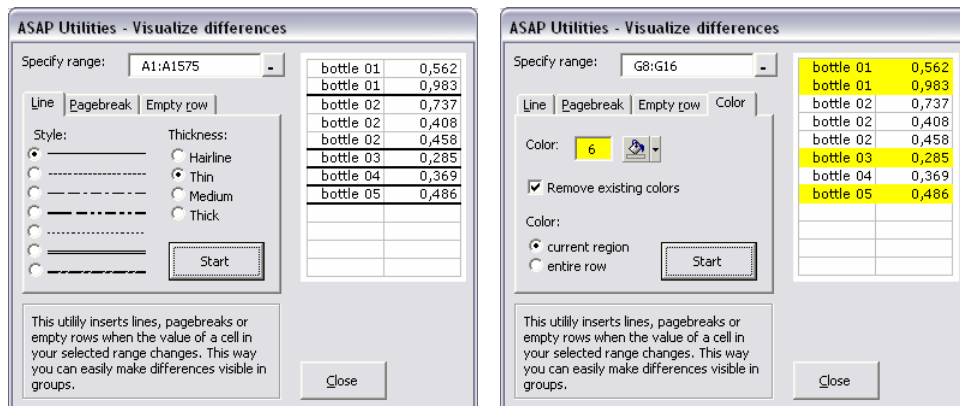
Remove all headers and footers in each selected sheet.

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

Based on the information of data in a column you can do the following when the value in a column/cell changes

- underline the row
- insert a page break
- insert an empty row
- alternately color groups of data

You can use this for example to identify different groups in your worksheet.



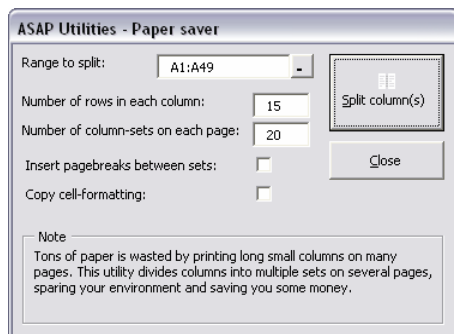
This utility use to be called "The smart difference..."

5 Transpose column in multiple steps...

See Columns & Rows Transpose column in multiple steps...on page 73.

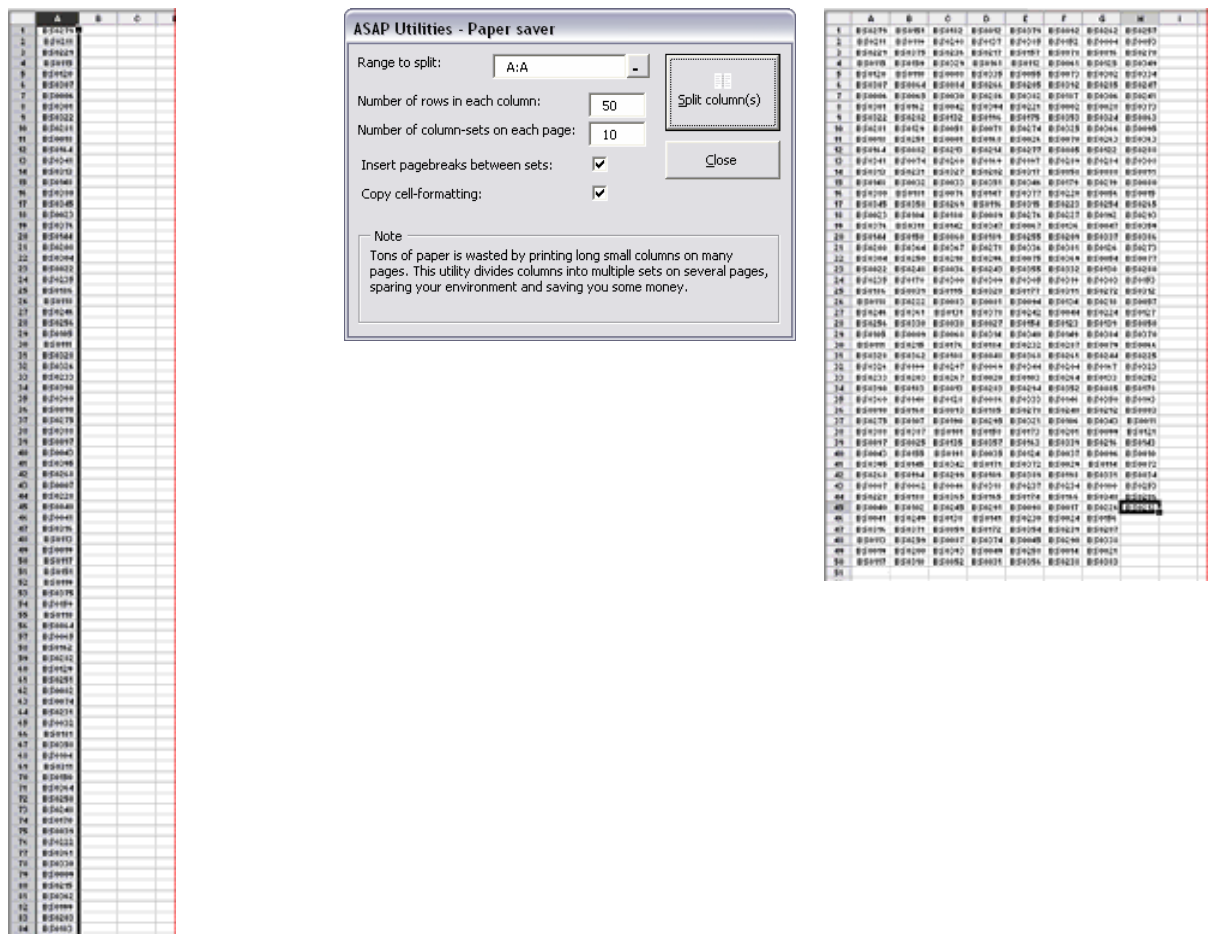
6 The paper saver (split columns)...

Split large columns in several smaller to save paper when you print the data.



Example: From 1 long column with values to 50 values per column:

1. Select the column: 2. Use the utility: 3. Result:



Your last used settings will be remembered.

7 Wrap text

Wrap text in selected cells. Large text will break into the next line.

	A	B	C	D	E	F	G	H
1	Wrapped:		Not wrapped:					
2	this text is wrapped which means it breaks into multiple lines		this text is not wrapped. If it is long it covers other empty cells					
3	this text is wrapped which means it breaks into multiple lines		this text is	12				

8 Unwrap text

Unwrap text in selected cells.

9 Place a border around each page

Place a border around each page.

10 Use a significant number of decimals...

Significant decimals, e.g. when you enter 3, formatting will be:

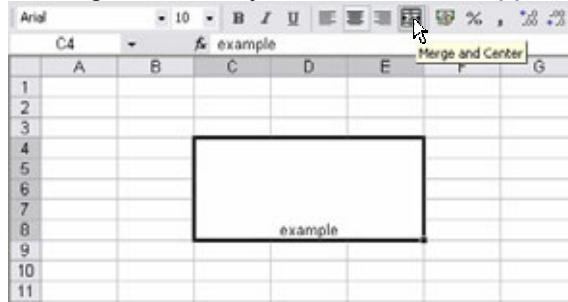
12.0123123 becomes 12.0123 and

12.00002134 becomes 12.0000213 instead of 12.000

This means that you will always see significant numbers, not only zeros.

11 Unmerge cells in selection

Unmerge all cells in your selection. The opposite of "merge and center":



In Excel XP and above you can also click again on the merge-button to unmerge. However in Excel 2000 this is not possible so you can use the utility in ASAP Utilities to quickly unmerge all cells in your selection.

12 Center across selection (without merging)

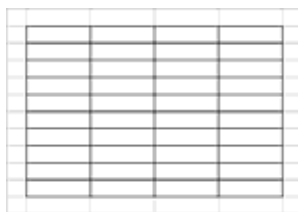
This will center the data over the selected cells.

It looks the same as merging, but doesn't combine the cells.

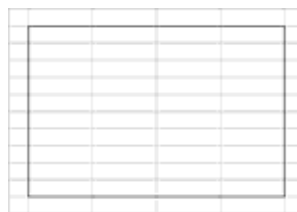
13 Delete all borders inside selection

Delete all inner-borders in your selection.

before



after



14 Remove all unused styles on every sheet

See Sheet » [Remove all unused styles on every sheet](#) on page 62.

15 Remove all conditional formatting in selection

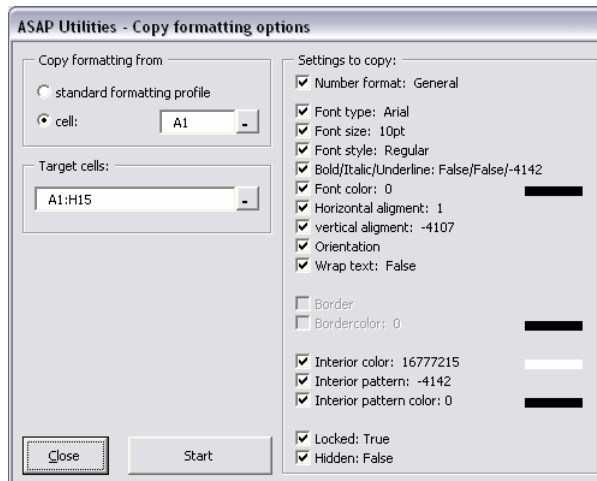
Remove all conditional formatting in selected cells.

16 Remove all validations in selected cells

Remove all validations in your selected range.

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

Copy a cells format attributes to other cells. Advance format copier. For example only copy the font color and style to other cells.



18 Apply standard format to selected cells

Apply the standard formatting settings to your selected cells.

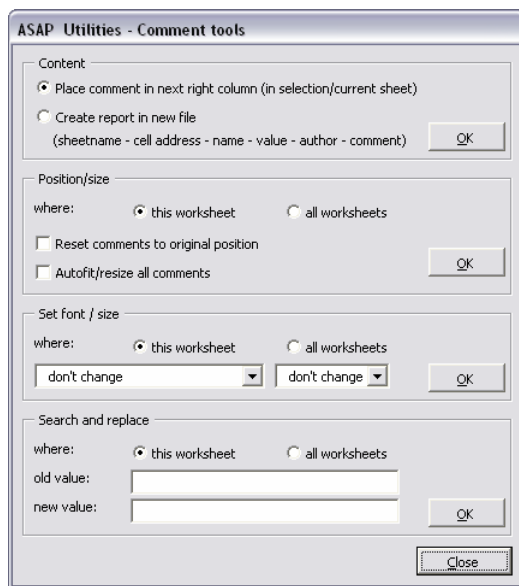
5.2.12 Objects & Comments

Collection of "Object" utilities

1 Comment tools...

Collection of comment tools, search and replace, report, change font/size, resize etc.

- Content
 - Place comment in next right column (in selection/current sheet)
 - Create report in new file (sheetname - cell address - name - value - author - comment)
- Position/size on this worksheet or all worksheets
 - Reset comments to original position
 - Autofit/resize all comments
- Set font / size on this worksheet or all worksheets
 - Apply a new fontname or font size to all comments.
- Search and replace on this worksheet or all worksheets
 - Find and replace in comments.



Additionally you might be interested in the ASAP Utilities worksheet formula `=ASAPGetComment(range)` which is described on page 124.

2 Select all objects on current worksheet

Select all objects on current worksheet.

3 Delete all objects in selected worksheets

Remove all objects from the selected worksheets.

4 Delete all buttons on selected worksheets

Delete all buttons from selected worksheets

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

Resizes the selected images or OLE objects in a percentage relatively to their original size.

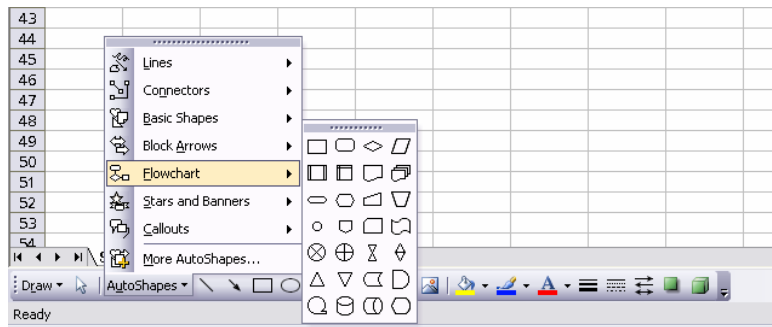
6 Remove the border line from selected objects/images

Removes the borders from all selected objects, shapes or images. By default, when you insert an object, Excel will place a border around it. Now you can easily remove the border from multiple shapes at once and assign your own shortcut to it for quick access (favorites menu).

7 Show flowchart toolbars

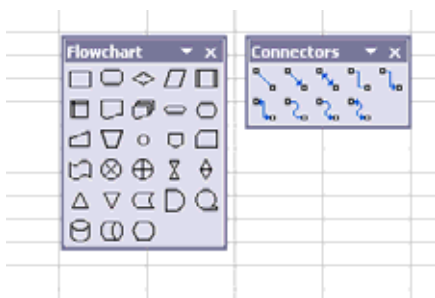
Display both the flowchart and connector toolbar as separate toolbars. This gives you easier access as via the drawing toolbar.

By default you can access these toolbars from the "Drawing" toolbar:



When you are drawing a flowchart it is easier if you can use the controls with one click instead of every time clicking "AutoShapes" » "Flowchart"...

This utility will show both the Flowchart- and Connector buttons as individual toolbars which you can access with one button-click. Creating flowcharts will become easier.



Note: This utility will not work in Excel 2007 since Excel 2007 doesn't support commandbars anymore.

5.2.13 Web

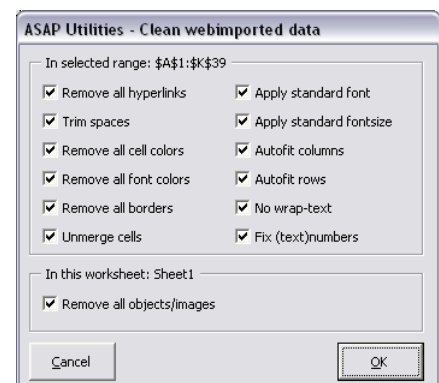
Collection of "Web" or internet or HTML utilities

1 Clean information that is copied from websites...

Several utilities to optimize/clean a table copied from your internet browser into Excel.

You can choose which actions you want to perform:

- remove all hyperlinks
- remove all objects (images, buttons etc.)
- 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
- auto fit columns
- auto fit rows
- no wrap-text
- fix (text)numbers

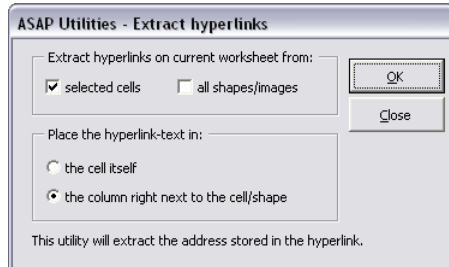


Your last used settings will be remembered.

2 Extract hyperlinks...

Extract hyperlinks from selected cells and/or all shapes/images on the active worksheet.

You can choose to have the hyperlink displayed in the cell itself or in the column right next to the cell or shape.



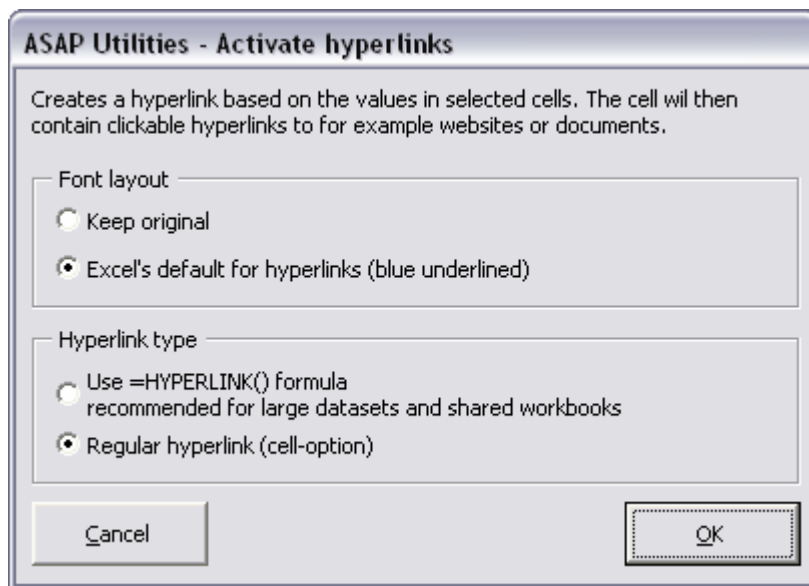
Your last used settings will be remembered.

Additionally you might be interested in the ASAP Utilities worksheet formula [=ASAPGetHyperlink](#)(range, optional sNA) which is described on page 125.

3 Activate hyperlinks (create from cell values)...

Create a hyperlink from the values in selected cells.

A quick alternative of Excel's = HYPERLINK () function.



4 Change all hyperlinks to =HYPERLINK() formulas

Convert all hyperlinks in cells to =HYPERLINK() formulas in the selected worksheets.

The current hyperlink will be used for the hyperlink part. Hyperlink screentips will be lost because they are not supported by the =HYPERLINK() formula.

5 Remove all hyperlinks in selected cells

Remove all hyperlinks in selected cells

6 Decode all URL and HTML encoded text

Decode all URL-encoded data in your cells.

This will replace the '+' with a space and decode any %## encoding in the cells, which can be handy when you use Excel to analyze website statistics and keyword performance.

For example this utility will decode data like:

%22Keyword%2Binfo%2C.%2F~%26ok%3F

to:

'Keyword+info,./~&ok?

URL Encoding is used when placing text in a query string to avoid it being confused with the URL itself. It is normally used when the browser sends form data to a web server. URL Encoding replaces spaces with '+' signs, and unsafe ASCII characters with '%' followed by their hex equivalent.

7 Export selection as HTML table to clipboard...

See: [Error! Reference source not found.](#) on page **Error! Bookmark not defined..**

8 Visit our website for more Excel tips and tricks

Visit the internet for more Excel tips and tricks. Connects to www.asap-utilities.com (works only if you are connected to the internet)

5.2.14 System

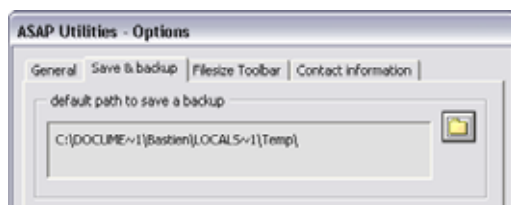
Collection of "System" utilities

1 Save file and create backup

Save you current file and automatically create a backup in your temp path. For example: c:\temp\exceldoc.bak\filename (yyyy-mm-dd hh-mm-ss).

The path where the backup is saved can be changed in:

ASAP Utilities » ASAP Utilities options » ASAP Utilities options and settings...



2 Rename current file...

Rename current file without having to close it first.

3 Reopen current file without saving changes

Closes the current workbook without saving changes and then opens the last saved copy of the file.

4 Find and remove external links...

Finds and allows you to remove the links to external files. The 'static' value will remain in the cells.

Search is performed in all worksheets and all range names.

If you delete a range name with an external reference and have used it on you sheet, the error value '#NAME' is displayed in the cell or cells that use the defined name.

5 Change Excel's default file location (browse)...

Change Excel's default folder.

You can do this manually in Tools > Options > General, but then you have to type in the full path manually.

This tool lets you browse to select the folder.

6 Set default path to current file

Change the default path to the path of the active workbook. This way Excel's file open will automatically point to the folder your active workbook is in.

7 Display the full path and file name in the titlebar

Displays the full path and filename of the active workbook in the titlebar.

If you rename your file or save it with a different name you have to run this utility again.

8 Display file name in titlebar

Displays the filename in the titlebar.

9 Close and delete current file

Closes the active workbook and delete it from your (hard)drive. If possible the file will be send to your Recycle Bin otherwise you will be asked if you want to permanently delete the file from your (hard)drive.

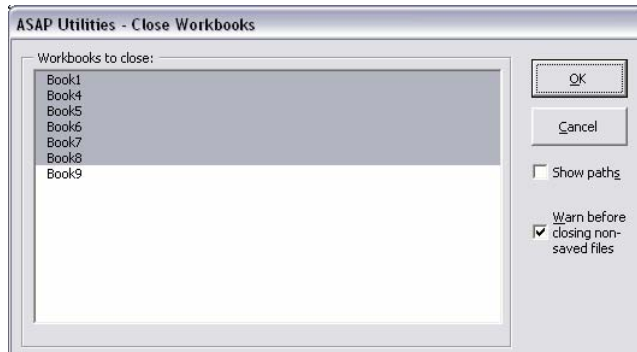
10 Close all saved files

Close all saved files.

Handy when you have opened a lot of files, looked at them, changed nothing and want to close them fast.

11 Close multiple files at once...

Close multiple files at once. Handy when you work with a lot of files. Shows all files in a list before closing them. Has an option to ask to save non-saved files before closing them.

**12 Close all open files without saving changes**

Close all open files without saving them and a warning to save. Be careful. This will also close files that have not been saved yet.

13 Add current file to recent files list

Add current file to recent files list.

This is handy when you start Excel, by double-clicking on a file in explorer, because Excel only adds a file to the recent files list, if it is opened directly from within Excel.

14 Clear recently used files list in the Excel menu

Clear all files in the Recent Files menu.

Handy when you don't want other people on your computer to see what you have been working on.

15 Remove all macros (VBA code) from current file

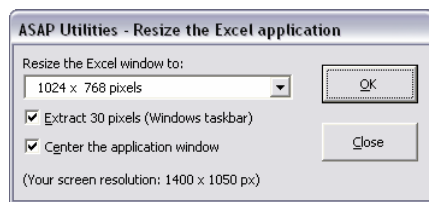
Delete all macro's/VBA code from current file.

16 Macro/VBA information (beta, English)...

Preview and remove macro's/VBA code from current file.

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

Resize the Excel application to fixed screen resolutions. This way you can easily test and see how your document or application will look on computers with different screen resolutions.



Depending on your current screen-resolution you can resize the application to the following pre-defined sizes:

- 640 x 480 pixels
- 800 x 600 pixels
- 1024 x 768 pixels
- 1152 x 864 pixels
- 1280 x 768 pixels
- 1280 x 800 pixels
- 1280 x 960 pixels
- 1280 x 1024 pixels
- 1400 x 900 pixels
- 1400 x 1050 pixels
- 1600 x 1200 pixels
- 1680 x 1050 pixels
- 2048 x 768 pixels
- 2560 x 1024 pixels

The maximum size is limited (by Windows/Excel) to your current screen-resolution.

To give you an idea of what screen-resolution people use most; in 2007 the people that visited the ASAP Utilities website used the following screen-resolutions:

- 1024 x 768 pixels 58%
- 1280 x 1024 pixels 19%
- 800 x 600 pixels 8%
- 1152 x 864 pixels 4%
- 1280 x 800 pixel 4%

18 Save current file (developers)

Developer's save.

This utility enables saving of a file, if saving is protected by VBA. (the workbooks' before save events is set to false).

19 Create a list of all add-ins

Create a list of all installed add-ins, their names, description, location and whether they are installed or not.

	A	B	C	D
1	Name	Full name	Title	Installed
2	ANALYS32.XLL	C:\PROGRA~1\MICROS~2\OFFICE11\LIBRARY\ANALYSIS\ANALYS32.XLL	Analysis ToolPak	FALSE
3	ATPVBAEN.XLA	C:\PROGRA~1\MICROS~2\OFFICE11\LIBRARY\ANALYSIS\ATPVBAEN.XLA	Analysis ToolPak - VBA	FALSE
4	ASAP Utilities.xla	C:\Program Files\ASAP Utilities\ASAP Utilities.xla	ASAP Utilities	TRUE
5	SUMIF.XLA	C:\PROGRA~1\MICROS~2\OFFICE11\LIBRARY\SUMIF.XLA	Conditional Sum Wizard	FALSE
6	EUROTOOL.XLA	C:\PROGRA~1\MICROS~2\OFFICE11\LIBRARY\EUROTOOL.XLA	Euro Currency Tools	FALSE
7	HTML.XLA	C:\PROGRA~1\MICROS~2\OFFICE11\LIBRARY\HTML.XLA	Internet Assistant VBA	FALSE
8	LOOKUP.XLA	C:\PROGRA~1\MICROS~2\OFFICE11\LIBRARY\LOOKUP.XLA	Lookup Wizard	FALSE
9	SOLVER.XLA	C:\PROGRA~1\MICROS~2\OFFICE11\LIBRARY\SOLVER\SOLVER.XLA	Solver Add-in	FALSE
10				

20 Reload all installed add-ins (rebuilds the menu)

Rebuild Excel's menu. Resets the worksheet menu bar and chart menu bar (the main menu bars) and reloads all installed add-ins.

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

Easily create a lot of folders in a certain specified folder, based on the values in selected cells.

5.2.15 Information

Collection of "Information" utilities

1 Fast calculation on selected cells...

Fast calculation, gives you the sum, average, min, max and more information about your selected range.

The information you will see:

- number of numeric cells
- number of text cells
- number of blanks (empty cells)
- number of selected cells
- sum
- average
- minimum value
- maximum value
- number of duplicate values
- number of unique values

ASAP Utilities - Fast Calculation

Range: \$A\$1:\$N\$40

Sum: 149534

Average: 277.944237

Numeric cells: 538

Text cells: 0

Blanks: 22

Selected cells: 560

Minimum value: 1

Maximum value: 560

Duplicates: 0

Unique values: 538

Copy to new workbook

Close

2 File and selection info...

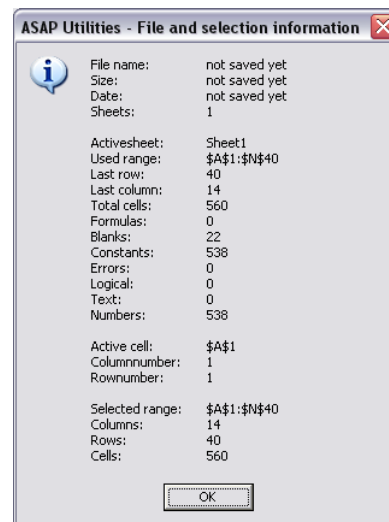
Shows statistics of the current file and your selection.

- filename
- file size
- file date
- number of sheets

- active sheet name
- address of the used range
- last row number of the used range
- last column number of the used range
- total cells in the used range
- formulas in the used range
- blanks in the used range
- constants in the used range
- errors in the used range
- logical values in the used range (true/false)
- text cells in the used range
- numeric cells in the used range

- address of active cell
- column number of active cell
- row number of active cell

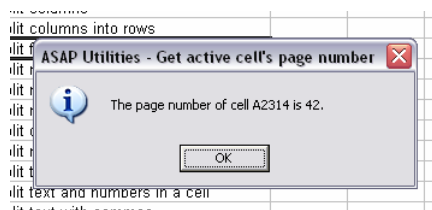
- address of selected range
- amount of columns in selected range
- amount of rows in selected range
- amount of cells in selected range



3 Get the page number of the active cell

Get the page number of the page where the active cell is on.

