SPEED MOMENTUM TOOLS

"With Speed Momentum everyone is Excel Proficient"

USER GUIDE

Speed Momentum is a powerful Excel add-in designed to supercharge your productivity. With Speed Momentum, you can perform complex data tasks faster, more accurately, and with greater ease than ever before.

Our toolset is built for speed, precision, and automation, making your data management seamless and error-free. Whether you are cleaning data, automating repetitive tasks, or managing large datasets, Speed Momentum offers a suite of features that saves you time and reduces manual work.
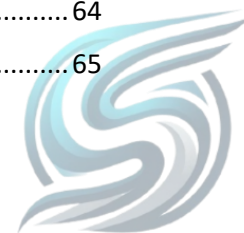
Discover the next level of Excel efficiency with Speed Momentum, and experience data handling like never before!
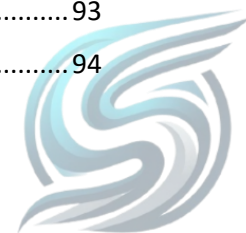
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Speed: Experience lightning-fast data processing that significantly reduces wait times. Speed Momentum's optimized tools perform actions in seconds, giving you results instantly, no matter the size of your dataset.

Precision: Our advanced algorithms minimize errors and ensure consistent outcomes, allowing you to maintain high-quality data with every operation.

Key Features of Speed Momentum
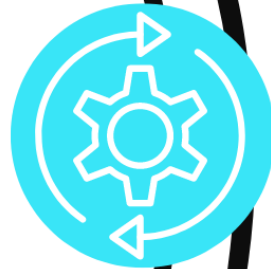
Automation: Automate repetitive tasks, from data cleaning to complex operations, saving you time and effort.
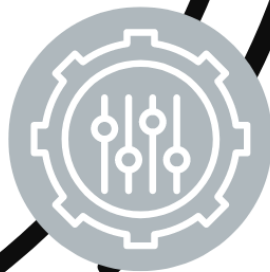
Customization: Adjust settings to suit your workflow and create personalized tools that adapt to your specific needs.

Efficiency: Boost your productivity with streamlined workflows and intuitive tools that simplify complex tasks, helping you achieve more with less effort.

Installation

After downloading the **Speed Momentum Tools** installation package, run Install **Speed Momentum Tools.exe** to start the installation wizard. Follow the wizard's steps to complete the installation.

Once installed, open Microsoft Excel, and you should see the **Speed Momentum** tab added to the existing tabs. The Speed Momentum Tools add-in is now ready for use!

Activation

License Info

To start using Speed Momentum Tools, you'll need to activate a valid license. Begin by navigating to the Speed Momentum tab in Excel and clicking the License Info button. This will open the license activation prompt.
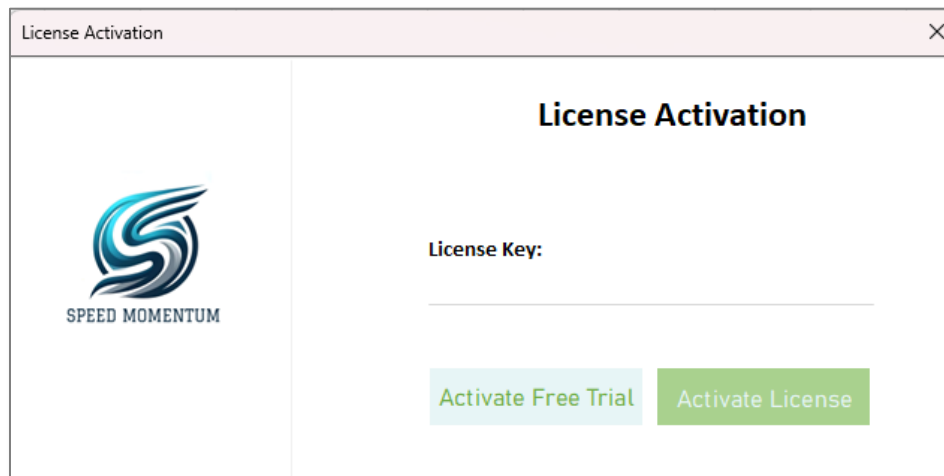
To activate a valid license, first purchase on our website: www.speed-momentum.com. Once your purchase is complete, you'll receive a license key.

Enter this key in the input field within the license activation panel (see above) accessed via the **License Info** button in the **Speed Momentum** tab.