This can be handy if you only want to print a certain page.



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

See Range » [Count and/or color duplicates in selection...](#) on page 68.

5 Count the different unique values in selection

Count the number unique values in your selection.

This utility compares the (calculated) values of the cells in your selection. For example a cells with the value 12 is considered the same as a cells with the formula =3*4.

6 Count number of characters in selected cell

Count the number of characters in selected cell.

Example:

[Fuse number 17] contains 14 characters.

In your worksheet you can also use Excel's worksheet function =LEN(range)

7 Create a list of all built in workbook properties (title, author etc.)

Create a list of all document properties of the current file.

Example:

	A	B
1	Built in properties for:	Book5
2	Title:	
3	Subject:	
4	Author:	Bastien Mensink
5	Keywords:	
6	Comments:	
7	Template:	
8	Last author:	
9	Revision number:	
10	Application name:	Microsoft Excel
11	Last print date:	
12	Creation date:	25-10-2005 10:08:12
13	Last save time:	
14	Total editing time:	
15	Number of pages:	
16	Number of words:	
17	Number of characters:	
18	Security:	
19	Category:	
20	Format:	
21	Manager:	
22	Company:	eGate Internet Solutions
23	Number of bytes:	
24	Number of lines:	
25	Number of paragraphs:	
26	Number of slides:	
27	Number of notes:	
28	Number of hidden Slides:	
29	Number of multimedia clips:	
30	Hyperlink base:	
31	Number of characters (with spaces):	

8 Create a list all names in the workbook

List all range names in the active workbook.

This will create a new workbook that lists all the named ranges used within your workbook along with their respective references.

9 Create a list of all sheet names

Creates a list of all sheet names in your workbook. The names will be listed in a new workbook.

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

See Fill » [Create a list of filenames and properties in a folder...](#) on page 88.

11 Create a list of all type of cell values

Creates a new workbook that displays the data types (formulas, numbers, and text) from your worksheet. This can for example be useful to see where formulas are used.

Example of the newly created workbook:

	A	B	C	D	E	F	G	H
1	Text	Text	Text	Text	Text	Text	Text	
2	Number	Number	Number	Number	Number	Number	Formula	
3	Number	Number	Number	Number	Number	Number	Formula	
4	Number	Number	Number	Number	Number	Number	Formula	
5	Number	Number	Number	Number	Number	Number	Formula	
6	Number	Number	Number	Number	Number	Number	Formula	
7	Number	Number	Number	Number	Number	Number	Formula	
8	Number	Number	Number	Number	Number	Number	Formula	
9	Number	Number	Number	Number	Number	Number	Formula	
10	Number	Number	Number	Number	Number	Number	Formula	
11	Number	Number	Number	Number	Number	Number	Formula	
12	Number	Number	Number	Number	Number	Number	Formula	
13	Number	Number	Number	Number	Number	Number	Formula	
14	Number	Number	Number	Number	Number	Number	Formula	
15	Number	Number	Number	Number	Number	Number	Formula	
16	Number	Number	Number	Number	Number	Number	Formula	
17	Number	Number	Number	Number	Number	Number	Formula	
18	Number	Number	Number	Number	Number	Number	Formula	
19	Number	Number	Number	Number	Number	Number	Formula	
20	Number	Number	Number	Number	Number	Number	Formula	
21	Number	Number	Number	Number	Number	Number	Formula	
22	Number	Number	Number	Number	Number	Number	Formula	
23	Number	Number	Number	Number	Number	Number	Formula	
24	Text						Formula	
25								
26								

12 Display selection type

Display selection type (range, chart etc.)

13 Count number of sheets

Count the number of sheets in your workbook.

14 Find bad cell references (#REF!)

Find bad cell references (#REF). Good for checking sheets for errors.

15 Find too narrow columns (####)

Find too narrow columns (####). This option only works for numeric values.

When the column is too small to display the number, Excel displays the value with cross hatches (number values), "#".

Example:

	A	B	C	D	E
1		100	100		
2		1000	1000		
3		10000	#####		
4		100000	#####		
5					
6					

16 Display your screen resolution

Displays windows video resolution, e.g. 800 x 600, 1024 x 768 etc.

17 Display the country settings of your computer

Displays a few of your country settings:

- decimal separator
- thousands separator
- date separator
- date order



18 List all fonts in new workbook

List all fonts in new workbook displayed in their own font.

Easy to create a reference or see how text will look in a specific font.

Remark:

Excel allows only a limited amount of formatting in a workbook. If you have a large amount of fonts installed you might run into Excel's limit. I have experienced this when I had more than 500 different fonts installed.

5.2.16 Import

Collection of "Import" utilities

1 Insert Excel file...

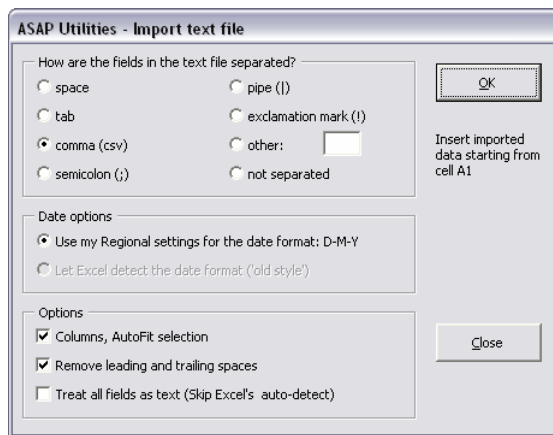
Import an Excel file into the current workbook.

The sheets of the imported file will be placed at the end of your workbook. Macros will not be imported

2 Insert (delimited) text file...

Insert a (delimited) text file at the position of the selected cells. This new import utility has several options you can set. Its main purpose is that the dates can be imported using your windows regional settings.

You can also have leading and trailing spaces removed immediately after the import and have the columns width auto fit to the cell contents.



3 Insert dBase file...

Insert a dBase file at the position of the active cell.

4 Insert text file separated by space...

Insert a space-separated text file at the position of the active cell.

5 Insert text file separated by tab...

Insert a tab-separated text file at the position of the active cell.

6 Insert text file separated by comma (csv file)...

Insert a comma separated text file (CSV file) at the position of the active cell.

7 Insert text file separated by "|" (pipe/bar)...

Insert a pipe ("|") separated text file at the position of the active cell.

8 Insert text file separated by "!" (exclamation mark)...

Insert an exclamation mark (!) separated text file at the position of the active cell.

9 Insert text file (with options)...

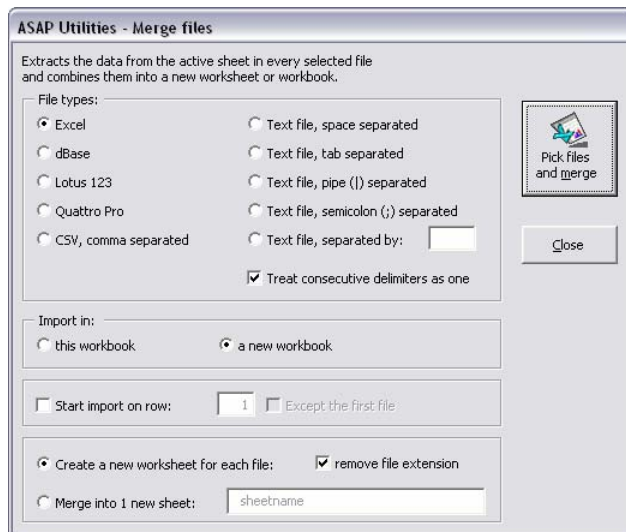
Insert a text file at the position of the active cell. Excel's default dialogbox will ask you for any separation characteristics.

10 Merge and/or import multiple files...

Merge multiple files together to one new file. Easy for example if you have to import 200 dbf or CSV files. You can specify if the files have to be combined in your current workbook or a new one, and you can choose whether you want the files to be merged into one sheet, or if you want to create a separate sheet for each imported file.

The file formats you can choose from are:

- Excel
- dBase
- Lotus 123
- Quattro Pro
- CSV (comma separated value)
- Text file, space separated
- Text file, tab separated
- Text file, pipe (|) separated



Your last used settings and chosen folder will be remembered.

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

See Fill » [Create a list of filenames and properties in a folder...](#) on page 88.

5.2.17 Export

Collection of "Export" utilities

1 Export selection or active sheet as new file...

Export your selected range or the entire sheet as a new file.

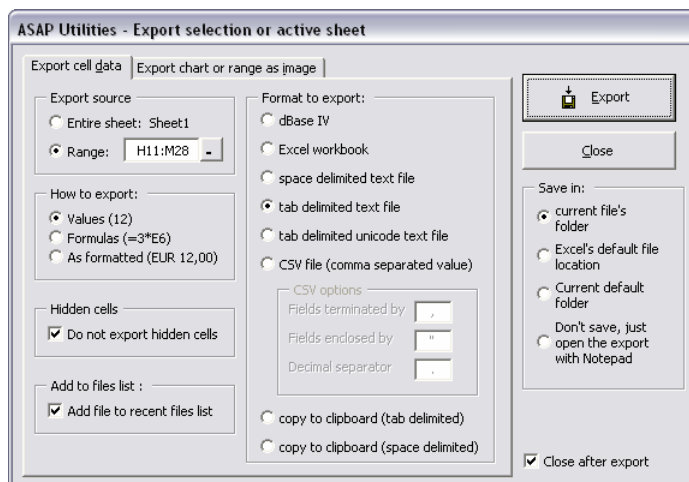
You have several options to choose from:

- Export source
 - Entire sheet
 - Selected range
- How to export
 - Values (for example 12)
 - Formulas (for example =3*E6)
 - As formatted (for example EUR 12,00)

- Options
 - Include hidden cells in you export or not.
 - Add the new created file to your recent files list
- Format to export
 - dBase IV
 - Excel workbook
 - Space delimited text file
 - Tab delimited text file
 - Tab delimited unicode text file
 - Copy to clipboard (tab delimited)
 - Copy to clipboard (space delimited)
 - CSV file (comma separated value).
- In the CSV file export you can set the:
 - Fields terminated by
 - Fields enclosed by
 - Decimal separator

You can use the custom CSV settings also to create for example pipe delimited text files.

Your last used settings will be remembered.



By default this utility can be started with the shortcut combination Ctrl+Alt+G.

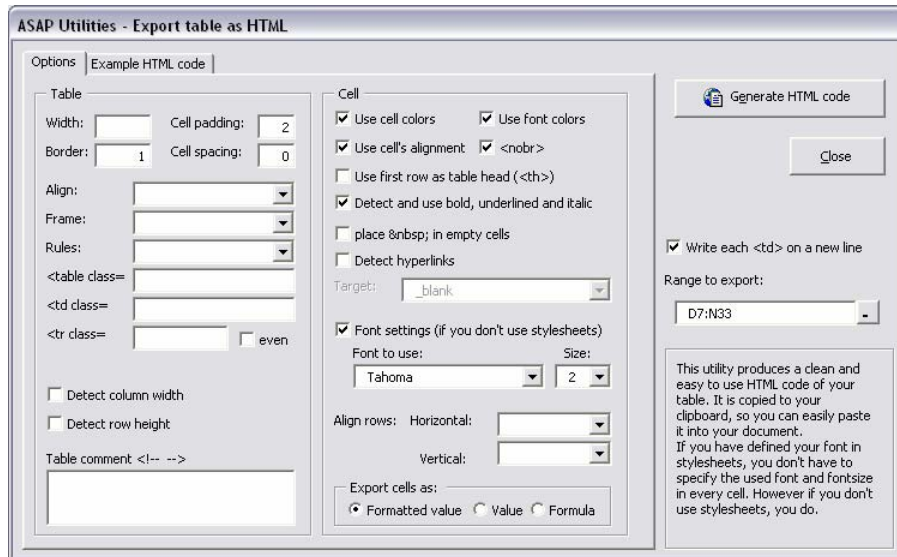
REMARK:

Exporting/saving in dBase IV (dbf) format is no longer supported by Excel 2007. Therefore if you use this utility in Excel 2007 the option to export in dBase IV format is disabled. A workaround for some programs is to use the CSV format.

www.asap-utilities.com/faq-questions-answers-detail.php?m=135

2 Export selection as HTML table to clipboard...

Export your selected range as a clean HTML table to the clipboard. This utility has advanced options and is recommended to all web developers! Your last used settings will be remembered.

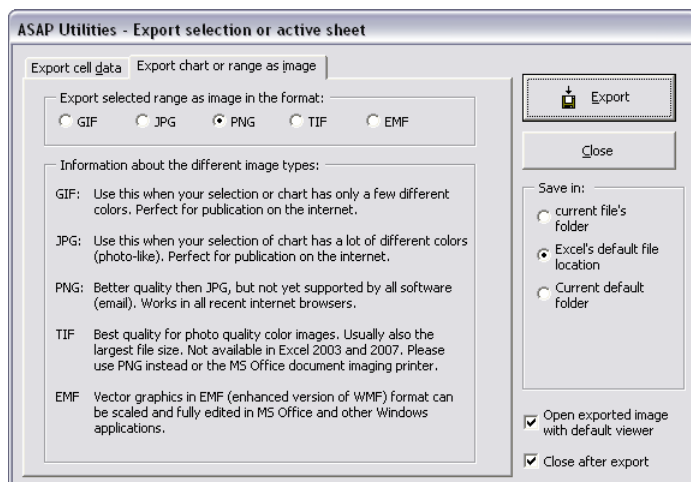


3 Export selected chart or range as image (file)...

Save your selected range or chart as bitmap image in GIF-, PNG-, JPG-, TIFF or EMF-format.

- GIF : Use this when your selection or chart has only a few different colors. Perfect for publication on the internet. Recommended option.
- JPG : Use this when your selection of chart has a lot of different colors (photo-like). Perfect for publication on the internet.
- PNG : Better quality then JPG, but not yet supported by all software (email). Works in all recent internet browsers.
- TIF : Best quality for photo quality color images. Usually also the largest file size. Not available in Excel 2003 and 2007. Please use the PNG format instead or the MS Office document imaging printer.
- EMF : Vector graphics 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.

**Remark:**

When you export a large range or a large chart a part of the resulting 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 depending on your Windows and Excel version (Microsoft KB185001: <http://support.microsoft.com/kb/185001/en-us>). Starting from Excel XP/2002 in combination with Windows XP much larger images can be produced.

In some cases when your image gets truncated exporting your image as EMF file might be a solution. Another solution might be to copy the chart or image and paste the result in your favorite image-editor or Office application. You can do this by using Excel's built in function; hold down the shift-key and then go to the edit menu and choose "copy picture...". Another option is to use ASAP Utilities (Export submenu) to copy the range or chart to your clipboard.

Remark in Excel 2007:

The image quality however in Excel 2007, especially in combination with Windows Vista still needs some improvement compared to previous Excel version. We're working on a solution for this. The advice now it to use EMF format to export as an image if you use the combination of Excel 2007 and Windows Vista.

4 Export worksheets as separate files...

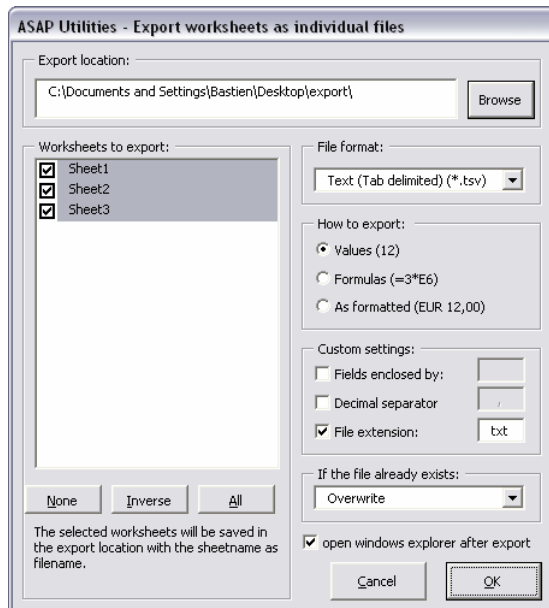
Save worksheets as separate files in a folder you select.

If you have Excel 2000, 2002/XP or 2003 you can export the sheets in these formats:

- Excel 97-2003 Workbook (*.xls)
- CSV (Comma delimited) (*.csv)
- Text (Tab delimited) (*.txt)
- Text (Tab delimited unicode) (*.txt)
- Text (Space delimited) (*.prn)
- Text (Pipe delimited) (*.txt)
- Text (Delimited by #) (*.txt)
- DBF 4 (dBASE IV) (*.dbf)
- DBF 3 (dBASE IV) (*.dbf)

In Excel 2007 you can save the worksheets in the following file formats:

- Excel 2007 Workbook (*.xlsx)
- Excel 97-2003 Workbook (*.xls)
- CSV (Comma delimited) (*.csv)
- Text (Tab delimited) (*.txt)
- Text (Tab delimited unicode) (*.txt)
- Text (Space delimited) (*.prn)
- Text (Pipe delimited) (*.txt)
- Text (Delimited by #) (*.txt)



You can also choose a custom file extension and with some text files you can choose your own field-enclosers and decimal separator.

Your last used settings will be remembered.

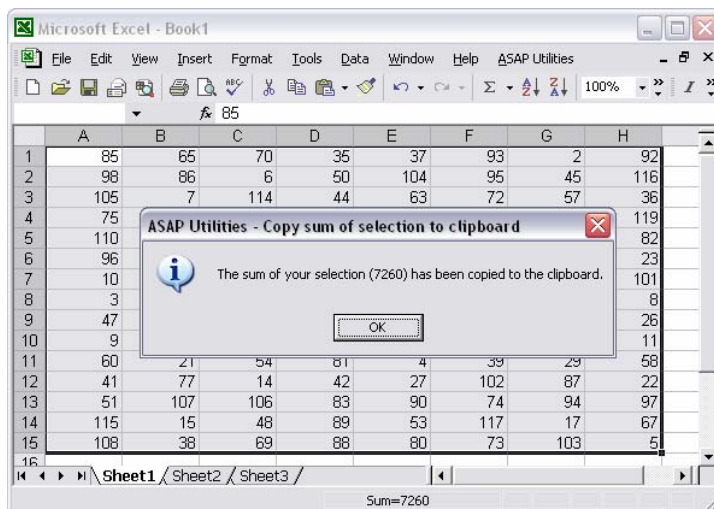
5 Copy selection as values to clipboard

Copy selection to clipboard. Excel often resets the range you have copied.

This will put the values of the selected range in your clipboard and makes it easier to copy your selection.

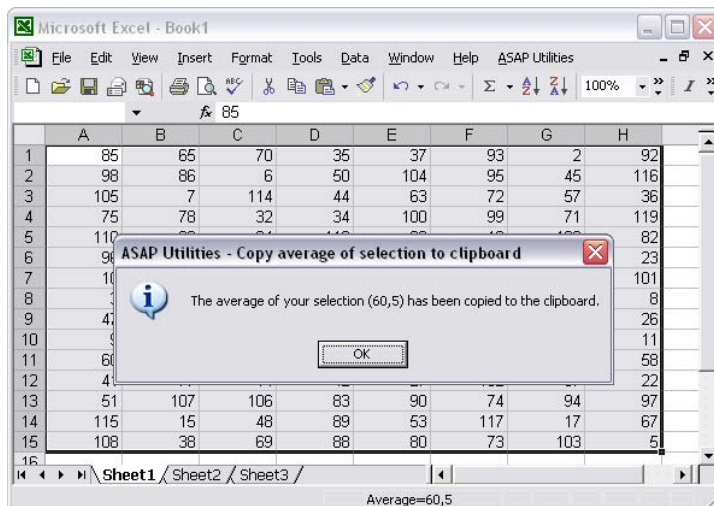
6 Copy sum of selection to clipboard

Copy the calculated sum of selected cells to your clipboard. This is the same value you can see in the status bar of Excel, but are unable to copy.



7 Copy average of selection to clipboard

Copy the calculated average of selected cells to your clipboard. This is the same value you can see in the status bar of Excel, but are unable to copy.



8 Put selected range as bitmap-image on the clipboard (as on screen)

Save selected range as a bitmap- image on the clipboard, just as you see it on the screen. You can then paste it in any program as an image.

9 Put selected range as image on the clipboard (as on screen)

Save selected range as an image on the clipboard, just as you see it on the screen. You can then paste it in any program as an image.

10 Put selected range as image on the clipboard (as on printer)

Save selected range as an image on the clipboard, just as it would look printed. You can then past it in any program as an image.

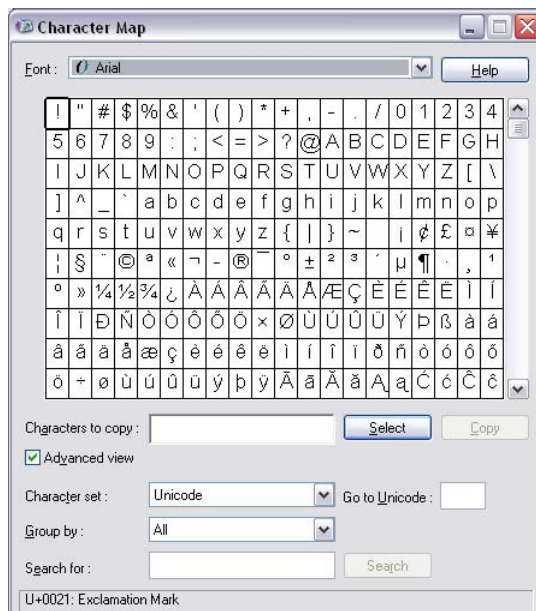
5.2.18 Start

Collection of “Start” utilities, for fast access to the most used standard applications in MS Windows.

1 Special Characters

Launch the windows-special character program. We have ve built it in ASAP Utilities to easily select special characters from Excel.

Remember that if you use special characters from another font, you have to change you cells font to that specific font.



2 Calculator

Perhaps not that necessary, but this tool launches the windows calculator. Sometimes it is easy to make quick calculations, or to check your formula results.

3 Windows Explorer

Quickly launches the windows explorer. Easy on computers in several businesses where the “Start explorer” is removed from the start menu.

4 Windows Explorer (start in current file’s folder)

Start windows explorer and jump immediately to current file’s folder.

You’ll be surprised how handy this is!

5 Clipboard Viewer

Launches the clipboard viewer. Here you can see what you've copied.

6 NotePad

Start notepad. Easy for quickly making some text comments, and saving them as a text file.

7 Funny (error) messages (English)

Displays some funny messages to make you smile! (At least some should...)

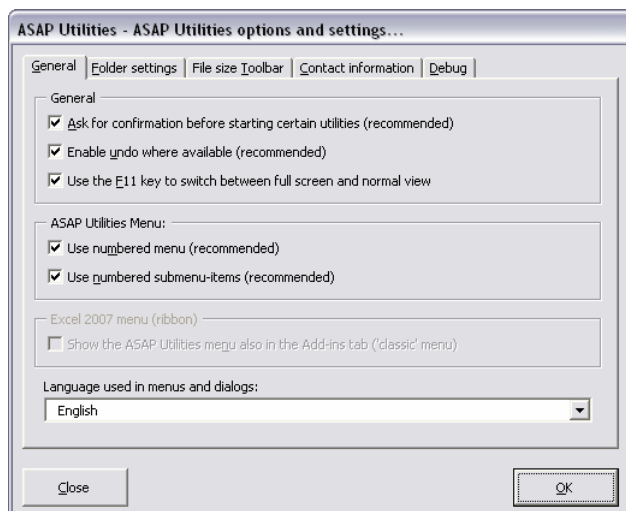
5.2.19 ASAP Utilities Options

Collection of utilities specific to ASAP Utilities.

1 Options and settings for ASAP Utilities...

Here you can configure some of the settings in ASAP Utilities.

■ General tab



- Use "Do you want to..." question before starting some utilities.
You can switch on/off the question that sometimes is asked before running the utility, e.g. questions like "Do you want to convert all text characters in selected cells to UPPERCASE?"
By default this option is checked.
- Enable undo where available
Turn the undo on or off. Sometimes for speed reasons you might want to turn off the undo.
- Use F11 key to switch between fullscreen and normal view.
You can choose to use the F11 key to switch between fullscreen mode. By default the F11 key inserts a chart sheet in Excel and so will Alt+F1
- Use numbered menu-items.
You can switch to have the menu items in the submenus numbered or not.

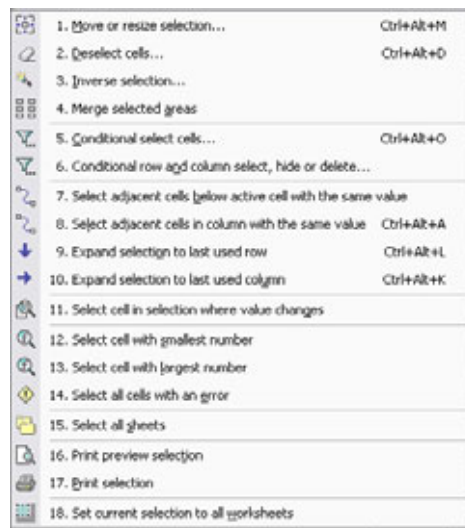
- In Excel 2007 you can choose to have ASAP Utilities also displayed in the add-ins tab.

Example:



- Use numbered submenu-items.
You can switch to have the menu items in the submenus numbered or not.
Example:

Numbered menu-items turned on:

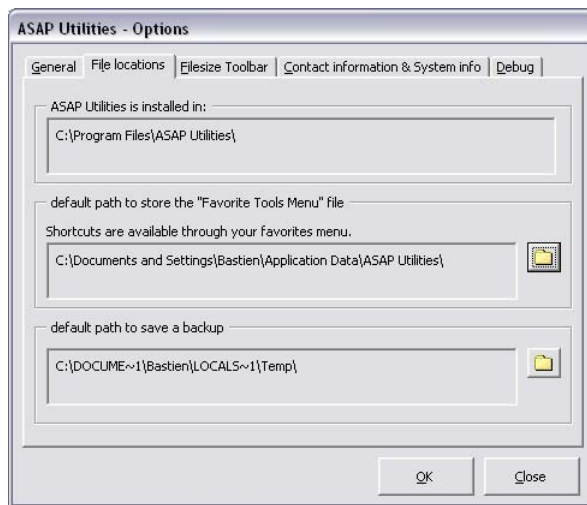


Numbered menu-items turned off:



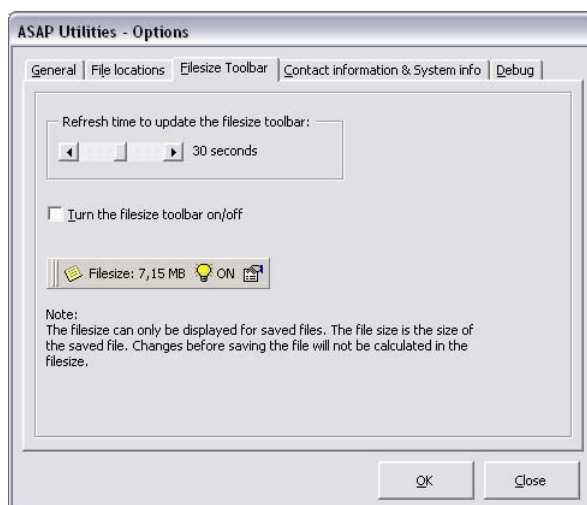
- Language used in menus and dialogs
Here you can change the language of ASAP Utilities into one of the available languages.

■ File locations tab



- Displays the path where ASAP Utilities is installed.
- Specify the path where the favorite's menu file is stored. If you work on multiple computers it can become handy to store the favorites menu file on a network drive so that it is accessible from both computers.
- Where to save backup files (see [Save file and create backup](#) on page 97)

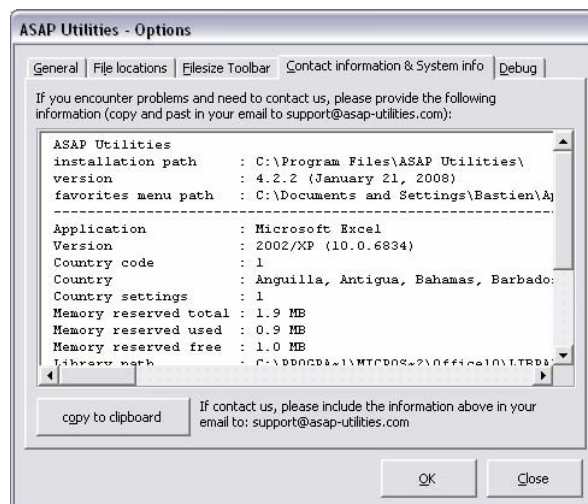
■ File size Toolbar



- Specify the refresh time to update the file size toolbar
- Turn the file size toolbar on or off

■ Contact information

- If you encounter problems and need to contact us, please provide the information displayed here. It will give us information about your Excel version, ASAP Utilities version and your regional settings. You can paste it into an email describing the problems. For more information about contacting us, please read [Chapter 7, Troubleshooting FAQ](#) on page 163.

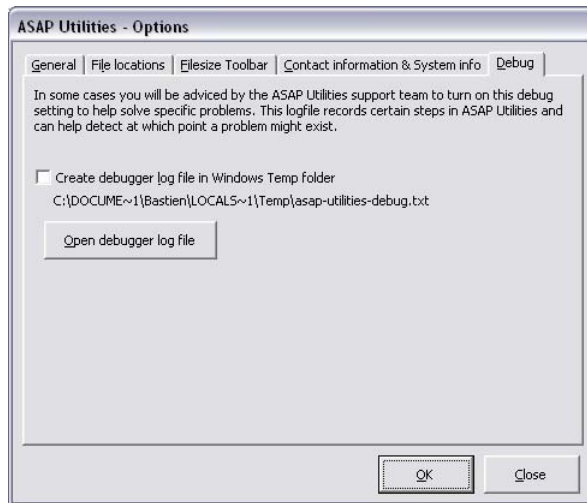


```

-----
ASAP Utilities
installation path      : C:\Program Files\ASAP Utilities\
version               : 4.2.2 (January 21, 2008)
favorites menu path   : C:\Documents and Settings\Bastien\AppData\ASAP
Utilities\
-----
Application           : Microsoft Excel
Version              : 2002/XP (10.0.6834)
Country code         : 1
Country              : Anguilla, Antigua, Bahamas, Barbados, Barbuda, Bermuda, British
Virgin Islands, Canada, Cayman Islands, Dominica, Dominican Republic, Grenada, Guam,
Jamaica, Montserrat, Nevis, Puerto Rico, Saint Lucia, St. Kitts, St. Vincent and the
Grenadines, Trinidad and Tobago, Turks and Caicos Islands, United States of America,
United States Virgin Islands
Country settings      : 1
Memory reserved total : 1.9 MB
Memory reserved used  : 0.9 MB
Memory reserved free  : 1.0 MB
Library path         : C:\PROGRA~1\MICROS~2\Office10\LIBRARY
Startup path         : C:\Documents and Settings\Bastien\AppData\Microsoft\Excel\XLSTART
-----
Operating system      : Windows XP (Windows (32-bit) NT 5.01)
-----

```

■ Debug



- In some cases you might be asked by the ASAP Utilities support team to turn on the debug log here. This will log several steps ASAP Utilities performs when running its utilities. In case of problems this might help us to track down and solve the problem.

2 Organize your favorite tools...

See Favorites & Shortcuts » [Error! Reference source not found.](#) on page **Error! Bookmark not defined.**

3 Start the last used utility again...

Start the last used utility from ASAP Utilities.

By default this utility can be started with the shortcut combination Ctrl+Alt+J.

4 Find and run a utility...

Search through the entire menu and descriptions of all ASAP Utilities. If you don't enter a search phrase it will list all tools.

5 Open the ASAP Utilities User Guide (English, PDF)...

Launches the ASAP Utilities User Guide (pdf).

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

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

6 Read the latest news on ASAP Utilities

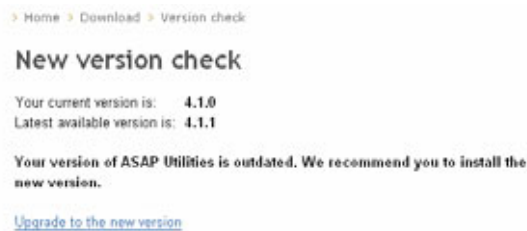
Visit the news-section of the ASAP Utilities website.

7 Visit the online FAQ: Frequently Asked Questions about ASAP Utilities

Do you have a question about ASAP Utilities? Read through our list of frequently asked questions (faq) on our website to find the answer you're looking for.

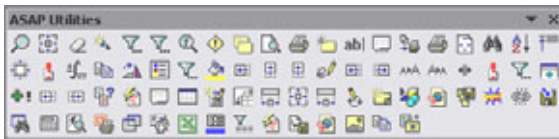
8 Check for new version on the ASAP Utilities website

Visit the ASAP Utilities website and see if there is a newer version of ASAP Utilities available.



9 (Re) build the ASAP Utilities toolbar

(Re) build the ASAP Utilities toolbar will create a toolbar with some of the most used utilities:



You can adjust the size of the toolbar by dragging its border.

If you wish to remove toolbar buttons you never use, select in the menu:

View » Toolbars » Customize.

You can also right-click on the toolbar and choose "Customize...", the last item in the popup.

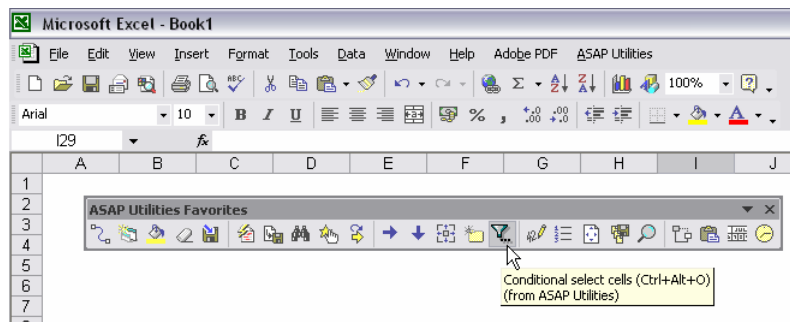
Then drag the unwanted buttons away from the toolbar. When you're finished, click Close to close the Customize dialog box.

Note: This utility will not work in Excel 2007 since Excel 2007 doesn't support commandbars anymore.

10 (Re) build the ASAP Utilities Favorites menu toolbar

Create or update a toolbar with the buttons/tools from your favorites menu. The toolbar is automatically updated when you change your favorites menu or your shortcuts to the

tools from ASAP Utilities.



11 Close ASAP Utilities

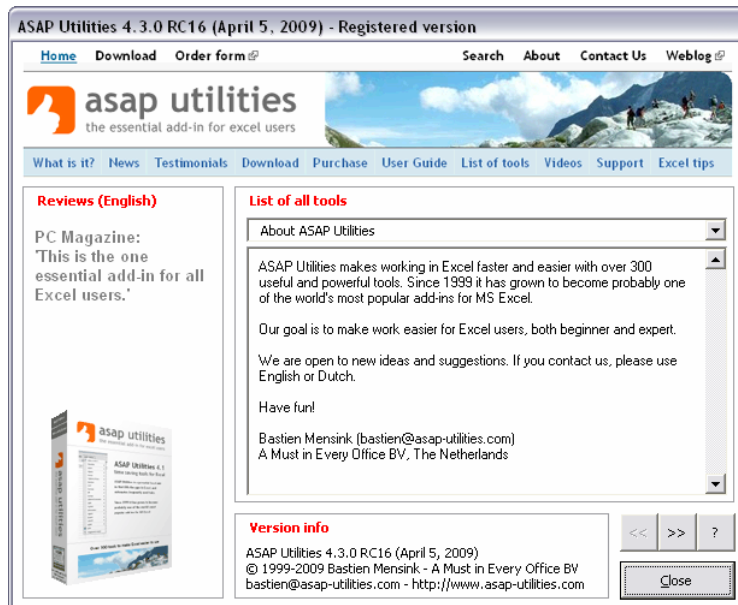
Close ASAP Utilities. ASAP Utilities will be closed and disappears from the menu bar.

5.2.20 Find and run a utility...



5.2.21 Info

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



6 Extra worksheet functions

This chapter will show and explain to you the extra worksheet functions you get in Excel when you have ASAP Utilities installed. These are so called user defined functions (or UDF).

An example workbook with all the functions will be soon available on our website:

www.asap-utilities.com

6.1 Worksheet functions

6.1.1 =ASAPFullFileName()

Returns the full filename of your workbook. This is the name of the workbook including its path.

Example: D:\projects\active\balance.xls

6.1.2 =ASAPFileName()

Returns the name of your workbook.

Example: balance.xls

6.1.3 =ASAPFilePath()

Returns the path where your workbook is saved/located

Example: D:\projects\active\

6.1.4 =ASAPSheetName()

Returns the name of the sheet the formula is placed on.

6.1.5 =ASAPCountShades(range)

Returns the amount of colored cells in your range.

If you afterwards change the color in a cell, you have to press Control+Alt+F9 to have the formulas recalculated.

parameter	optional	description
range	no	The range of cells in which you would like to count the amount of colored cells.

6.1.6 = ASAPCellColorIndex(range)

Returns the cell color index number of the first cell in your range.

If you afterwards change the color in a cell, you have to press Control+Alt+F9 to have the formulas updated.

The color index number is the number that corresponds with a certain color in Excel. The color index is one of the 56 colors in Excel. The default color palette is:

1	53	52	51	49	11	55	56
9	46	12	10	14	5	47	16
3	45	43	50	42	41	13	48
7	44	6	4	8	33	54	15
38	40	36	35	34	37	39	2
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32

parameter	optional	description
range	no	The cell of which you want to get the cell color index number

6.1.7 =ASAPFontColorIndex(range)

Returns the font color index number of the first cell in your range.

If you afterwards change the fontcolor in a cell, you have to press Control+Alt+F9 to have the formulas updated.

parameter	optional	description
range	no	The cell of which you want to get the font color index number

6.1.8 =ASAPSumByFontColor(range, color number)

Returns the sum of all cells in your range that have the given font color index number.

If you afterwards change the color in a cell, you have to press Control+Alt+F9 to have the formulas recalculated.

parameter	optional	description
range	no	The range of cells in which you want to count the sum of cells with the specified color
color number	no	Either the index number of the color or the cell-address of the cell that contains the color.

6.1.9 =ASAPSumByCellColor(range, color number)

Returns the sum of all cells in your range that have the given cell color index number. In this case the cell color index is one of the 56 colors in Excel.

Useful combination with the function = ASAPCellColorIndex(range)

If you afterwards change the color in a cell, you have to press Control+Alt+F9 to have the formulas recalculated.

parameter	optional	description	
range	no	The range of cells in which you want to count the sum of cells with the specified color	no
color number	no	Either the index number of the color or the cell-address of the cell that contains the color.	

6.1.10 =ASAPCountByCellColor(Lookin_Range, Color_Index_Nr)

Counts the amount of cells in the selected range that have a certain cell color.

You can use this function in combination with the = ASAPCellColorIndex() function.

parameter	optional	description
range	no	The range of cells in which you want to count the amount of cells with the specified color
color number	no	Either the index number of the color or the cell-address of the cell that contains the color.

Example:

	A	B	C	D	E
1	31,806	92,127	99,381	40,724	75,054
2	30,325	41,212	65,788	24,299	57,031
3	18,116	40,088	24,855	21,909	92,020
4	46,501	7,939	89,346	86,962	72,051
5	34,756	69,312	28,720	80,690	75,964
6	59,267	86,053	46,413	41,972	29,982
7	71,254	8,716	20,771	14,438	14,932
8	68,557	19,178	65,648	48,172	72,805
9	42,808	73,274	47,636	52,375	94,562
10	14,513	57,341	68,202	35,853	37,642
11	7,879	98,902	37,334	81,015	72,227
12	62,469	29,418	34,223	28,387	6,204
13					
14					
15	sum of all green cells:		601,286		
16			=ASAPSumByCellColor(A1:E12,D4)		
17					
18	how many green cells?		10		
19			=ASAPCountByCellColor(A1:E12,D4)		

6.1.11 =ASAPCountByFontColor(Lookin_Range, Color_Index_Nr)

Counts the amount of cells in the selected range that have a certain font color. You can use this function in combination with the = ASAPFontColorIndex() function.

parameter	optional	description
Lookin_Range	no	The range of cells in which you want to count the amount of cells with the font in a specified color
Color_Index_Nr	no	Either the index number of the color or the cell-address of the cell with the font that contains the color.

6.1.12 =ASAPGetComment(range)

Returns the content of the cell-comment of a given cell.

If you afterwards change the comment in a cell, you have to press Control+Alt+F9 to have the formulas updated.

parameter	optional	description
range	no	The cell from which you want to get the comment-text

6.1.13 =ASAPGetHyperlink(range, optional sNA)

This function returns the hyperlink from a cell. The hyperlink can be one of the following:

- existing file or web page
- place in your document
- e-mail address

You can optionally specify a string value for the sNA, this text will be displayed for cells without hyperlinks. If omitted cells the formula will give an empty result for cells without hyperlinks.

Example, =ASAPGETHYPERLINK(A2, " - "):

	A	B
1	ASAP Utilities Blog	http://www.asap-utilities.com/blog/
2	link to range C1:F10	=asapgethyperlink(A2, "-")
3	no link	-
4	email	mailto:bastien@egate.nl?subject=Halle
5	file	bas.xls
6		

If you afterwards change the hyperlink in a cell, you have to press Control+Alt+F9 to have the formulas updated.

parameter	optional	description
range	no	The cell from which you want to get the hyperlink address
sNA	yes	The message you want displaced if there is no hyperlink

6.1.14 =ASAPSpellNumber()

This function spells out numbers.

The function has the following parameters:

=ASAPSpellNumber(Number, language (EN/NL/DE), currency, optional strSingular, optional strPlural, optional strComma, optional strCentSingular, Optional strCentPlural)

parameter	optional	description
number	no	Number or cell reference

parameter	optional	description
language	Yes	EN = english NL = dutch DE = german If omitted EN will be used
currency	yes	TRUE or FALSE whether or not to spell the numbers as currency. For example spell the number 2 as "two dollars and no cents" or just "two" If omitted FALSE will be used
strSingular	yes	Currency spelled singular. For example dollar
strPlural	yes	Currency spelled plural. For example dollars
strComma	yes	The comma sign used. For example the comma sign or point or the word comma. If omitted the word comma will be used in English, or the word komma in Dutch or German
strCentSingular	Yes	The word used for the amount behind the comma, singular. For example "cent".
strCentPlural	yes	The word used for the amount behind the comma, plural. For example "cents".

Example:

B5		=asapspellnumber(B1;"EN";FALSE)	
	A	B	C
1	number/amount:	12,48	
2			
3			
4	formula:	=asapspellnumber(B1;"EN";FALSE)	
5	result:	Twelve comma Forty Eight	
6			
7	formula:	=asapspellnumber(B1;"EN";TRUE; "euro";"euro";"cent";"cents")	
8	result:	Twelve euro and Forty Eight cents	
9			

6.1.15 =ASAPExtractNumbers(ref)

This function extracts the numbers from a given range or value.

For example:

B1		=asapextractnumbers(A1)				
	A	B	C	D	E	F
1	8011 LB	8011				
2						
3						

parameter	optional	description
-----------	----------	-------------

parameter	optional	description
ref	no	The cell from which you want to extract the numbers

6.1.16 =ASAPStripNumbers(ref)

This function strips the numbers from a given range or value.

For example:

	B1						
	A	B	C	D	E	F	
1	8011 LB	LB					
2							
3							

parameter	optional	description
ref	no	The cell from which you want to strip the numbers

6.1.17 =ASAPGetFontName(range)

This function returns the font name of a cell.

For example:

	B1						
	A	B	C	D	E	F	
1	hello	Arial					
2							
3							

parameter	optional	description
range	no	The cell from which you want get the font name

6.1.18 =ASAPGetFontSize(range)

This function returns the font size of a cell.

For example:

	B1						
	A	B	C	D	E	F	
1	hello	10					
2							
3							

parameter	optional	description
range	no	The cell from which you want get the font size

6.1.19 =ASAPGetNumberformat(range)

This function returns the number format of a cell.

For example:

	B1					
	A	B	C	D	E	F
1	hello	General				
2	€ 12,00	(\$*#,#0.00); (\$*#,#0.00); (\$*"-??); (@)				
3	10-10-06	d/mm/yy,@				

parameter	optional	description
range	no	The cell from which you want get the cells number format

6.1.20 =ASAPIsFormula(range)

This function returns true if the cell contains a formula or an array formula. Otherwise it returns false

parameter	optional	description
range	no	The cell from which you'd like to know if it is a formula or not

6.1.21 =ASAPCountChar(SearchText, SearchValue)

This function returns the number of times the "SearchValue" occurs in the "SearchText". This way you can for example count the number of commas in a cell. This function is case sensitive.

For example:

	B1					
	A	B	C			
1	Peter, Bastien, Monique, Rogier,	4				

parameter	optional	description
SearchText	no	A value or cell address in which you want to look for the "SearchValue"
SearchValue	no	The character to count

6.1.22 =ASAPExtractFilename(FullFilename, optional separator)

This function extracts 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

Cell B23 contains: D:\User Guide\screenshots\Sort random (shuffle).xls

=ASAPExtractFilename(B23) will return "Sort random(shuffle).xls"

parameter	optional	description
FullFilename	no	A value or cell address from which you want to extract only the file name
separator	yes	Optional, if omitted, the backslash \ is used.

6.1.23 =ASAPExtractFolderName(FullFilename, optional separator)

This function extracts the folder name from a full path and filename. By default the formula uses a backslash (\) as separator, but optionally you can specify another separator.

Example

Cell B23 contains: D:\User Guide\screenshots\Sort random (shuffle).xls

=ASAPExtractFolderName(B23) will return "D:\User Guide\screenshots"

parameter	optional	description
FullFilename	no	A value or cell address from which you want to extract only the folder name
separator	yes	Optional, if omitted, the backslash \ is used.

6.1.24 =ASAPGetFormula(FormulaCell)

This function returns the formula in a cell in local Excel language.

For example: =GEMIDDELDE("A1:B12"), which is the Dutch "average" formula.

Returns empty if the cell does not contain a formula

parameter	optional	description
FormulaCell	no	The cell from which you want to get the formula in the language of your Excel version.

6.1.25 =ASAPGetFormulaInt(FormulaCell)

This function returns the formula in a cell in international notation.

For example: =AVERAGE("A1:B12")

Returns empty if the cell does not contain a formula

parameter	optional	description
FormulaCell	no	The cell from which you want to get the formula in international (English) style

6.1.26 =ASAPMergeCells(inputrange, delimiter, skipemptycells)

An easy alternative for the Excel =CONCATENATE() function. However the benefit of this ASAP Utilities function:

- you can specify a range, for example A1:G1
- you only have to specify a delimiter once, by default no delimiter is used
- by default empty cells will be ignored

parameter	optional	description
Inputrange	no	The cell from which you want to get the formula in international (English) style
Delimiter	yes	The separator between each value, if omitted no delimiter is used
skipemptycells	yes	Whether to skip empty cells or not, by default this value is TRUE

6.1.27 =ASAPRandomPassword(length, use_symbols)

This function will return a strong password which contains of

- both uppercase and lowercase letters
- numbers
- symbols, such as ~ ! @ # \$ % ^ & * () [] \ / < > : - = + _

length: The length of the password. If omitted 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: Use symbols in the password. Recommended for strong passwords. If omitted the password will contain symbols (special characters)

Examples of created passwords:

```
=asaprandompassword()           4j:4Js29
=asaprandompassword(8,FALSE)    dvU57E6u
=asaprandompassword(8,TRUE)     -\D5t0:3
=asaprandompassword(14,FALSE)   55GHo1sM85j9Le
=asaprandompassword(14,TRUE)    89eTgLq\_46woE
```

This function can be easy if you need a random password, or for example of you are a system administrator and need to create 50 random passwords for new email addresses.

	A	B
1	example of =ASAPRANDOMPASSWORD()	
2		
3	email address	password
4	student001@university.edu	fEv82C27
5	student002@university.edu	kq5XE8:d
6	student003@university.edu	d^77^9gC
7	student004@university.edu	()y_65rE
8	student005@university.edu	l0+y53GT
9	student006@university.edu	!l*%t4Q

If you want to recalculate the generated passwords you have to press Control+Alt+F9 to have the formulas updated.

When you're done creating the passwords, you might want to convert the formula-results to their values (Copy » Paste Special » Values) or in ASAP Utilities:

ASAP Utilities » Formulas » Convert formulas to their values

6.1.28 =ASAPIsBold(range)

Returns true if the cell is bold, false if it isn't

6.2 Examples

	A	B	C	D	E	F	G	H
1	26	27	28	29	30			
2	16	17	18	19	20			
3	6	7	8	9	10			
4	1	2	3	4	5			
5	11	12	13	14	15			
6	21	22	23	24	25			
7	31	32	33	34	35			
8								
9	sum of red cells:					56	←	=asapsumbyfontcolor(A1:D7;3)
10	number of shaded cells:					2	←	=asapcountshades(A1:D7)

W:\projects\4002\example.xls	←	=asapfullfilename()
example.xls	←	=asapfilename()
W:\projects\4002	←	=asapfilepath()

6.3 Remarks on distributing

If you use these worksheet functions in your worksheet there a few considerations to make if other people are going to work on the same workbook:

1. Everybody that works with the file using the ASAP Utilities worksheet functions should have ASAP Utilities installed as default add-in.
2. If somebody is going to work with you file but he/she doesn't have ASAP Utilities, you should convert the formula-results to their values (Copy » Paste Special » Values) or in ASAP Utilities:

If you see the result of a function displayed as “#NAME?” this means that ASAP Utilities is not available. (In case you do have ASAP Utilities installed it can also mean there is a spelling-error in the formula name).

6.4 Remarks on calculation

Since Excel only recalculates a workbook if the value in a cell changes (most of the times), some of the new ASAP Utilities worksheet formulas don't get triggered to update. In that case you have to press Control+Alt+F9 to have the formulas updated.

7 How to?

7.1 Introduction

In this chapter we show you some of the most asked question we got either by email or found in the newsgroups or online forums that can be (or have been) answered by ASAP Utilities.

Several questions will be double here and have the same answer. We still list them here because the in those cases the question was asked in a different way with other words.

I 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 handle problems with the use of ASAP Utilities.

We think reading this chapter might give you an idea how to solve certain issues with the use of ASAP Utilities.

7.2 How to... examples

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 » Conditional Select

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

3 Create a hyperlink to each sheet

ASAP Utilities » Sheets » Create an index sheet

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?

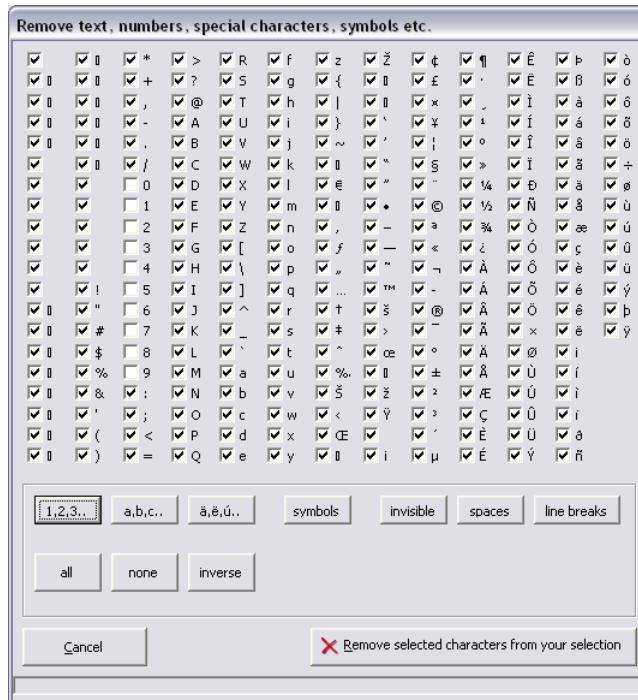
ASAP Utilities » Fill » Insert filename

5 Extract value

How can I get the numeric value from the cell: "\$4.57 dividend"?

ASAP Utilities » Text » Advanced character removal.

Then select all except the numbers and the point.



6 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

7 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 removal. Then select all except the letters

8 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).

9 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 » Empty duplicates in selection

10 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)

11 Trailing negatives imported from ASCII file

How do I change a column of trailing negatives for example 123- to -123?

ASAP Utilities » Numbers » Move "-" from back to front (e.g. "65-" to "-65")

12 Deleting empty rows

Is there an easy (quick) way of deleting empty rows in a large spreadsheet?