Once you enter your license key, click the Activate License button to activate it, and Speed Momentum Tools will be ready to use.

If you'd like to try the product for free, simply press Activate Free Trial for 14 days of free access. Note that the free trial can only be activated once.

You can check your license status at any time by pressing the **License Info** button.
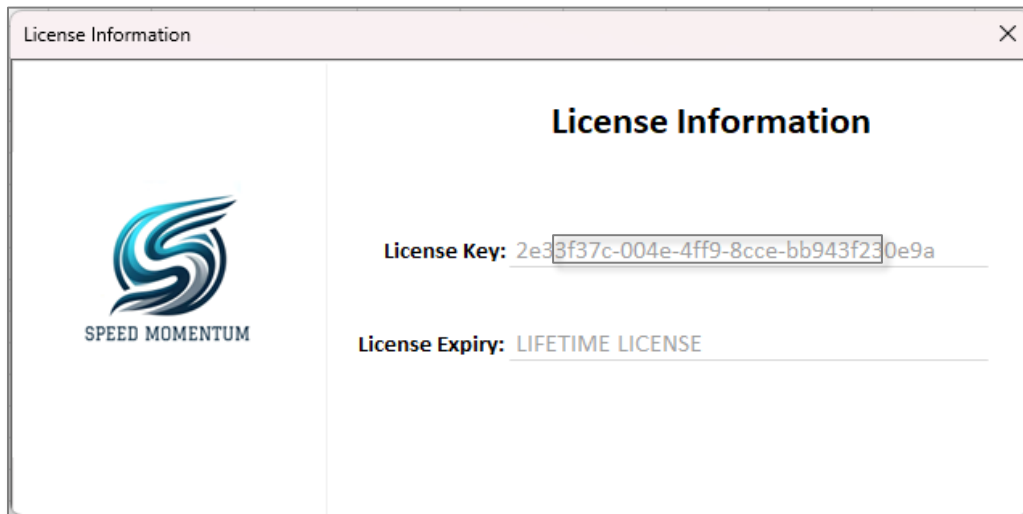
Speed Momentum Tools
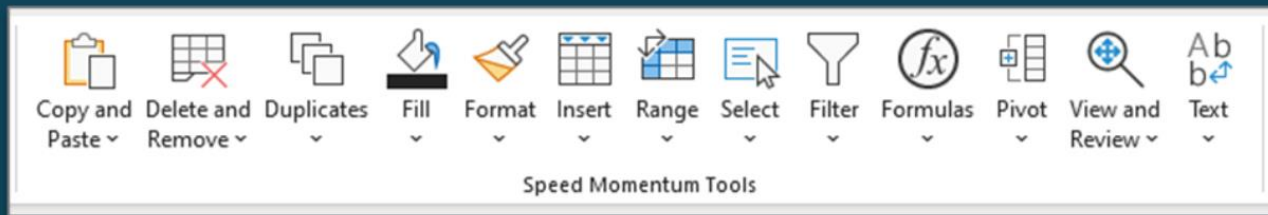
Speed Momentum Tools is a comprehensive suite designed to elevate your Excel experience. Offering a wide array of features, these tools simplify data manipulation, formatting, and automation. From quickly removing duplicates and cleaning data to advanced functions like pivoting and filtering, Speed Momentum Tools ensures that every task, no matter how complex, can be completed with ease and precision.