ASAP Utilities » Columns / Rows » Remove all empty rows

13 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 » Select » Conditional row and column select, hide or delete

14 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

15 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

16 How do I conditionally delete rows based on cell contents?

ASAP Utilities » Select » Conditional row and column select, hide or delete

17 Coloring every other row in a range

ASAP Utilities » Columns / Rows » Color each n'th row or column

18 Removing Carriage Returns in Excel

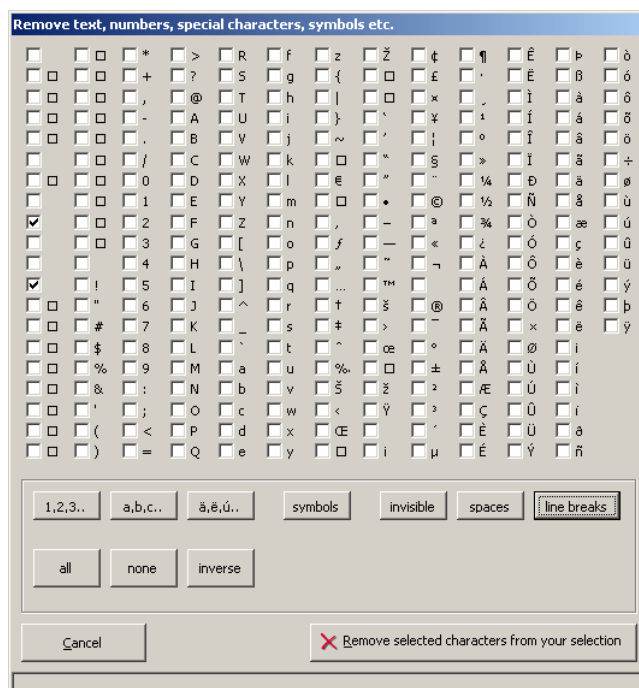
To remove only trailing carriage returns:

ASAP Utilities » Text » Remove ending carriage return (alt+enter character).

To remove all carriage returns, chr(10) and chr(13):

ASAP Utilities » Text » Advanced character removal.

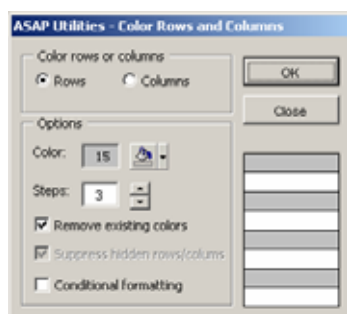
Then select "line breaks".



19 How to shade every third row?

ASAP Utilities » Columns / Rows » Color each n'th row or column.

Choose a color and set the steps to 3.



20 How can I translate a comment to text in a cell?

You can use our User Defined Function (UDF) =ASAPGetComment() to get the comment out of a cell. (see also [Chapter 5](#))

21 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 » Convert "textnumbers" to numbers

22 Sorting Excel worksheets by worksheet title

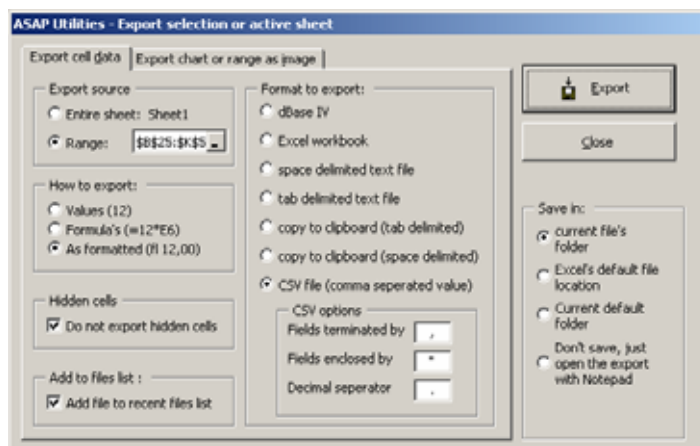
ASAP Utilities » Sheets » Sort all sheets in alphabetical order

23 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 formatted", and in the "Format to export" select CSV:



24 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 (batch)

25 Reverse the sign in a range of cells?

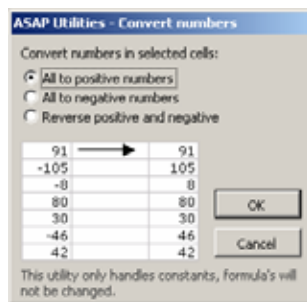
I have a spreadsheet that is generated from an accounting program. It generates the debits as positive numbers and the credits as negative numbers. Is there a way to highlight a group of cells and reverse the sign on that group or range?

There are a few ways to do this. You can either multiply all values with -1:

ASAP Utilities » Formula » Apply formula to selected cells

or

ASAP Utilities » Numbers » Convert negative numbers to positive and vice versa



26 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).

27 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 » Add sheets (with the names defined in selected cells)

28 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 » Format » The paper saver (split columns)

29 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

30 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

31 Leading zero conversion problem

I have exported data from Outlook 2002 Contacts into an Excel 97 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 » Add leading zeros

32 Protecting multiple worksheets easily

Is there a way to protect worksheets without having to do each one individually?

ASAP Utilities » Sheets » Protect all sheets

33 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 in alphabetical order

34 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 » Format » The paper saver (split columns)

35 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 reference style

36 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 » Convert negative numbers to positive and vice versa

37 Unhide hidden Sheets

Is there a way to unhide multiple sheets at one time without code?

ASAP Utilities » Sheets » Show all sheets

38 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 anyway I can make the formulas absolute without going into every cell and changing?

ASAP Utilities » Formulas » Change reference style

39 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 range or chart as image

Usually when you don't have too many colors GIF gives a much better quality.

40 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 all sheets

41 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 "xyzy", then REV(A1) would be yzyx. If the value in cell Z19 is "32767" then REV(Z19) would be 76723.

ASAP Utilities » Text » Reverse text in selected cells

42 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 » Formula » Apply formula to selected cells

43 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 » Format » The paper saver (split columns)

44 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 files together in a new file

45 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 » Format » The paper saver (split columns)

46 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 » Convert numbers to text (addin ' in front)

or

ASAP Utilities » Fill » Insert before

47 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 » Show all sheets

48 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 » Spell numbers or amounts

49 How to remove a macro

How do you find a macro in a worksheet and then remove it?

If you want to remove all macros from your workbook:

ASAP Utilities » System » Remove all macros/VBA code from current file

50 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 » List all range names

51 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

52 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

53 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 » Move "-" from back to front (e.g. "65-" to "-65")

54 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 » Format » The paper saver (split columns)

55 Convert ALL CAPS to lowercase

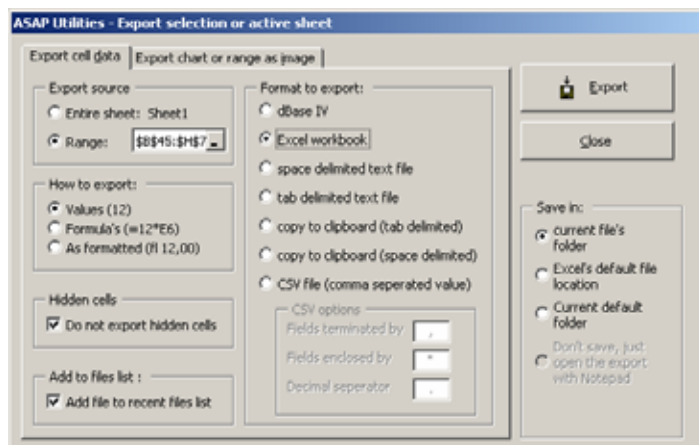
Is there a way that I can take an Excel sheet that is entirely in all caps, and with a few steps convert all text to lower case with first letter capitalized?

ASAP Utilities » Text » Convert to lowercase

56 Save a sheet or range als 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 a new file

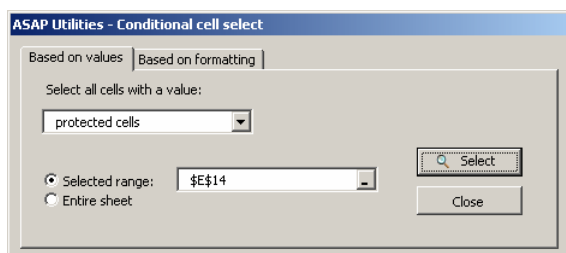


57 Show locked cells

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 » Conditional select cells

Now in the values tab you can choose to select all protected cells or all unprotected cells.



58 Find Duplicates

I want to check for duplicate values in an array. If a duplicate is found I would like to font color changed to red.

There are two options:

ASAP Utilities » Information » Count duplicates in selection

This utility has the option to color all duplicates found.

or

ASAP Utilities » Select » Conditional select cells

Now in the values tab you can choose to select all duplicate values. When selected you can color them any color you want.

59 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 » List all sheet names

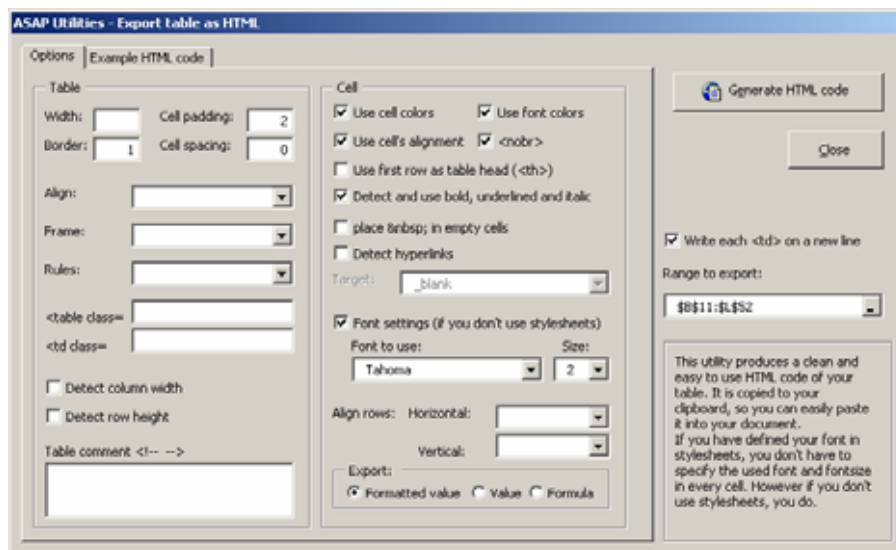
You can also create an index sheet that contains a list of all sheet names with a hyperlink to the sheet:

ASAP Utilities » Sheets » Create an index page with all sheets (clickable)

60 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 the clipboard



61 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 » Add sheets (with the names defined in selected cells)

62 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

63 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 reference style

64 Right side negative

In Excel, how can I convert right side negatives to left side easily?

ASAP Utilities » Numbers » Move "-" from back to front (e.g. "65-" to "-65")

65 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 » Spell numbers or amounts

66 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?

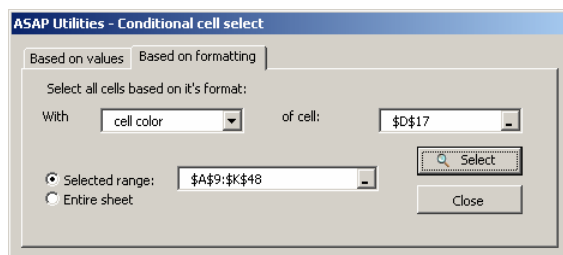
ASAP Utilities » Fill » Insert before

67 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 » Conditional select

Select the based on formatting tab and change the listbox to cell color. Then select one of the red cells as source.



After you have selected all the red cells this way, you can use the following to inverse your selection:

ASAP Utilities » Select » Inverse selection

68 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 » Conditional select

Select the based on formatting tab and change the listbox to "font=bold". After all cells are selected in Excels menu go to Edit » Delete » Entire Row....

69 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 » System » Remove all macros/VBA code from current file

70 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

71 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

72 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 current value

73 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 anyway I can remove all apostrophe's?

ASAP Utilities » Numbers » Convert "textnumbers" to numbers

74 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 » Move "-" from back to front (e.g. "65-" to "-65")

75 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

76 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 <http://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

77 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

78 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 » Hyperlink in cell to hyperlink 2 click

79 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 » Range » Copy formulas without changing their references

80 Replacing blanks at end of text for =vlookup()

I have a =vlookup() that is failing to find matches. I have two lists with names that appear to be matches; for example, "ALL CITY LOCK AND KEY" appears on both lists. The =vlookup() does not recognize the cells as the same. Using "if" function to test to see if the values in both is equivalent produces a not equivalent result. It appears that the actual values stored in the cell in the first list is "ALL CITY LOCK AND KEY", and in the second list "ALL CITY LOCK AND KEY ". I'm not sure why the spaces are being stored in this fashion. The data has come from a download from a site I do not usually use, and I have not run into this before.

Is there any way I can loop through both lists and get rid of these recorded blanks after the last alpha-numeric value, or in some other way alter the lists to get the =vlookup() to function?

ASAP Utilities » Text » Delete leading and trailing spaces.

(note: this will also delete trailing spaces in each cell).

81 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

82 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 current value

83 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 all sheets (clickable)

84 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 » Format » The paper saver (split columns)

85 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.

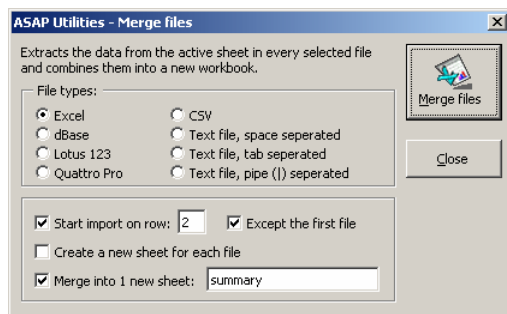
I want the date in B31 to automatically fill down to the next date...B54 etc etc

ASAP Utilities » Fill » Copy values to empty cells below filled cells in selection

86 Merging Multiple Spreadsheet

I have 50 spreadsheets from various branches to merge every month. All spreadsheet contains the same header fields & number of columns. Instead of cut & paste, is there a better way to merge all the spreadsheets into one under one spreadsheet?

ASAP Utilities » Import » Merge files together in a new file



87 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

88 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 » Range » Copy formulas without changing their references

89 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 files together in a new file

90 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 return the color of a cell:

```
=ASAPFontColorIndex(range).
```

Then you can use the following function to get the sum of all cells with a specific color:

```
=ASAPSumByFontColor(Range,Btcolorindex)
```

You can also combine these two functions:

```
=ASAPSumByFontColor(Range, ASAPFontColorIndex(range))
```

91 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 » Empty duplicates in selection

To select all duplicate values:

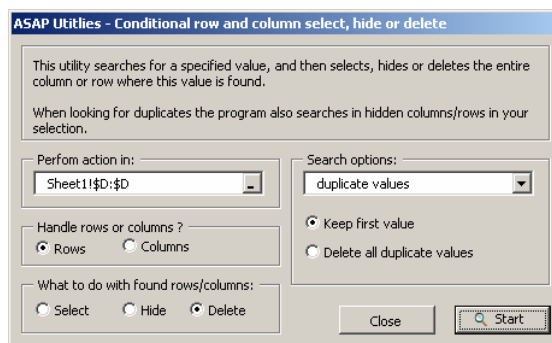
ASAP Utilities » Select » Conditional select cells.

Then in the tab “based on values” select duplicate values

To remove all rows containing duplicate values:

ASAP Utilities » Select » Conditional row and column select, hide or delete

Then choose delete and duplicate values:



92 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

93 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 files together in a new file

94 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 some times between the numbers where ever there is space between the numbers as in D6, 7, 9 and 11

ASAP Utilities » Text » Advanced character removal

95 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

96 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 » Empty duplicates in selection

To remove all rows containing duplicate values:

ASAP Utilities » Select » Conditional row and column select, hide or delete

Then choose delete and duplicate values.

97 Excel will not recognize imported numeric data

The data was imported from an Access db (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 » Convert "textnumbers" to numbers

98 Inserting an empty row after each row

I have a table with several rows. How would I insert an empty row after each one row?

So if i have:

A
B

C
D
E
F
G

I want to have:

A

B

C

D

E

F

G

ASAP Utilities » Columns / Rows » Insert empty rows or columns

99 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 » Formula » Change reference style

100 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 all sheets

ASAP Utilities » Sheets » Unprotect all sheets

101 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 two spaces and replace them with one. Another approach which will also work 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.

102 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 web imported data

103 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 » Formula » Change reference style

If not, is there any other way of moving the formulas without changing the cell references?

ASAP Utilities » Range » Copy formulas without changing their references

104 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:

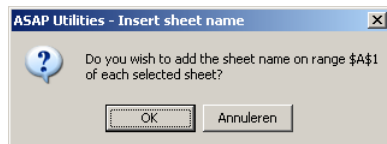
ASAP Utilities » Sheet » Reset Excel's last cell

By default this can be started with the shortcut Ctrl+Alt+R in ASAP Utilities.

105 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)



106 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 removal

107 De-selecting cells

Can you please tell me how to DE-select a cell when I have already selected several cells and then selected a cell on accident? I would like to de-select that cell without de-selecting all of the selected cells.

ASAP Utilities » Select » Deselect cells

By default this can be started with the shortcut Ctrl+Alt+D in ASAP Utilities.

108 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 all sheets (clickable)

109 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 » Range » Custom formula error message

110 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 » Hyperlink in cell to hyperlink 2 click

111 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

	A	B	C
1	was		becomes
2	a		a
3			a
4			a
5			a
6			a
7	b		b
8			b
9	c		c
10	d		d
11			d
12			d
13			d
14			d
15	e		e
16			e
17			e
18			e
19			e
20	f		f

112 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 on current sheet

113 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 selections

114 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 » Convert "textnumbers" to numbers

115 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 » Border each page

If your data or your page layout changes you have to re-run it.

116 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 » Spell numbers or amounts

117 Copy Print Settings?

Is there a way to copy print settings over from one worksheet to another?

ASAP Utilities » Format » Copy a sheets page and print settings

118 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 » Randomize list

119 Excel: How to merge info from column A & B into column C

How do I, for example, take the info in cell A1 & B1 and merge it together in C1?

There are manual steps with formulas to accomplish this. Another approach is:

ASAP Utilities » Columns / Rows » Merge column data



120 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 » Information » Count 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 » Conditional select cells

Now in the values tab you can choose to select all duplicate values. When selected you can color them any color you want.

121 Converting DD/MM/YYYY to MM/DD/YYYY

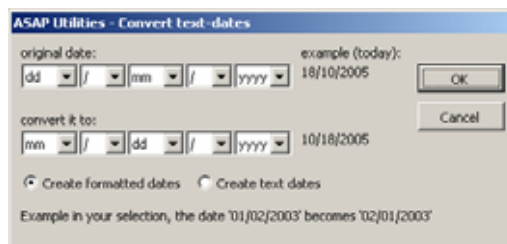
I have a column of dates:

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 » Text » Convert dates



122 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 » System » Remove all macros/VBA code from current file

123 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 columns

To see which columns and rows are hidden:

ASAP Utilities » Columns / Rows » View and manage hidden rows and columns

124 120 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 files together in a new file

125 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

8 Troubleshooting FAQ

The most recent and complete information is available on our website:

<http://www.asap-utilities.com>

For questions regarding ASAP Utilities of feedback send email to:

support@asap-utilities.com

We do not answer general Excel questions. On our website we have several links to other resources where you most likely will find the answer or can ask the question.

Search the Excel newsgroups:

http://groups.google.com/advanced_group_search?group:*excel*

Hints and tips for new posters to the Excel newsgroups (by Chip Pearson):

<http://www.cpearson.com/excel/newposte.htm>

8.1 Bug report guidelines

8.1.1 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 » Empty duplicates in selection"), 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.").

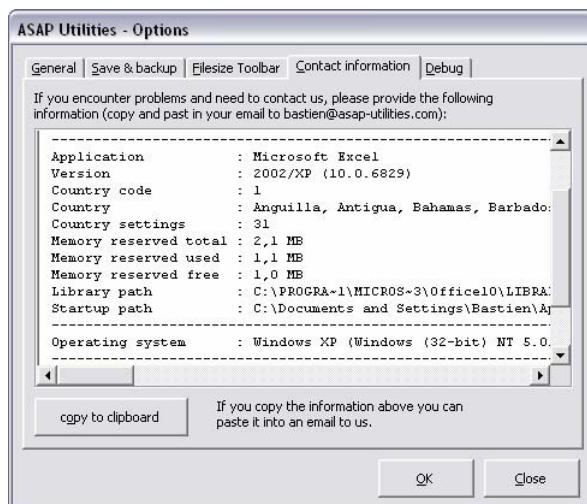
Yes, the example is silly. But if your bug report simply said "the duplicates function doesn't work," we wouldn't be able to know whether you used this function or the select » conditional select cells function, or the information » count duplicates function. By telling us what you asked for, what you expected to get, and what you actually got, we don't have to guess.

8.1.2 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 » ASAP Utilities options and settings...

Then go to the tab "Contact information" and copy the information there in your email:



8.1.3 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.

8.1.4 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!)

8.1.5 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: Little problem w/ ASAP 3.10

Good: ASAP Utilities Index sheet - Error sheet.asap not found

Bad: compile error

Good: ASAP Utilities Startup - Compile Error in hidden module: mod_menu

8.1.6 Use English or Dutch

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 in a language other than English or Dutch we would probably not be able to help you.

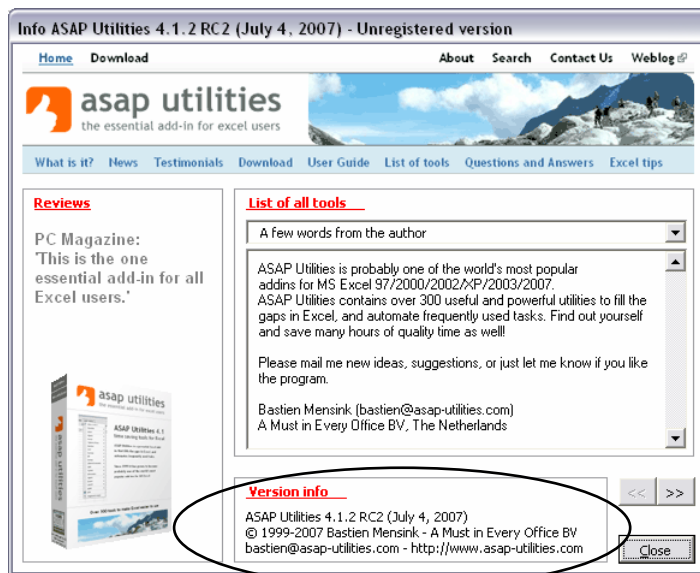
If you're worried about your English skills making it difficult to describe the bug, you might try asking the help a colleague or friend or provide a good example with some screenshots.

8.1.7 Don't report bugs about old versions.

Every time a new version of ASAP Utilities is released bugs are fixed. 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 see which version you have in the info screen. In the Excel menu go to:

ASAP Utilities » Info



9 History of ASAP Utilities

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 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". 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.

"the feedback from users is very important"

In 1998 I combined most of the tools/macros I produced and frequently used into one add-in and named it "ASAP Utilities". In spring 1999 I made the program available on the internet, convinced it could help other people as well. The program was almost an immediate success. Within a year there were thousands of enthusiastic users. I am glad these utilities have been able to help so many people. This stimulated me to put a lot of effort and time in the development of ASAP Utilities.

"starting eGate meant a huge step forward"

I started my own company in 2000: eGate Internet Solutions. This meant a huge step forward for the development of ASAP Utilities. We worked many many hours developing websites and Excel-based solutions. I was able to spend more time on ASAP Utilities, which we use for our business as a marketing tool and reference to show what we are capable of. It also meant that I had more time analyzing and implementing the email-requests we get for modifications and new ASAP tools.

eGate has evolved to become a professional and reliable company where quality in products and marketing combined with good communication with our clients has led to many successful projects and satisfied customers. With most of our clients we have build a stable relationship that exists for several years.

"constant development"

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 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.

I am proud to mention that ASAP Utilities is currently used by approximately 100.000 users in about 100 different countries.

"professionalism, a must in every office"

In my humble opinion I believe ASAP Utilities is a must in every office. I use it myself on a daily basis, and it saves me an incredible amount of time. On our website we have listed some reviews from independent magazines and websites about ASAP Utilities.

In 2007 the company A Must in Every Office BV was started, with the main purpose to further develop, professionalize and promote ASAP Utilities.

9.1 The primary goals of ASAP Utilities

These are the main goals we try to accomplish:

- Automate your work in Excel.
- Perform tasks 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!



10 Contact & Support

10.1 Get the latest information on ASAP Utilities

Our website contains the latest information on ASAP Utilities, background articles, update information, links to relevant sites and more.

<http://www.asap-utilities.com>

10.2 Contact us

We love to hear your opinion and comments or suggestions to make ASAP Utilities a better product every time.

A Must in Every Office BV
Eekwal 31
8011 LB Zwolle
The Netherlands
www.amustineveryoffice.com

Due to the international nature of ASAP Utilities with different languages and time zones we prefer contact by email.

For questions regarding ASAP Utilities or feedback send email to:

support@asap-utilities.com

To comment or ask technical questions about this users guide, send email to:

guidequestions@asap-utilities.com

For more information about ASAP Utilities, see our website at:

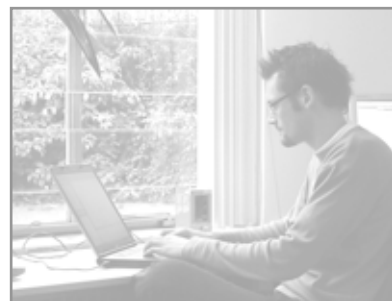
<http://www.asap-utilities.com>

10.3 About the author

My name is Bastien Mensink. I live in the Netherlands, together with the love of my life, Monique. Mountain biking is a great passion of mine (and a good way to hide my nerd-image) furthermore I also like photography, hiking and listening to good music.

The first time I started using spreadsheets was in 1994 during my education (environmental engineering). Almost immediately I was addicted. They made my calculations so much easier and visually attractive.

After a few years of Lotus 123 and Quattro Pro I started working with MS Excel in 1997 because the company I worked for switched from Lotus to Excel.



Most of the times I use Excel it is for modeling, enhancing and automating reports or converting data. Many of my former colleagues in 1997 created their reports manually and performed several manual comparisons. I showed them how to use Excel to perform comparisons and create reports and models much faster and reduce the chance of typographical errors.

“the helpdesk called me when they had Excel questions”

My background/education is environmental engineering. I worked in this area for about five years. Half the time of my job I was investigating sludge/dredged material, the other time I was responsible for developing and maintaining software applications that were used in my department. In this function I soon became the departments “excel-expert”. All sorts of questions came to me. Some were easy to answer; other questions required the use of macros. I soon found out there were many questions that were repeated over and over again. When I talked to friends of mine I found out that most of these questions weren’t exclusive to my company but more general.

“it started with helping my friends”

It was in 1998 when I started to write my own add-in for Excel; ASAP Utilities was born and many evenings and weekend were filled writing macros. It felt good to see how many of my colleagues and friends were helped with my little Excel add-in.

“everybody can benefit from ASAP Utilities”

In 1998 I started building websites as a hobby. In 1999 the first ASAP Utilities website was launched and everybody was able to benefit from the tools in ASAP Utilities.

In 2000 I started my own company, eGate Internet Solutions. We mostly perform online marketing for websites (e.g. optimizing performance in search engines like Google, MSN) and create custom Excel tools and automate reporting.

“ideas, enthusiasm and expertise”

We started our company with a lot of ideas, enthusiasm and our expertise, with just our own savings. Initially our office was at home. We steadily grew and build a network of clients. In February 2005 we moved to a beautiful building in the city-center of Zwolle. It's an inspiring and stimulation office!

eGate has evolved to become a professional and reliable company where quality in products and marketing combined with good communication with our clients has led to many successful projects and satisfied customers. With most of our clients we have build a stable relationship that exists for several years.

“professionalism”

In 2007 I started the company A Must in Every Office BV, with the main purpose to further develop, professionalize and promote ASAP Utilities.

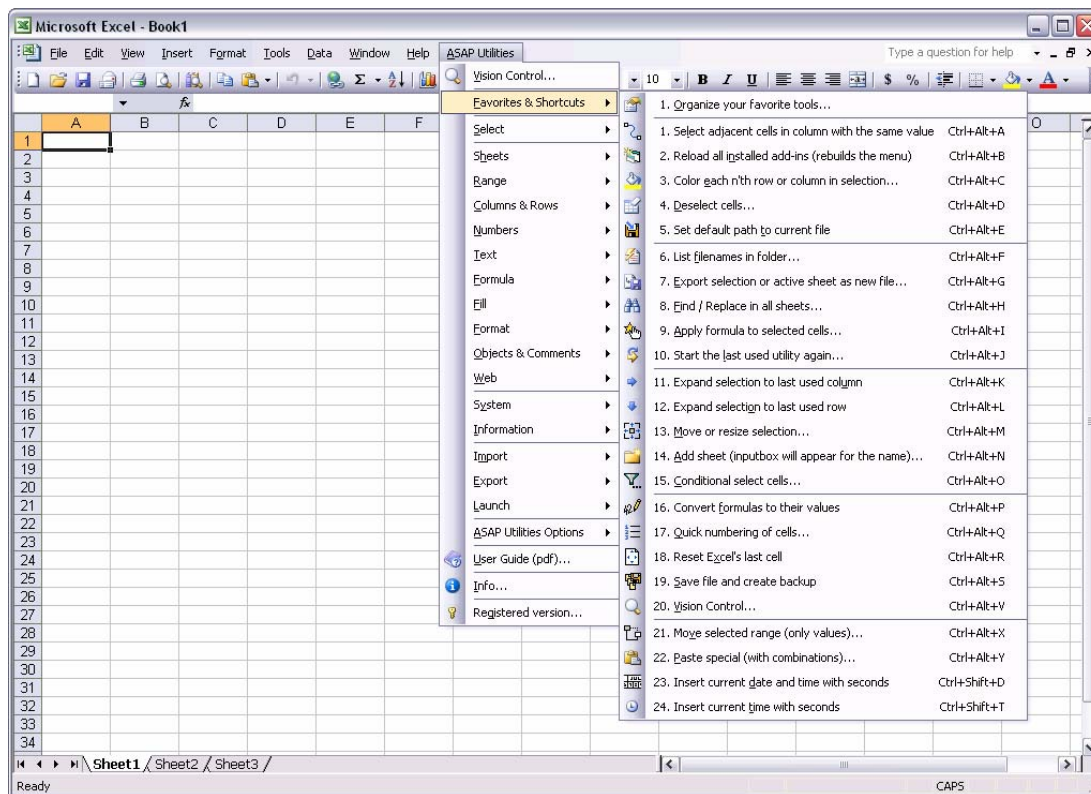
My motto:

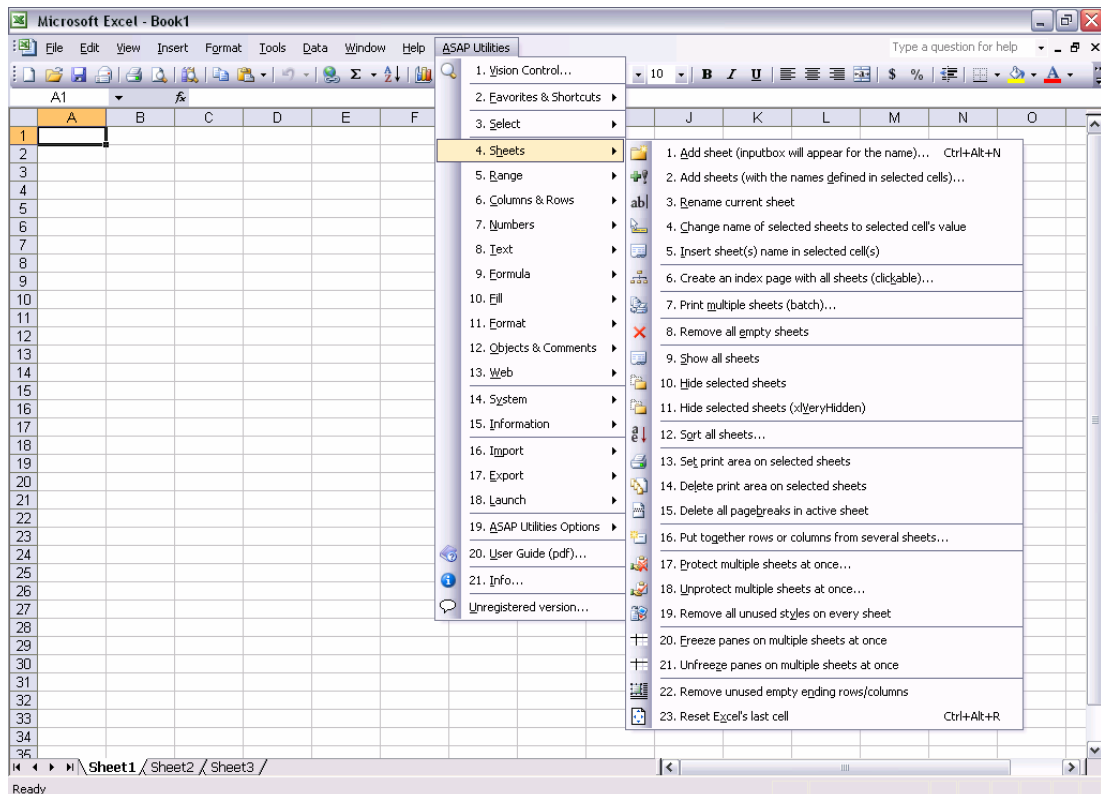
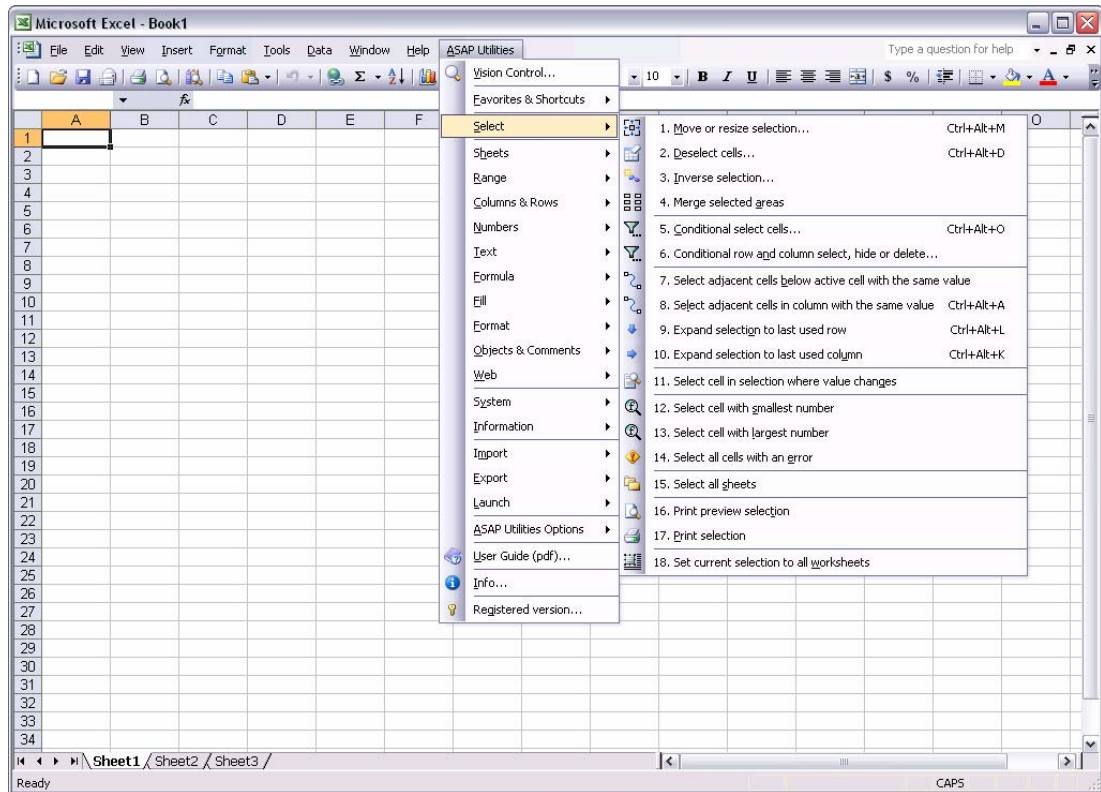
Enjoy every moment of your life, respect your environment and make yourself useful.

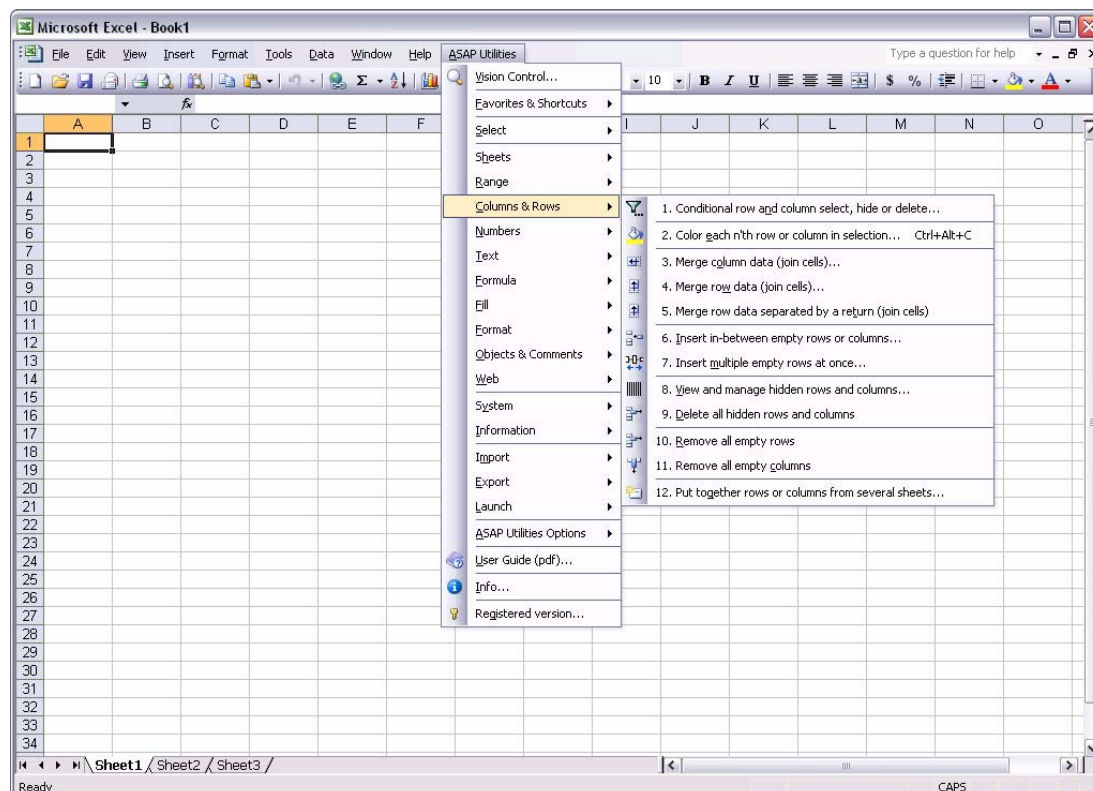
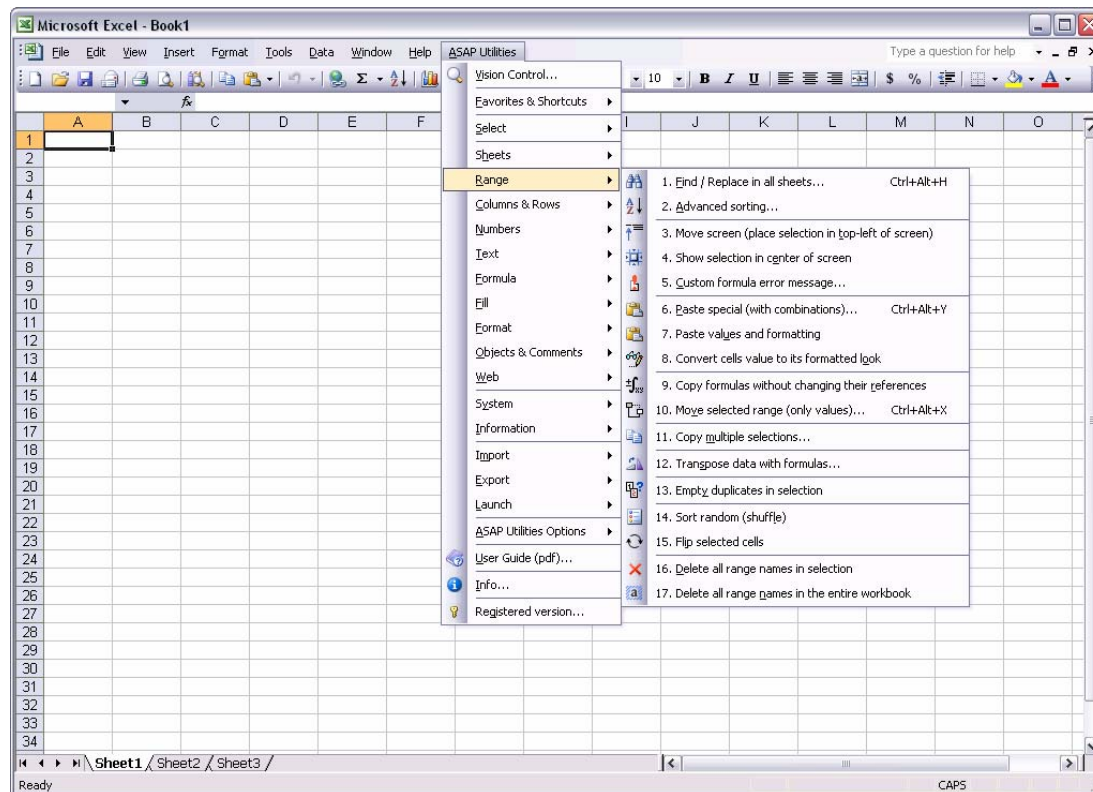
11 Appendix Screenshots

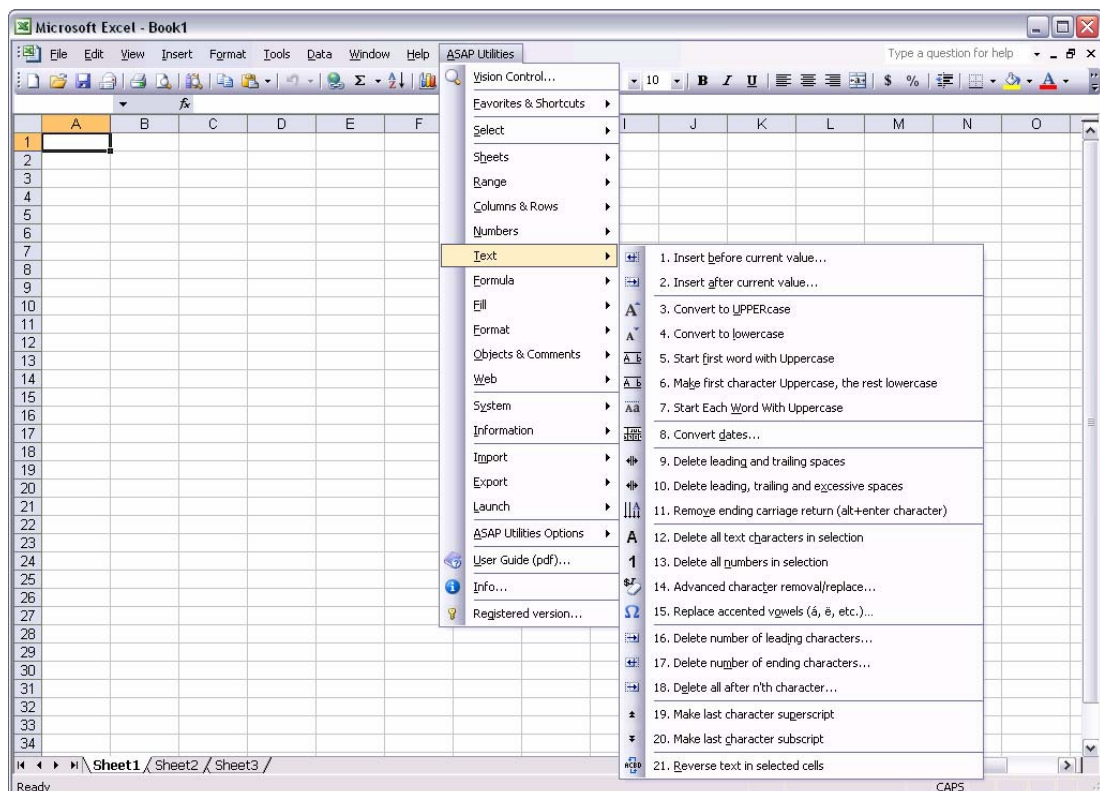
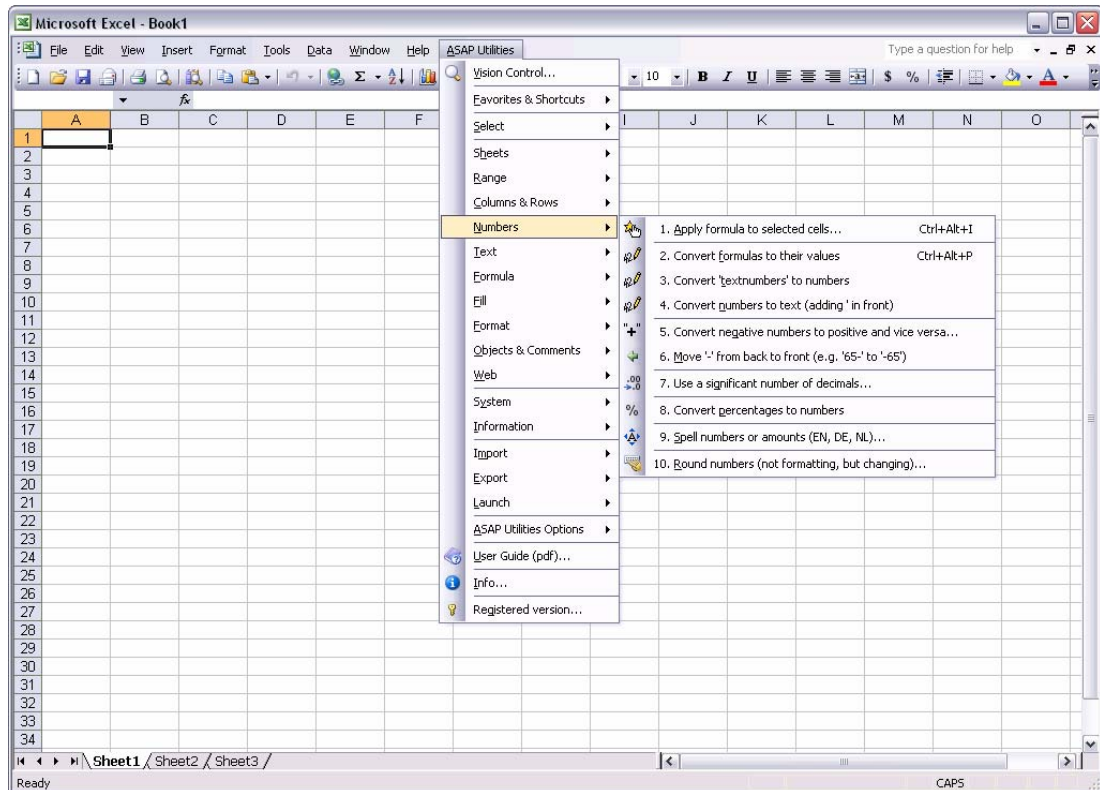
11.1 Screenshots from the ASAP Utilities submenus

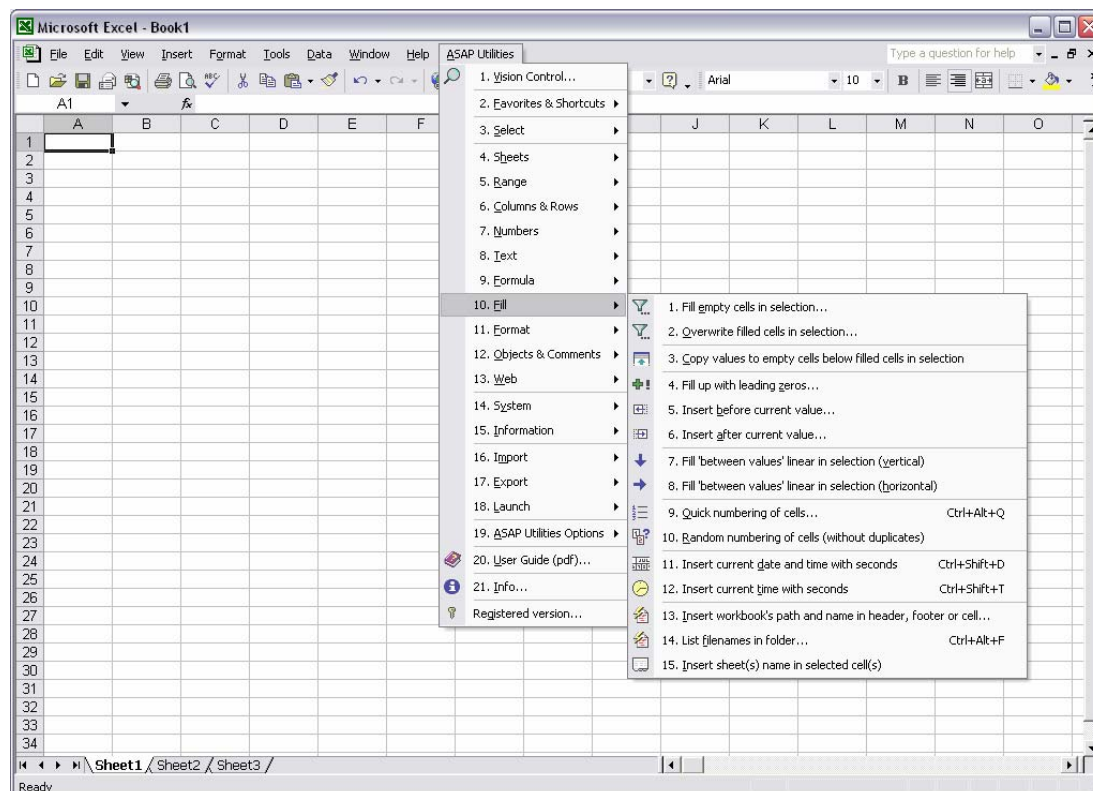
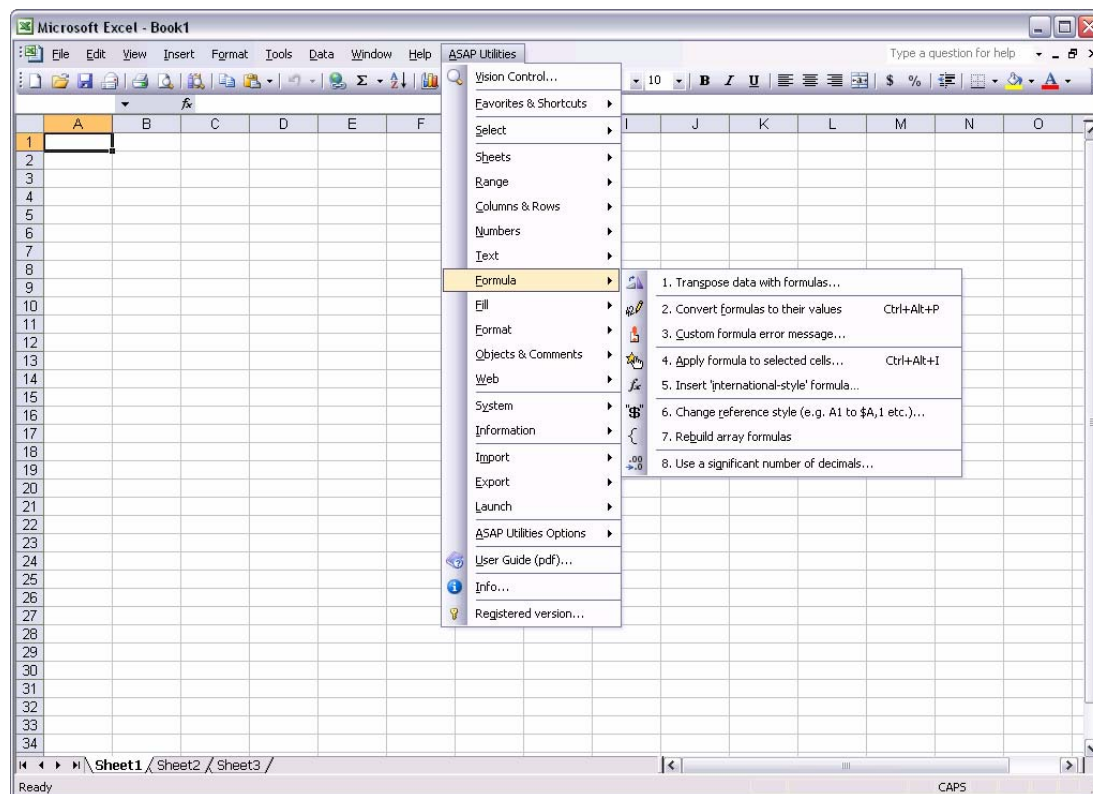
11.1.1 Excel 2000, 2002/XP and 2003