This toolset is crafted to save you time, reduce manual effort, and enhance the accuracy of your data work, allowing you to focus on insights rather than tedious tasks.
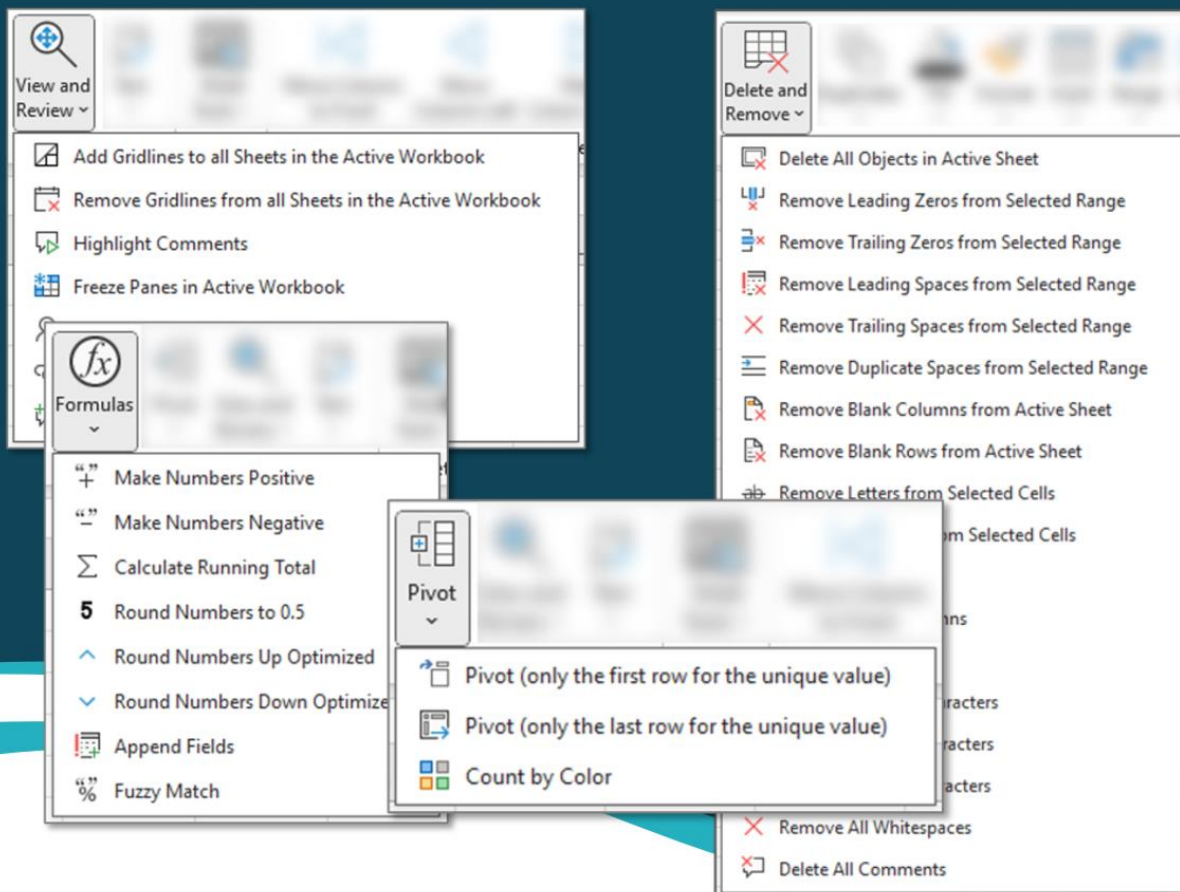
Copy and Paste
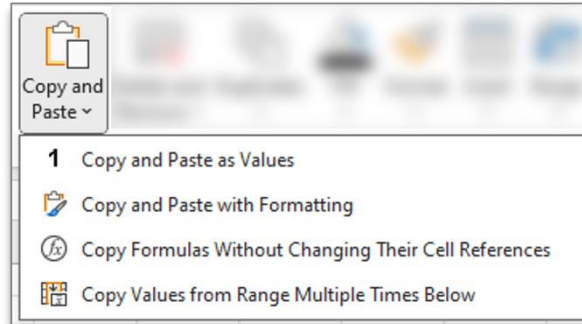
Copy and Paste as Values

This tool allows you to copy a range of cells and paste only the values (without formulas or formatting) to another location. Steps to use:

1. Select the range to copy: start by choosing the range of cells you want to copy. This is where you will select all the cells that contain the data you want to transfer.

2. Next, choose the single cell where you want to paste the values from the range you selected. Make sure only one cell is selected for the paste operation.

3. Once you complete these steps, the tool will paste only the values (not the formulas, styles, conditional formatting, etc.) from the selected range into and starting from the chosen cell. This ensures that you transfer just the data you need without any underlying formulas or formatting.

F2			fx	4300		
	A	B	C	D	E	F
1	Department	Number of employees	Total Salary for all employees	Average Monthly Salary per employee		
2	Legal	9	38,700	4,300		4300
3	Tax	15	61,500	4,100		4100
4	Accounting	25	100,000	4,000		4000
5	Audit	28	109,200	3,900		3900

Copy and Paste with Formatting

Copy and Paste with Formatting

This tool allows you to copy a range of cells and paste only the values (without formulas) including the formatting to another location. Steps to use:

1. Select the range to copy: start by choosing the range of cells you want to copy. This is where you will select all the cells that contain the data you want to transfer.