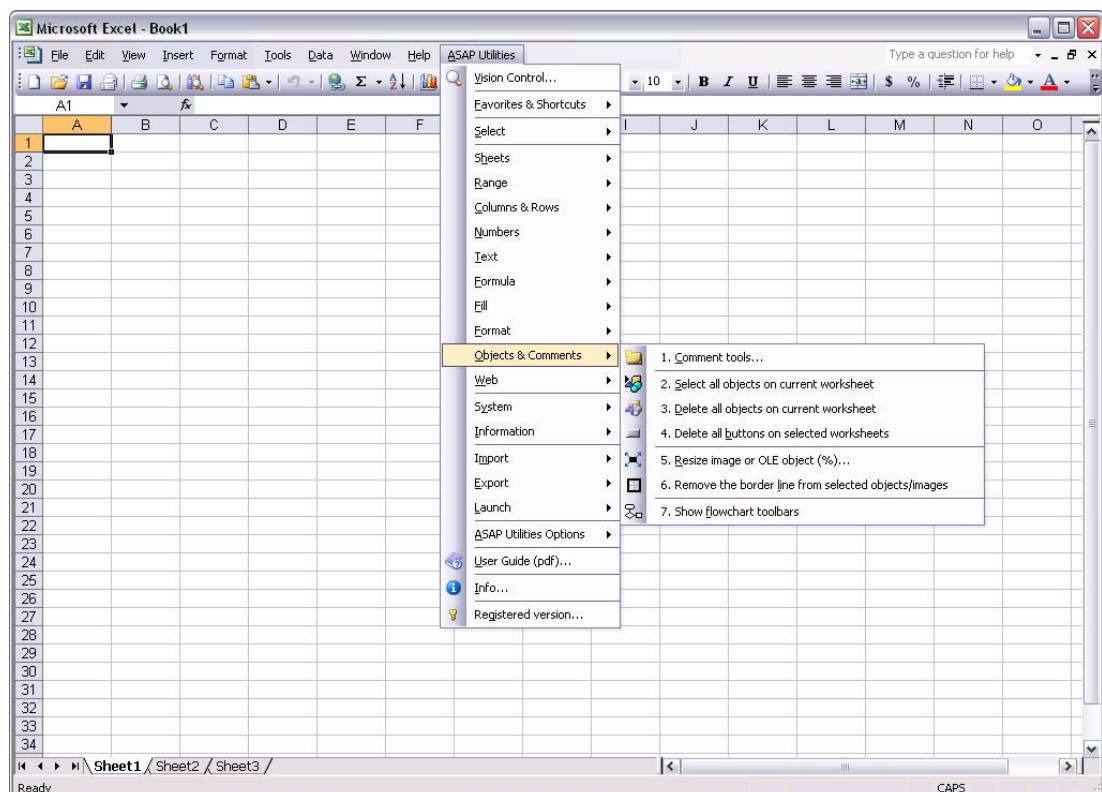
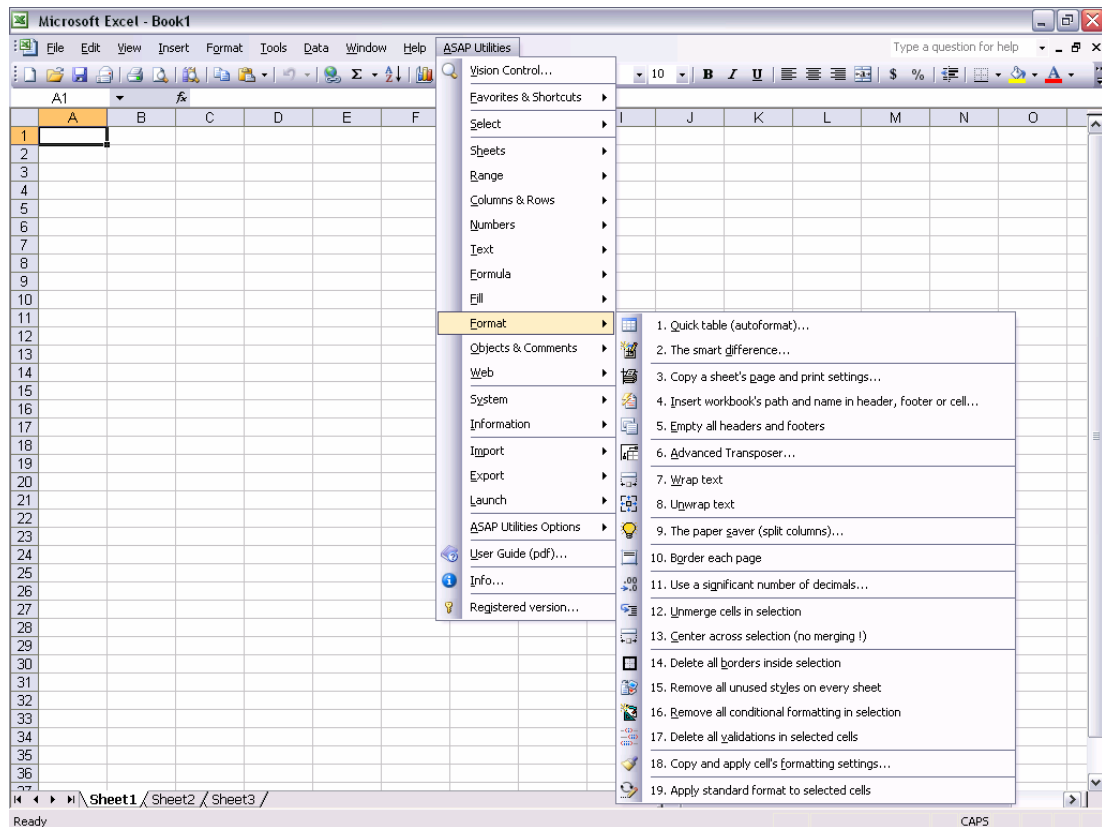


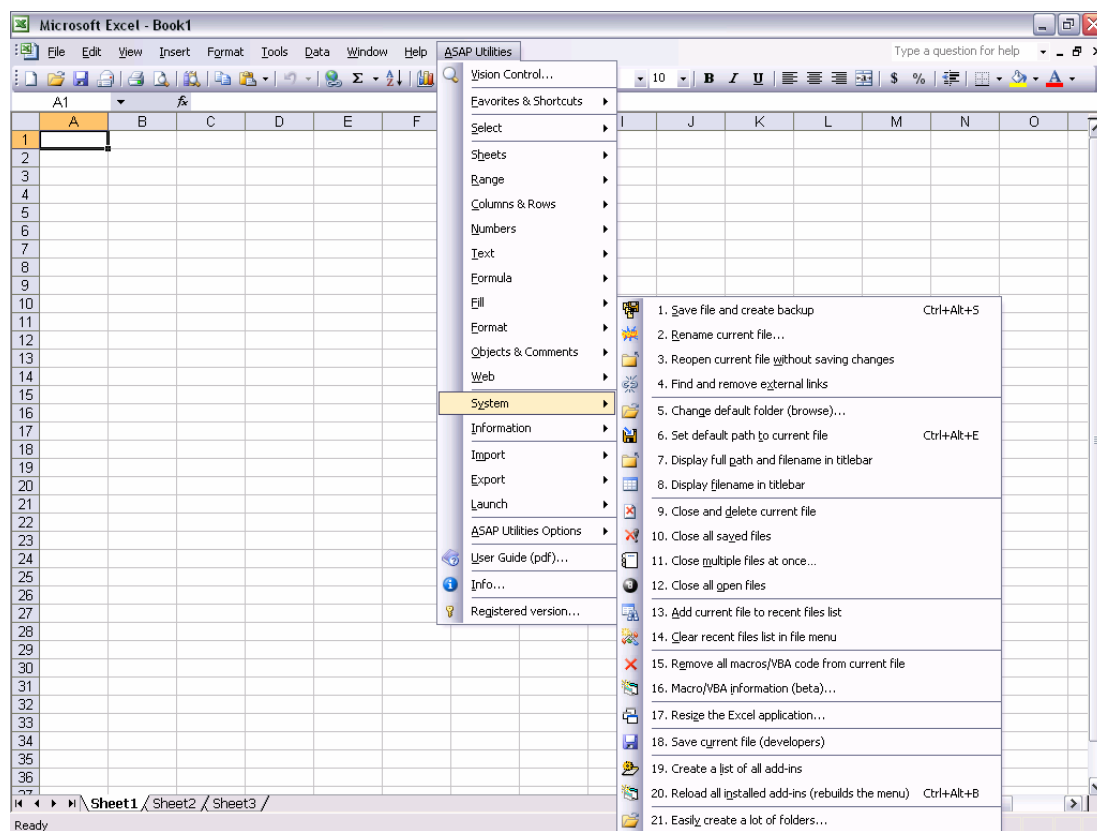
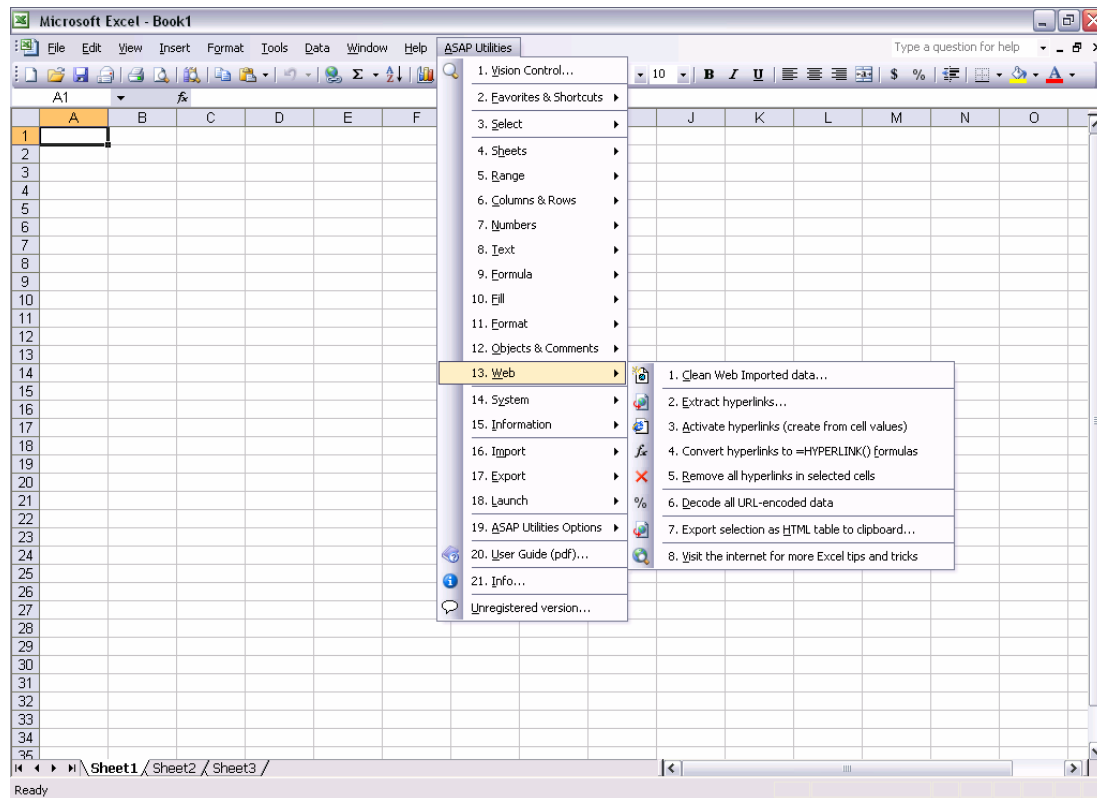


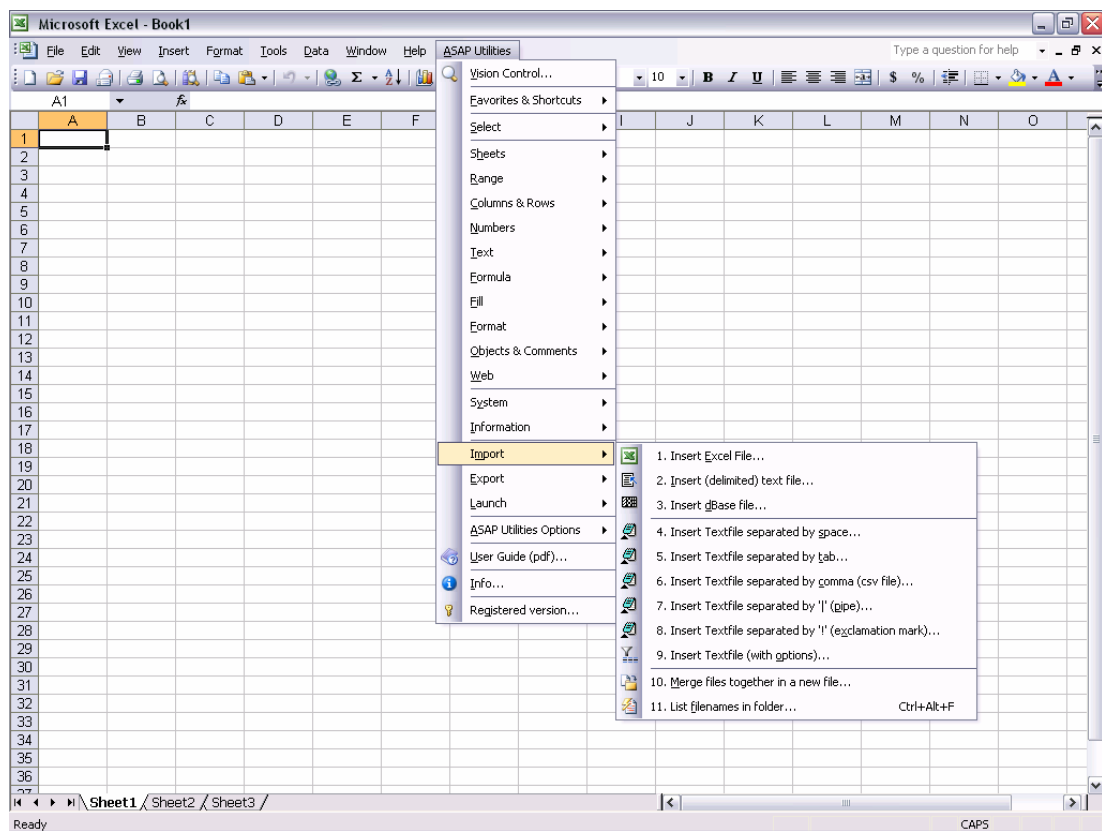
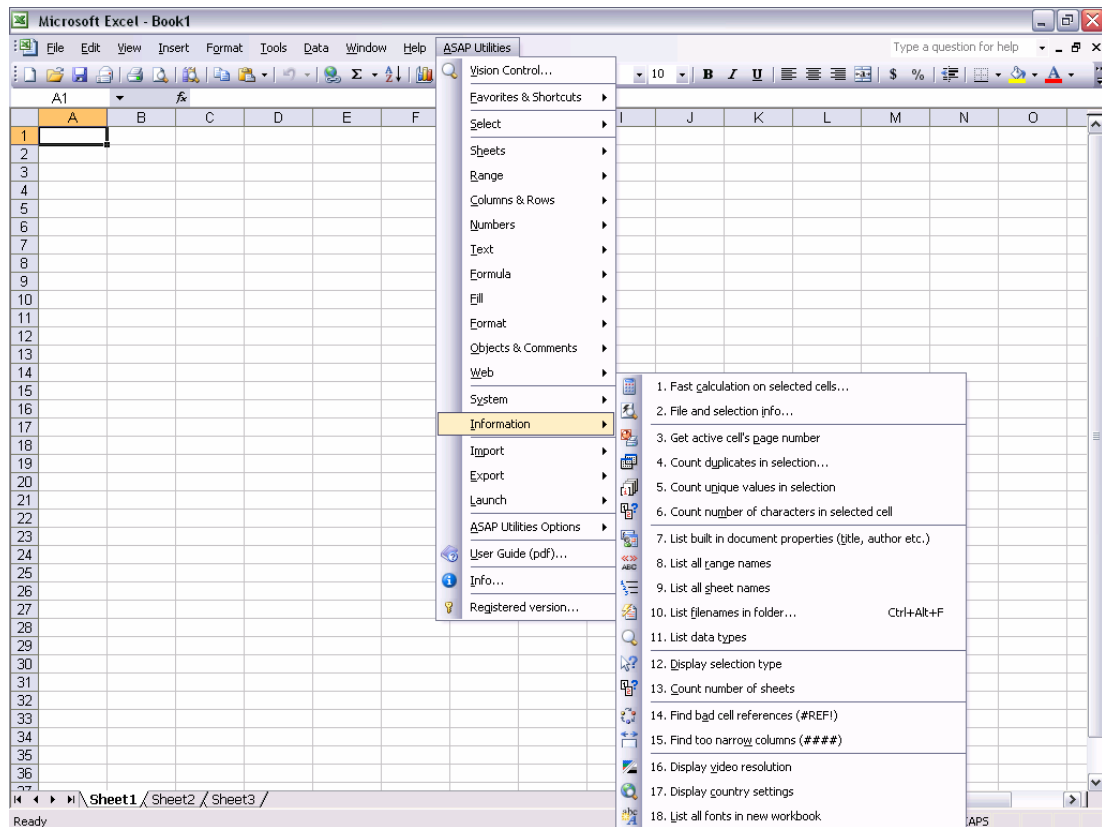


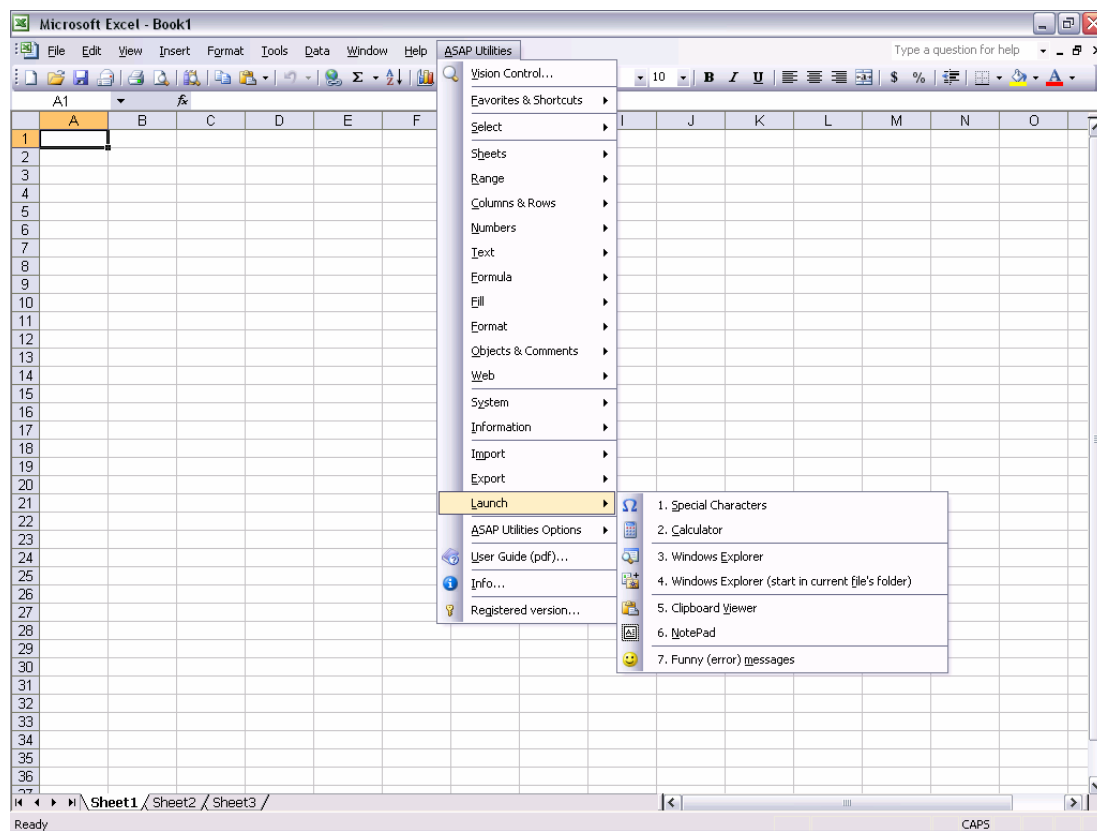
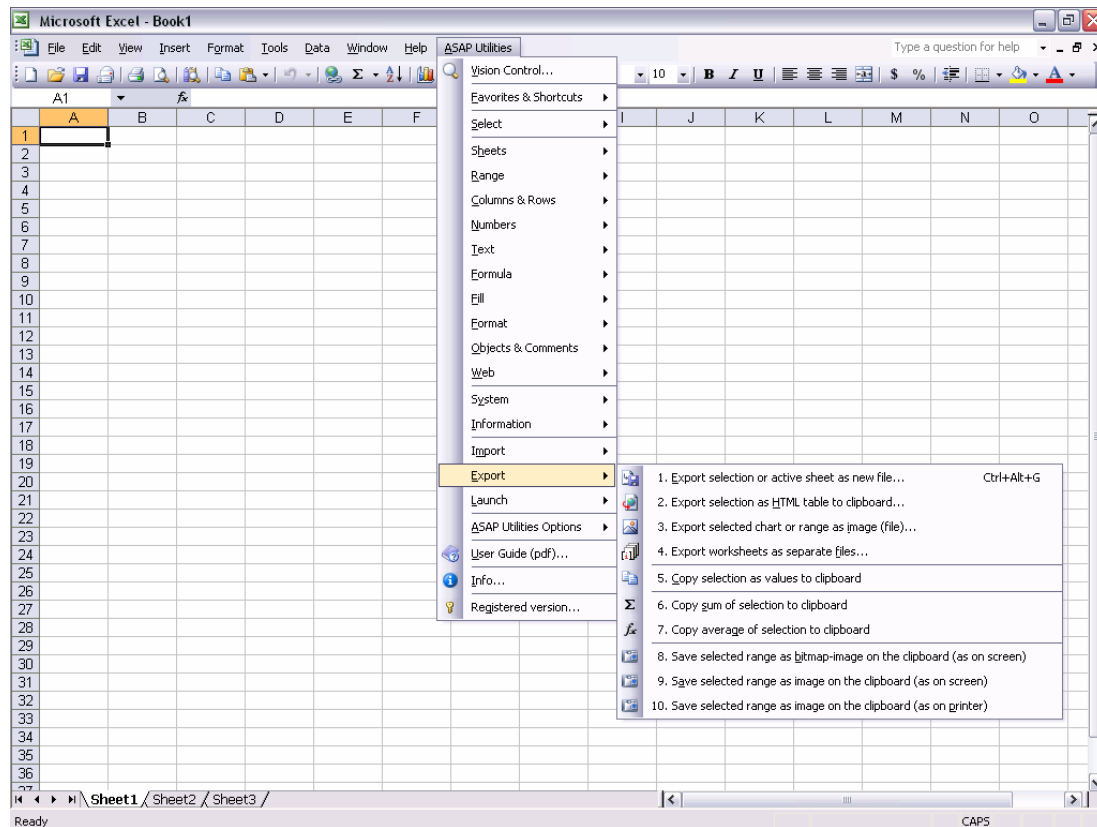


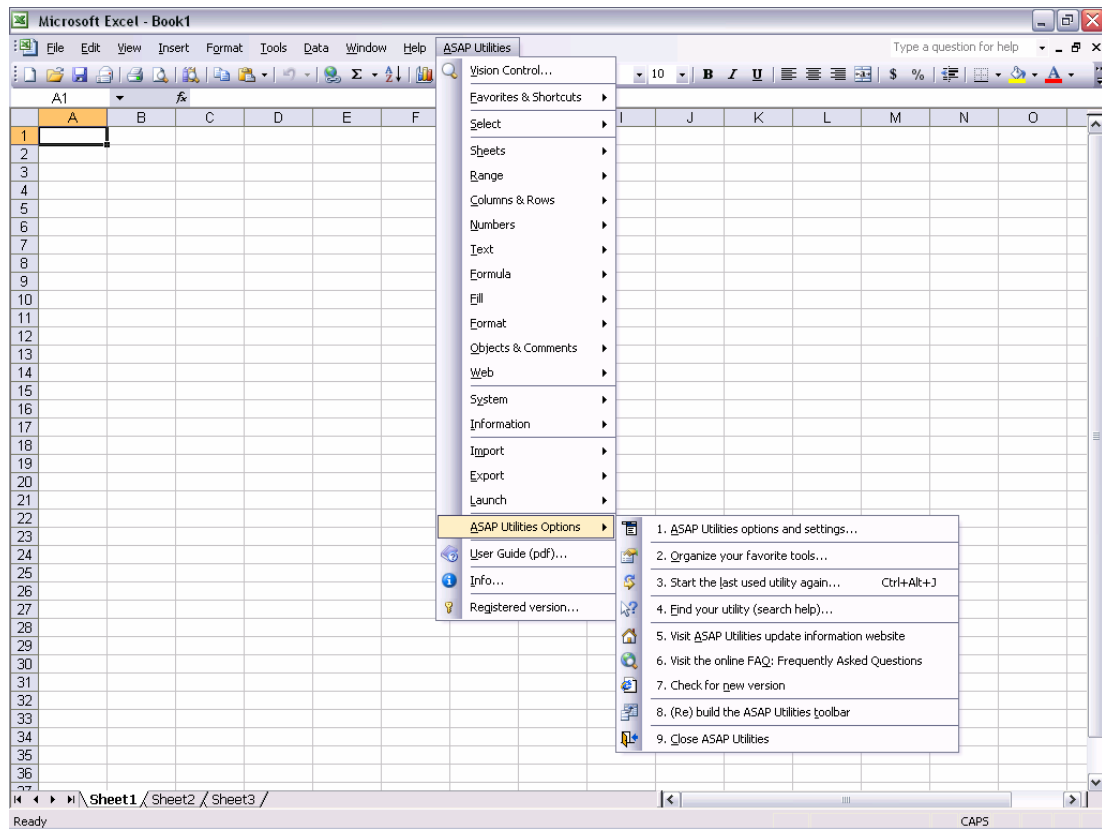




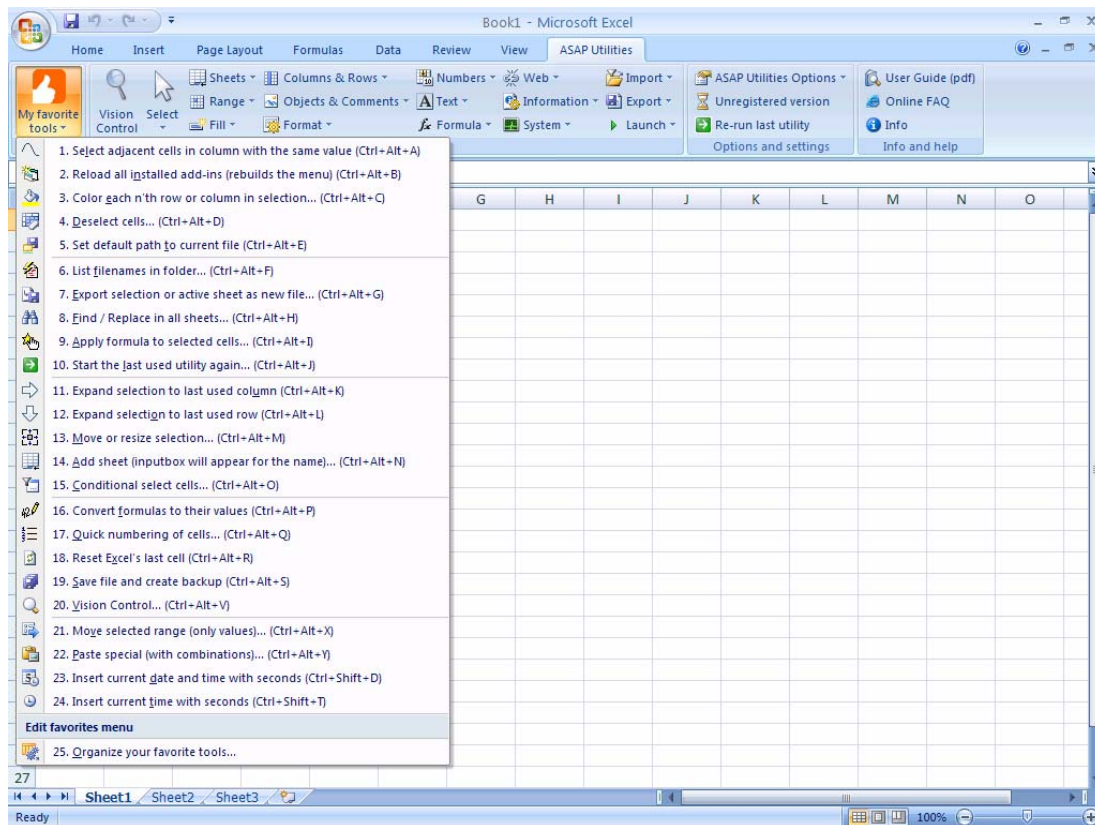
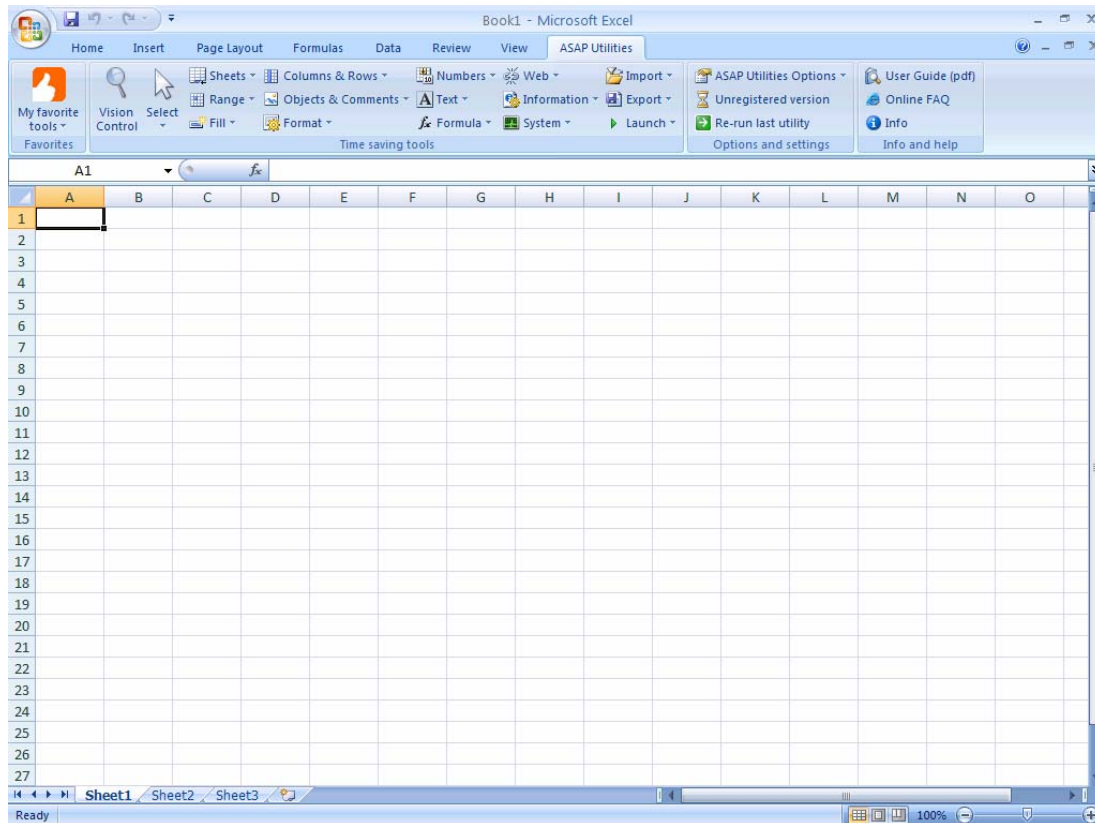


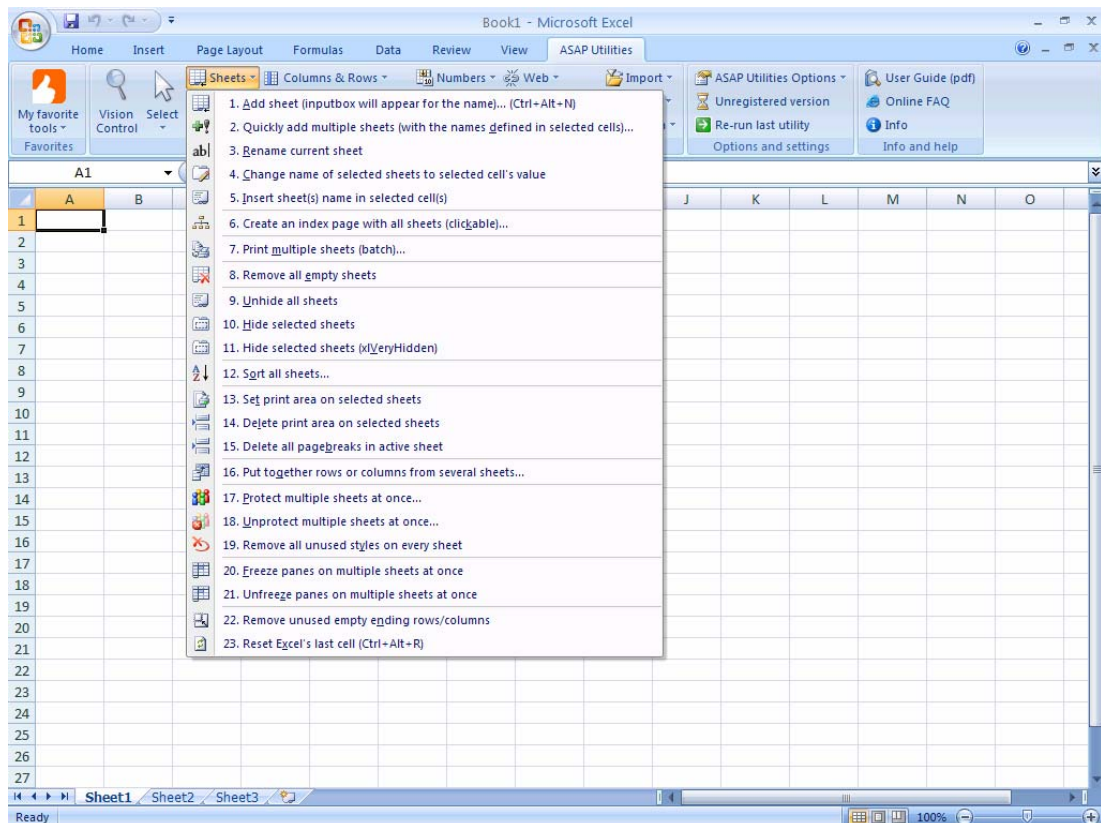
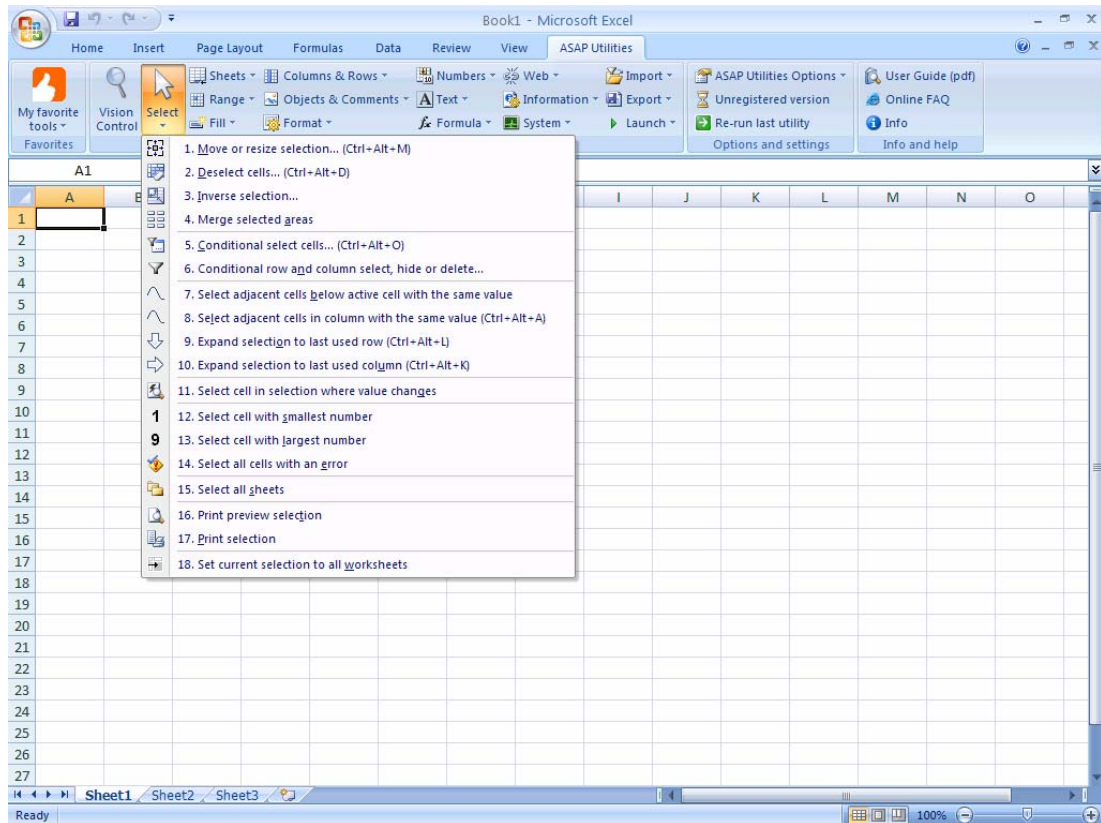


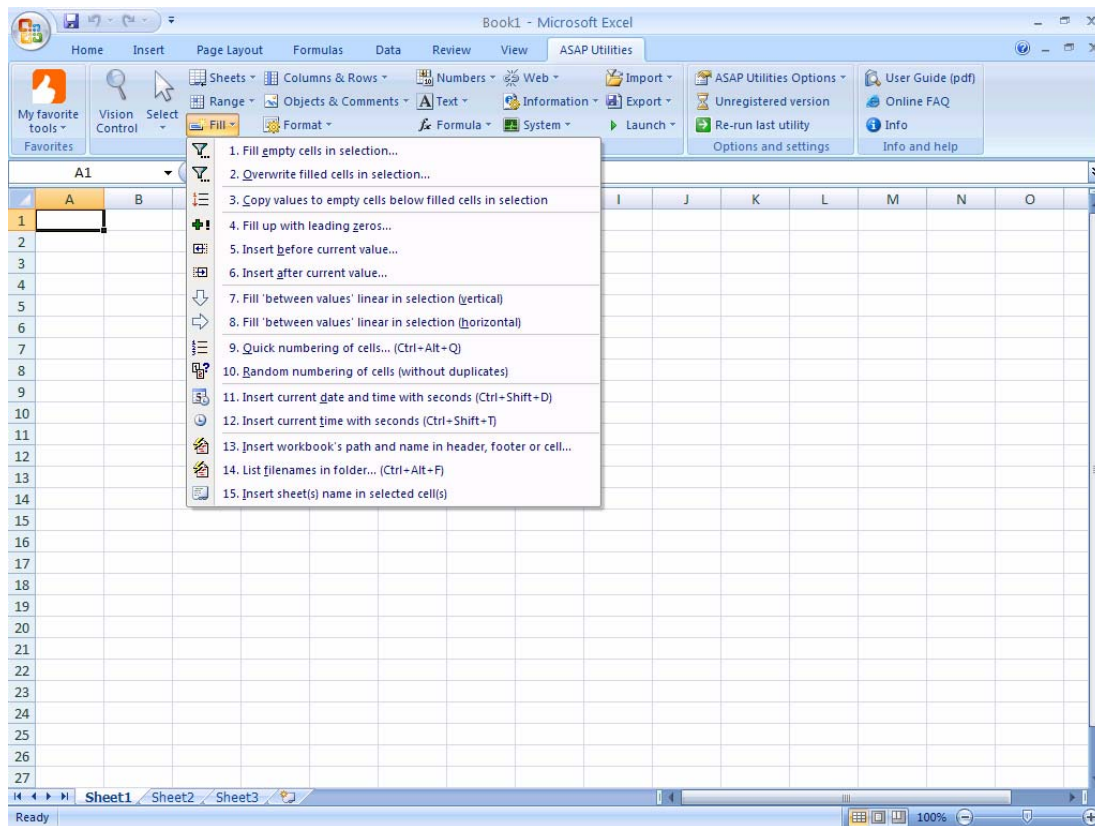
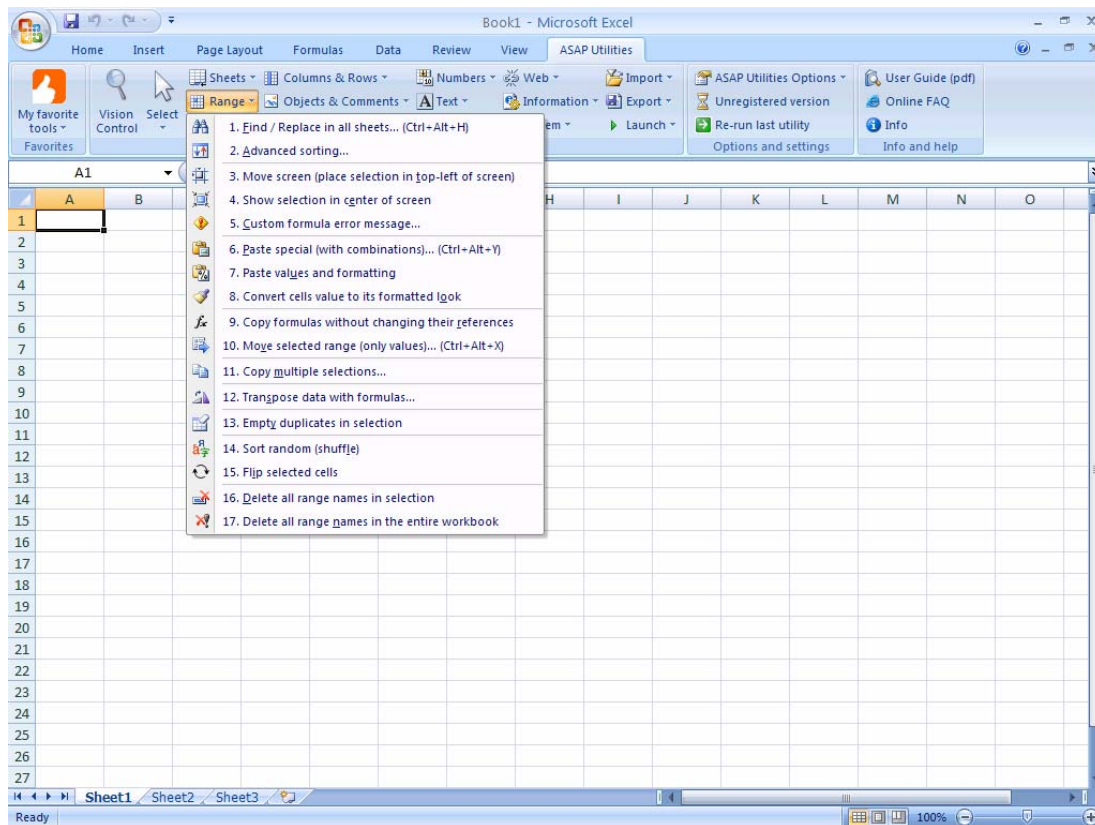


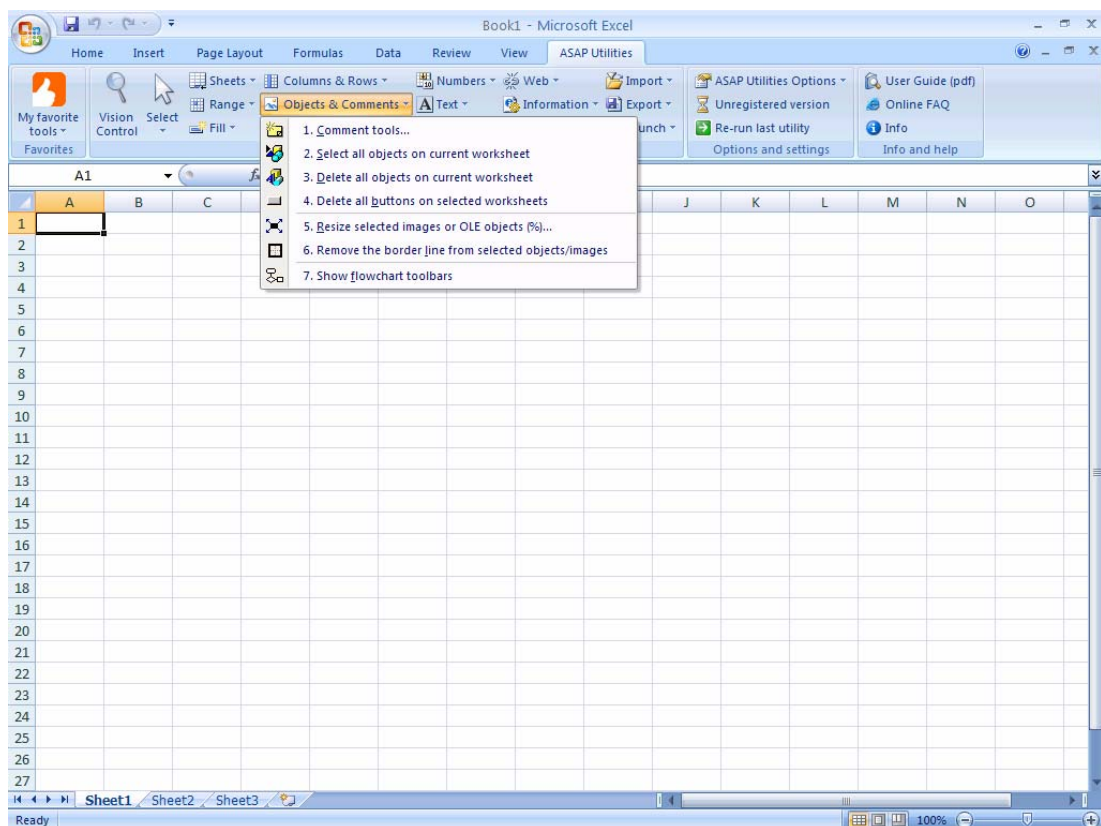
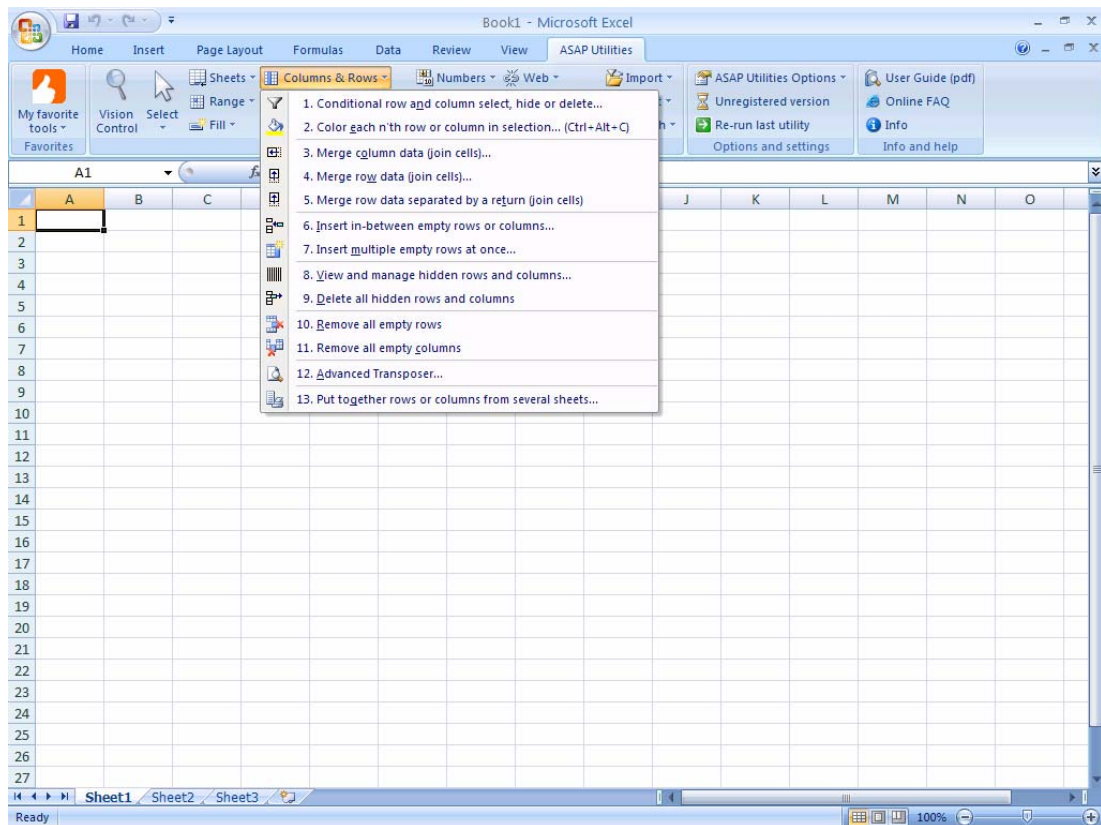


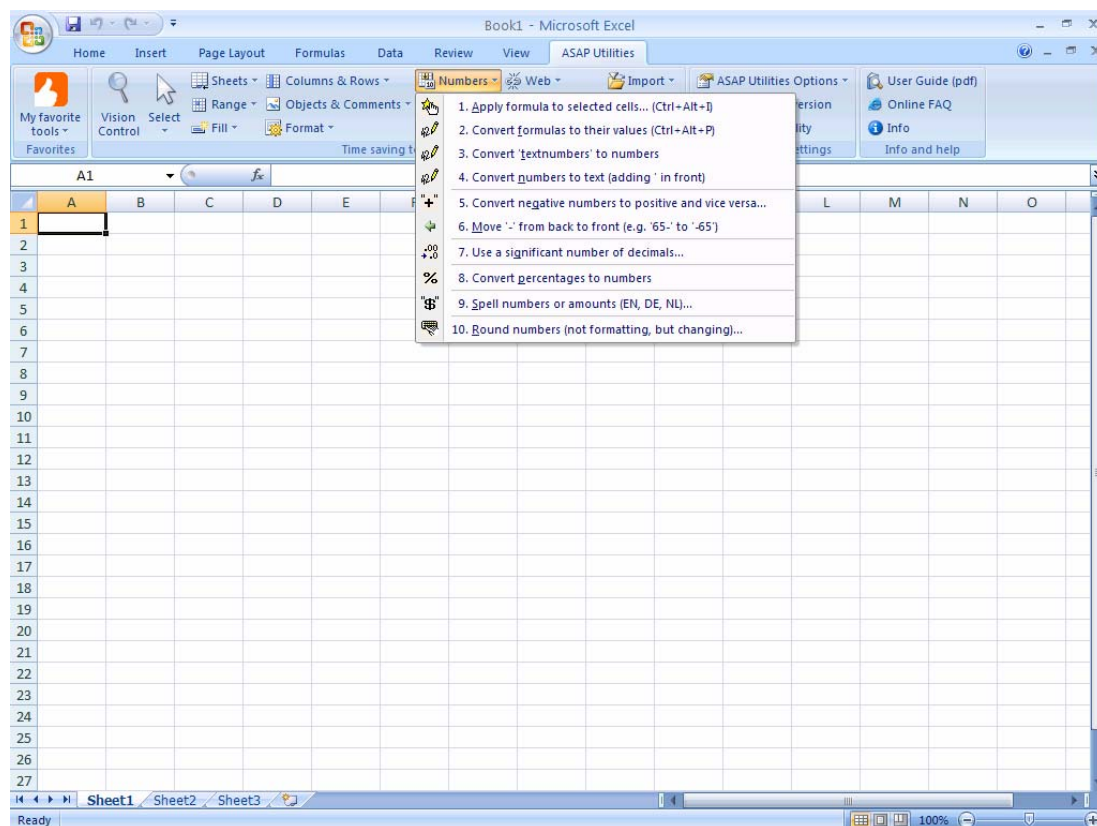
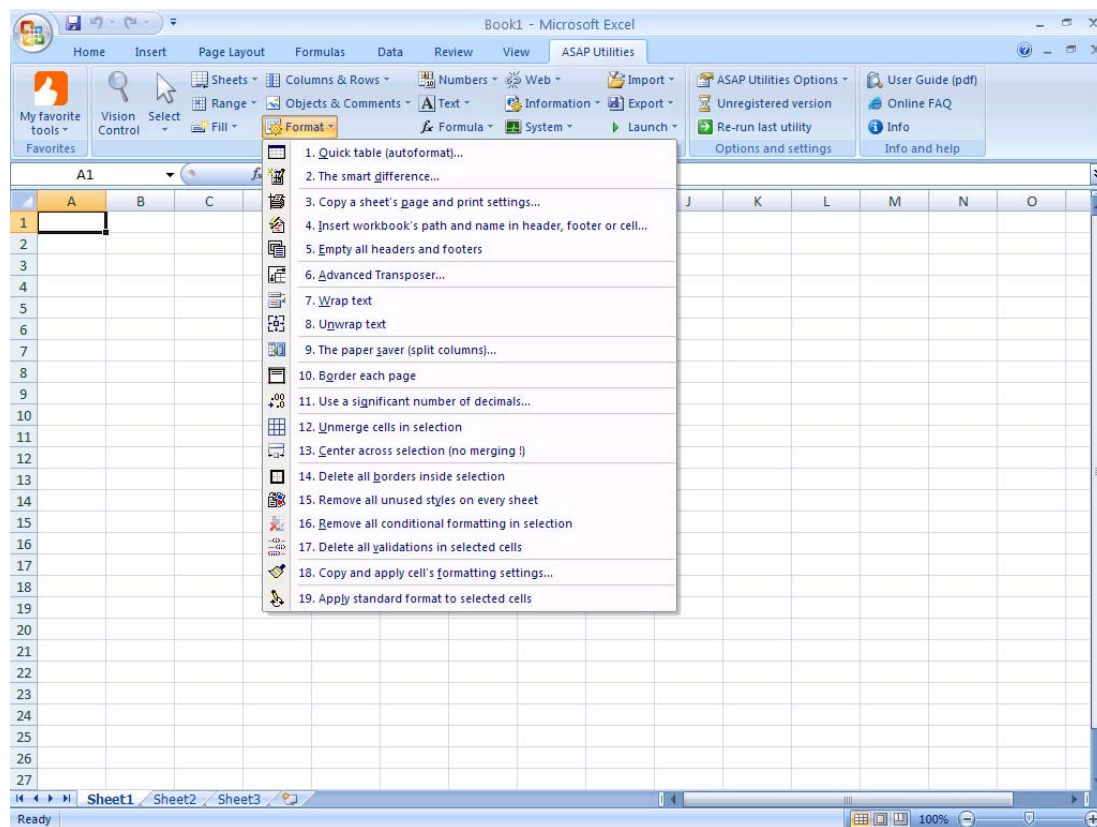
11.1.2 Excel 2007

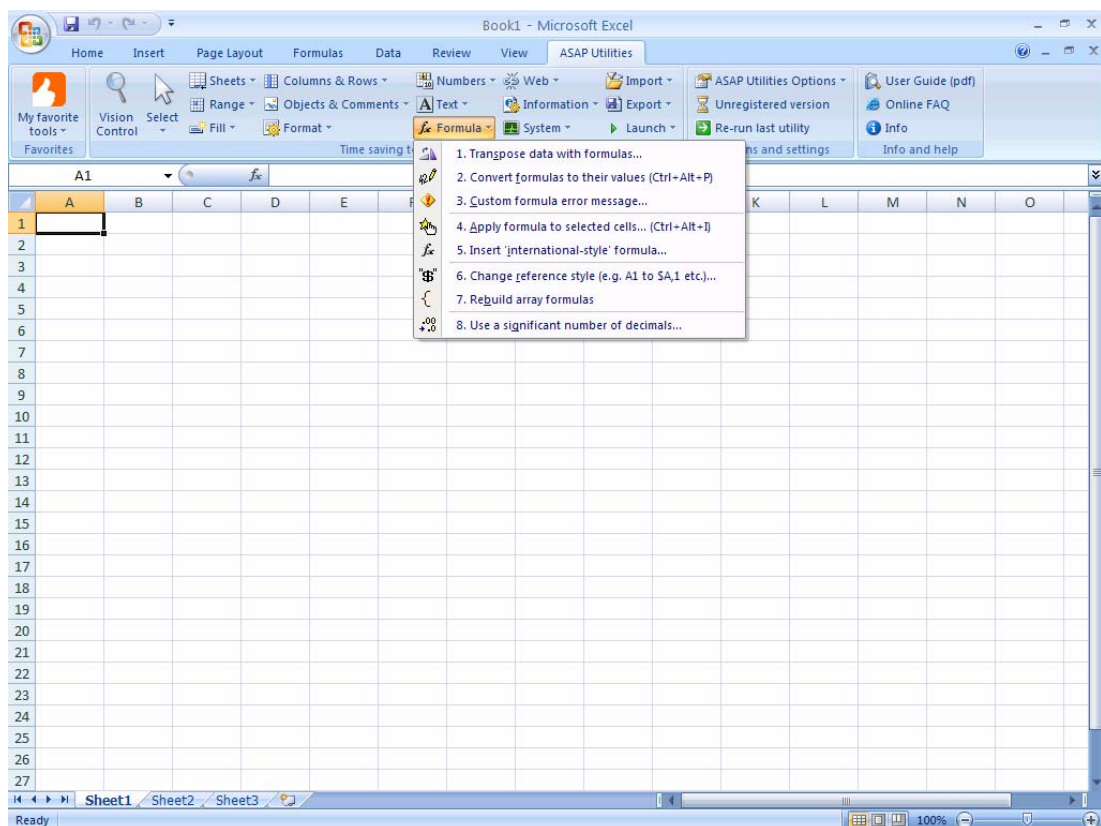
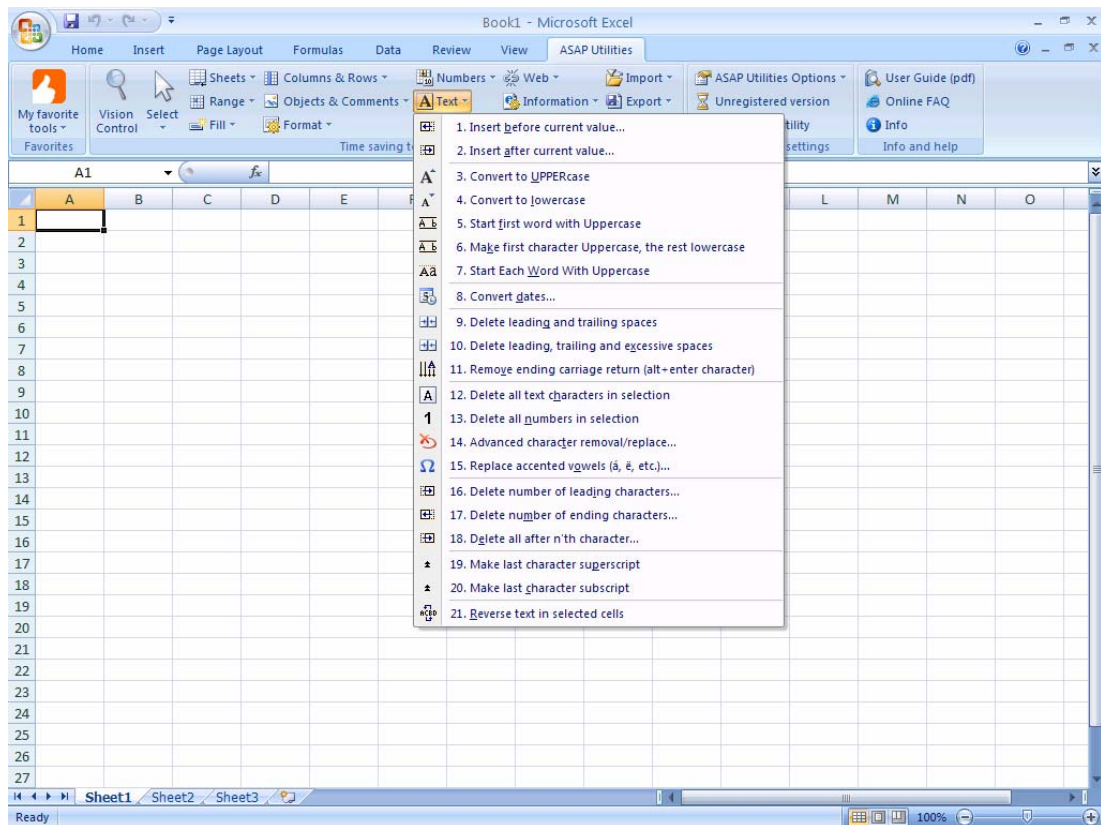


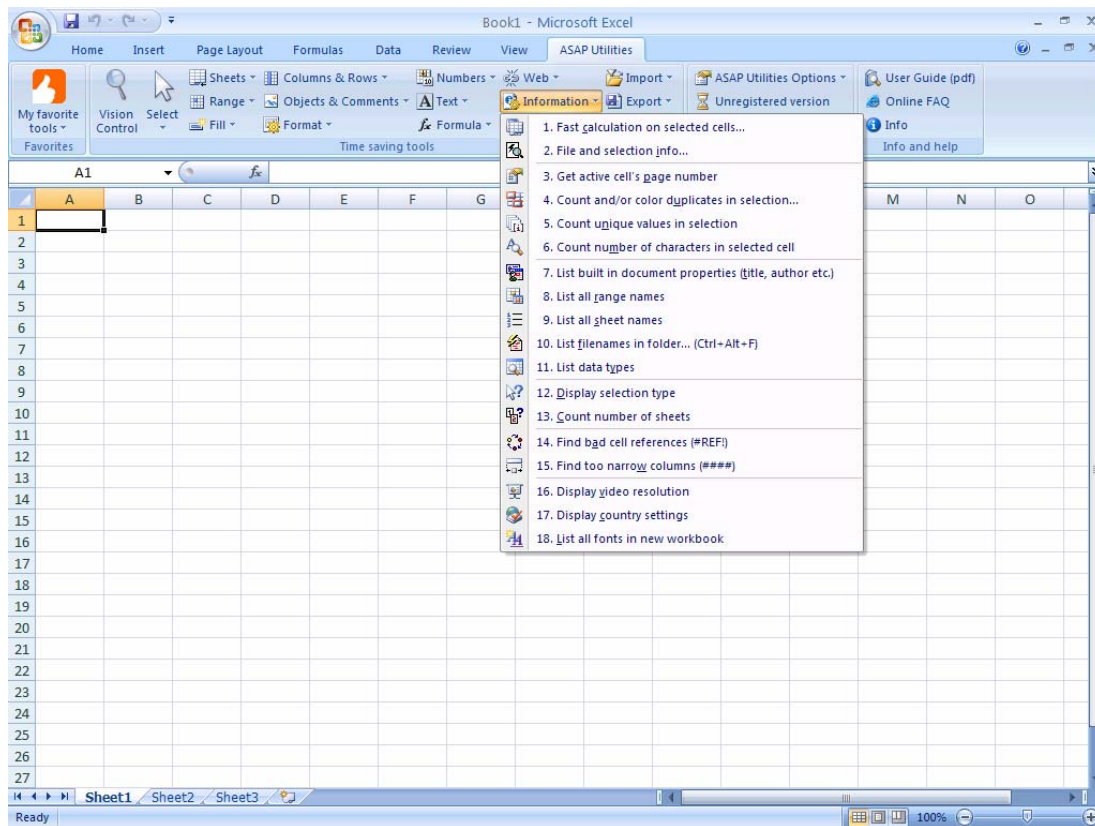
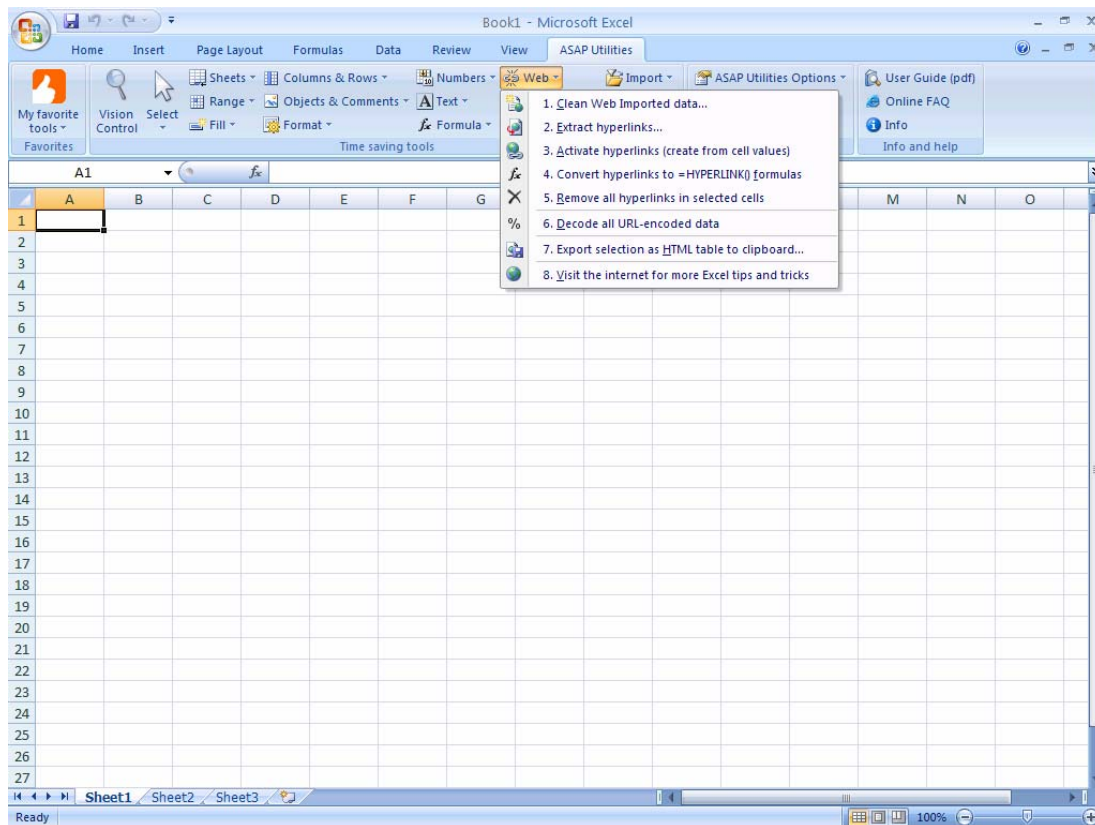


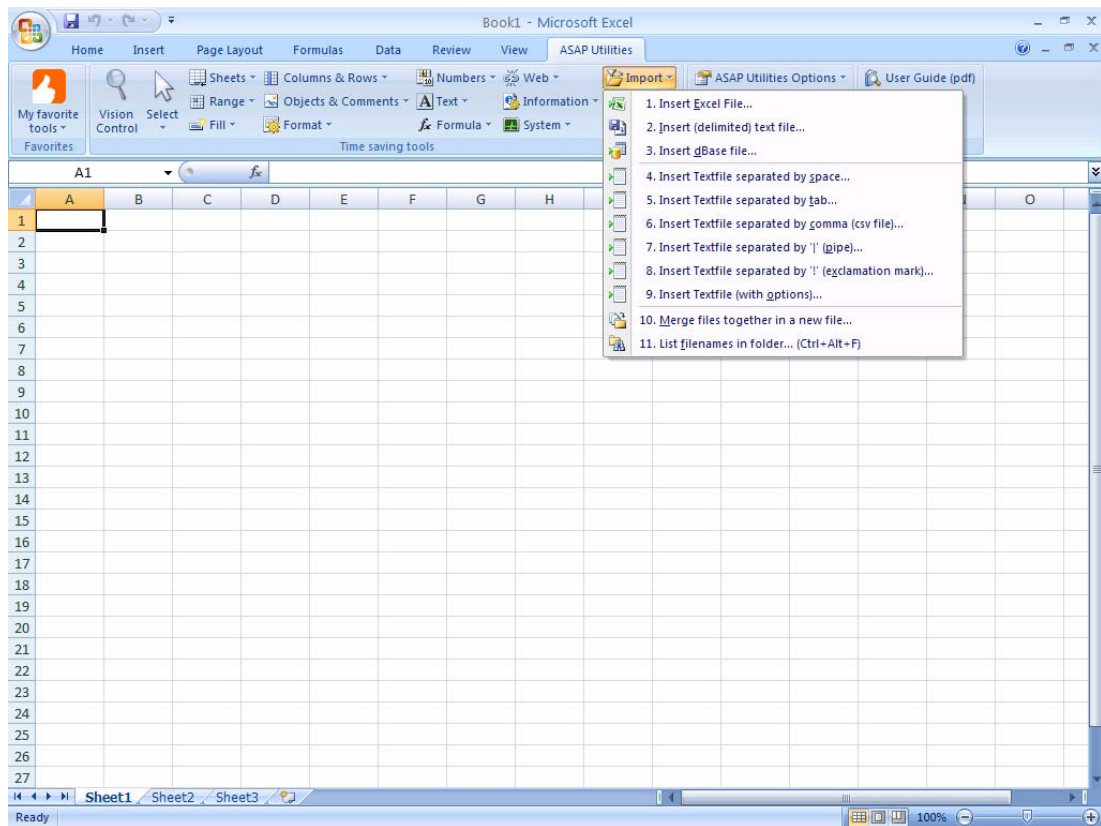
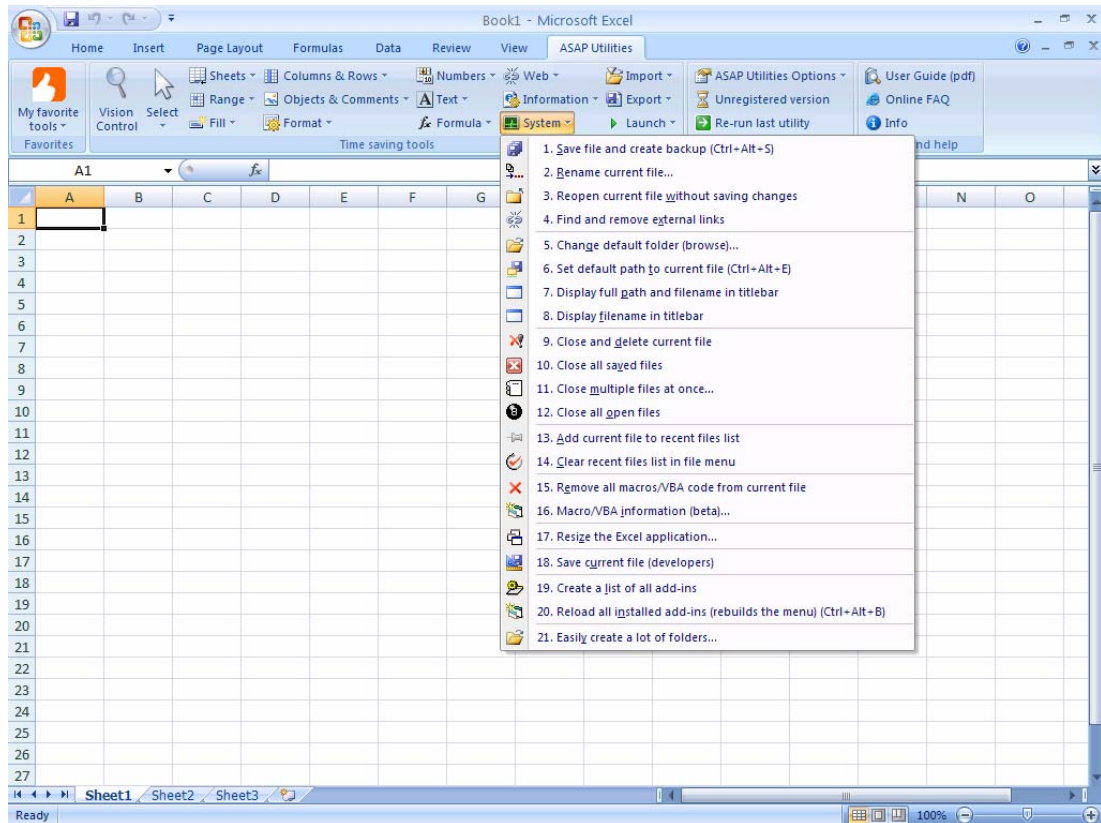


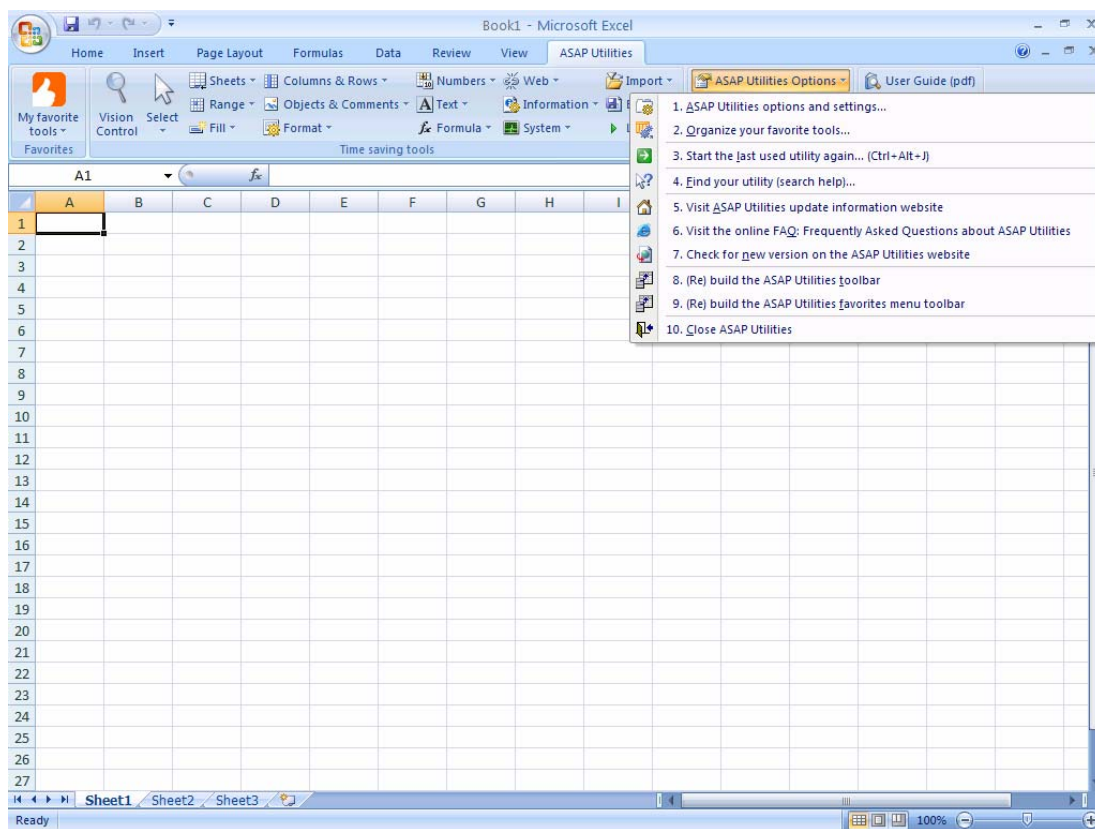
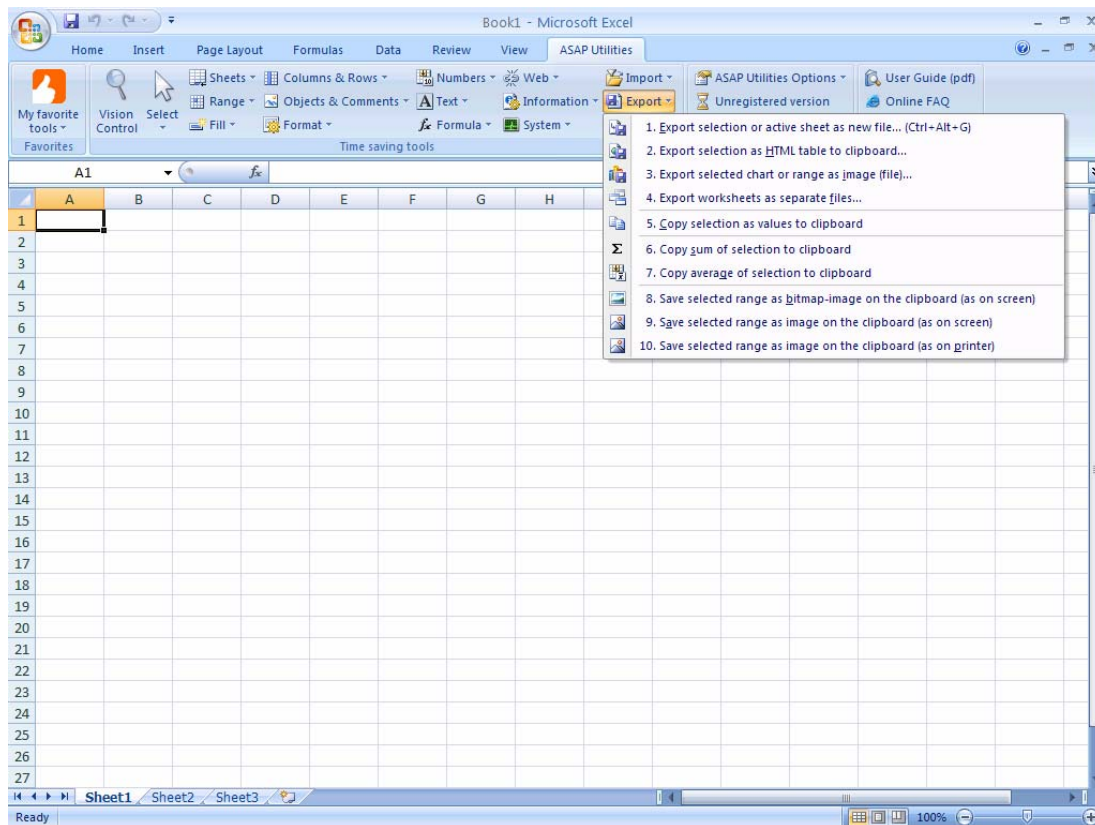












12 Index

=

=ASAPCellColorIndex, 122
 =ASAPCountByFontColor, 124
 =ASAPCountChar, 128
 =ASAPExtractFilename, 128
 =ASAPExtractNumbers, 126
 =ASAPFileName, 122
 =ASAPFilePath, 122
 =ASAPFontColorIndex, 123
 =ASAPFullFileName, 122
 =ASAPGetComment, 125
 =ASAPGetFontName, 127
 =ASAPGetFontSize, 127
 =ASAPGetFormula, 129
 =ASAPGetFormulaInt, 129
 =ASAPGetHyperlink, 96, 125
 =ASAPGetNumberformat, 128
 =ASAPIsBold, 131
 =ASAPIsFormula, 128
 =ASAPMergeCells, 130
 =ASAPRandomPassword, 130
 =ASAPSheetName, 122
 =ASAPSpellNumber, 125
 =ASAPStripNumbers, 127
 =ASAPSumByCellColor, 123
 =ASAPSumByFontColor, 123

A

administrative privileges, 26
 ASAP Utilities could not be found, 37
 ASAP Utilities menu, 44
 asap_custom_menu.ini, 40

B

backup files, 116
 Browse

through all open workbooks, 45
 through all sheets in your workbook, 45

Bug report, 163

C

certificate, 12, 30
 column headers, 46
 commercial organizations, 42

D

default path, 46, 98
 Deselect cells, 49
 digitally signed, 12, 29
 disk space, 13
 DLL, 26
 download ASAP Utilities, 11

E

Excel 97, 11
 explorer, 113

F

FAQ, 163
 formula bar, 45
 formulas, 46

G

general Excel questions, 163
 gridlines, 46

H

History of ASAP Utilities, 166

I

Installation, 12
 International versions of Excel, 11

L

language, 10, 11

library folder, 18

License key, 43

M

Macro security, 29

Macros are disabled, 30

menu bar, 44

N

Network installation, 26

newsgroups, 163

notepad, 114

O

Order number, 43

P

page breaks, 46

path where ASAP Utilities is installed, 116

Purchase, 42

Q

questions, 163

R

reference style, 46

registered version, 43

registration code, 42

registration key, 42

registry settings, 40

Remove ASAP Utilities. *See* Uninstall

requirements, 11

row headers, 46

S

security, 30, 32

Setup. *See* Installation

start menu, 17

status bar, 45

support via email, 42

System requirements, 11

T

temporarily uninstall, 38

translating, 10

Troubleshooting, 163

Trust all installed add-ins and templates, 30, 32

Trusted sources, 32

U

Undo, 34

Uninstall, 34

Upgrade, 24

user defined functions, 122

V

version number, 121

Vision control, 45

W

worksheet functions, 122

Z

zero values, 46