D2			fx	=C2/B2			
	A	B	C	D	E	F	G
1	Department	Number of employees	Total Salary for all employees	Average Monthly Salary per employee	Input		? X
2	Legal	9	38,700	4,300	Select the range to copy:		
3	Tax	15	61,500	4,100	$D$2:$D$5		
4	Accounting	25	100,000	4,000		OK	Cancel
5	Audit	28	109,200	3,900			

2. Next, choose the single cell where you want to paste the values from the range you selected. Make sure only one cell is selected for the paste operation.

	F	G	H	I	J	K
		Input			?	X
		Select the cell where you want to paste values and formatting:				
		$F$2				
				OK	Cancel	

3. Once you complete these steps, the tool will paste only the values (not the formulas) from the selected range into and starting from the chosen cell. This ensures that you transfer just the data you need, including the formatting and without any underlying formulas.

Copy Formulas Without Changing Their Cell References

This tool allows you to copy formulas from one range of cells and paste them into another range without altering the cell references within the formulas.

1. Select the range to copy: start by choosing the range of cells you want to copy. This is where you will select all the cells that contain the data you want to transfer.

2. Next, choose the single cell where you want to paste the values, including the formulas and references from the range you selected. Make sure only one cell is selected for the paste operation.

3. Once you complete these steps, the tool will paste the values, including the formulas and references from the selected range into and starting from the chosen cell.

Copy Values from Range Multiple Times Below

This tool allows you to copy a selected range of cells multiple times below in the worksheet.

1. Select the Range to Copy: start by choosing the range of cells you want to copy
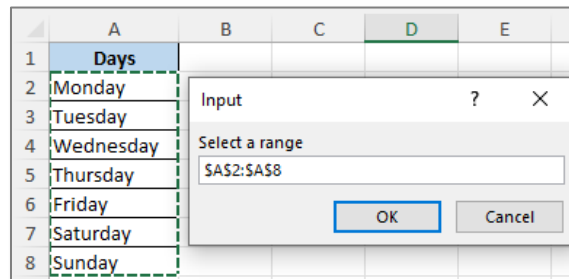
2. Enter the number of times you want to copy the selected range below in the worksheet. The tool will inform you regarding the maximum multiplication of data considering the Excel rows limit.
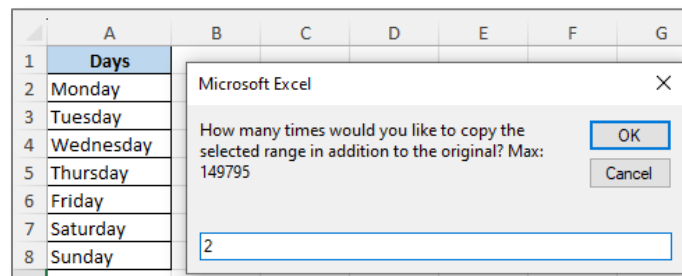
3. Once you complete these steps, the tool will copy the selected range and paste it multiple times down the worksheet, based on the number you entered.
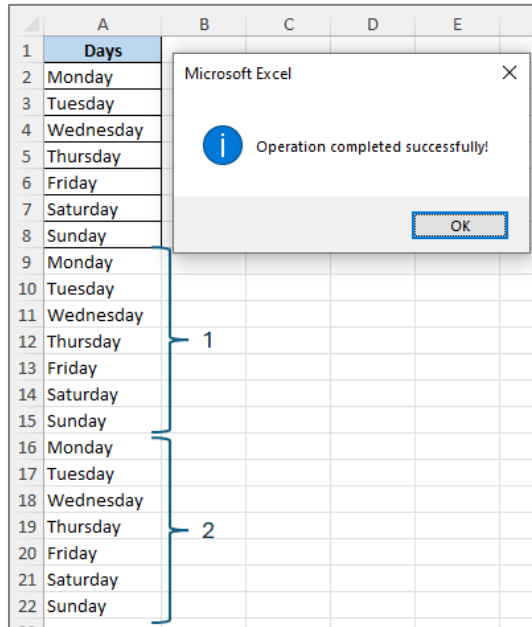
Delete and Remove
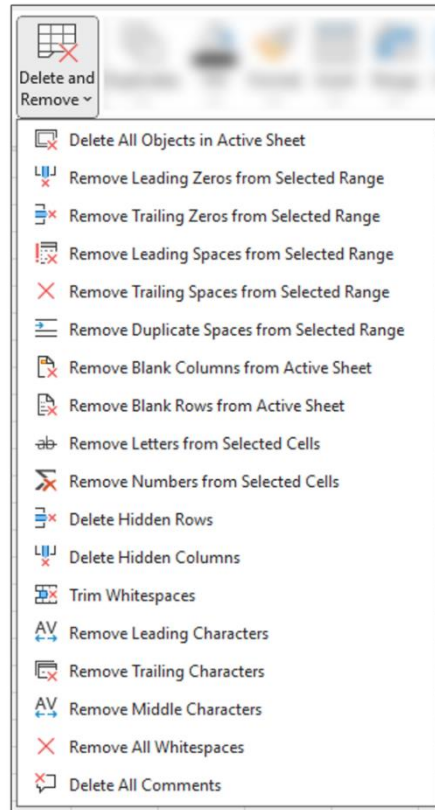
Delete All Objects in Active Sheet
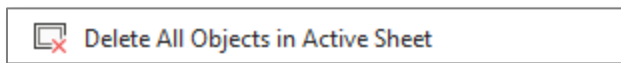
This tool allows you to automatically delete all shapes, charts, text boxes, and other objects from the active worksheet. The undo function is not available for this tool. Steps to Use:

1. Select "Delete All Objects in Active Sheet"

2. A confirmation dialog will appear asking if you are sure you want to delete all objects. Click "OK" to proceed or "Cancel" to abort. Once you click OK, the tool will automatically delete all shapes, charts, text boxes, and other objects from the active worksheet.
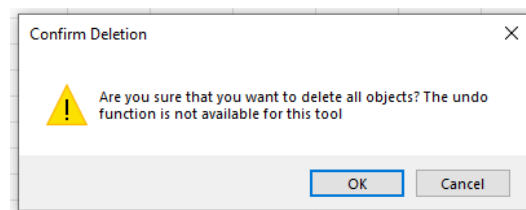
Remove Leading Zeros from Selected Range

This tool removes any leading zeros (0) from the numeric or alphanumeric values within your selected range. The tools checks if the selected range contains any formulas. If formulas are found, it displays an error message and exits. Steps to use:

1. Select the range of cells from which you want to remove leading zeros and click "OK".

2. The tool processes each cell in the selected range, removing leading zeros from each value.

Remove Trailing Zeros from Selected Range
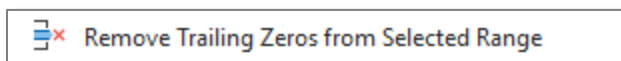
This tool removes any trailing zeros (0) from the numeric or alphanumeric values within your selected range. The tools checks if the selected range contains any formulas. If formulas are found, it displays an error message and exits. Steps to use:

1. Select the range of cells from which you want to remove trailing zeros and click "OK".

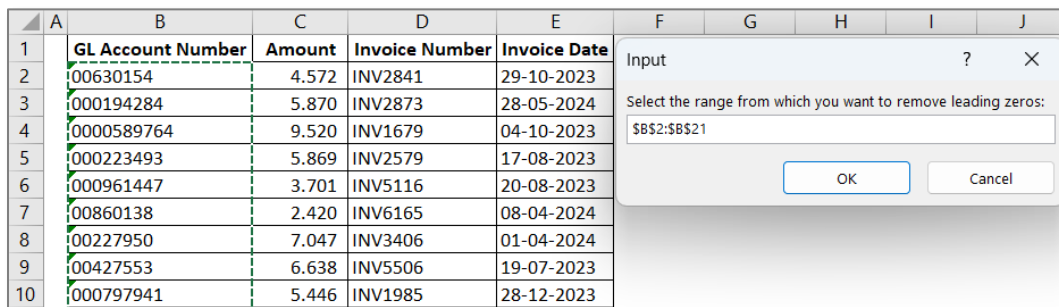2. The tool processes each cell in the selected range, removing trailing zeros from each value.

Remove Leading Spaces from Selected Range

This tool removes any leading spaces from the numeric or alphanumeric values within your selected range. The tools checks if the selected range contains any formulas. If formulas are found, it displays an error message and exits. Steps to use:

1. Select the range of cells from which you want to remove leading spaces and click OK.

2. The tool processes each cell in the selected range, removing leading spaces from each selected cell.
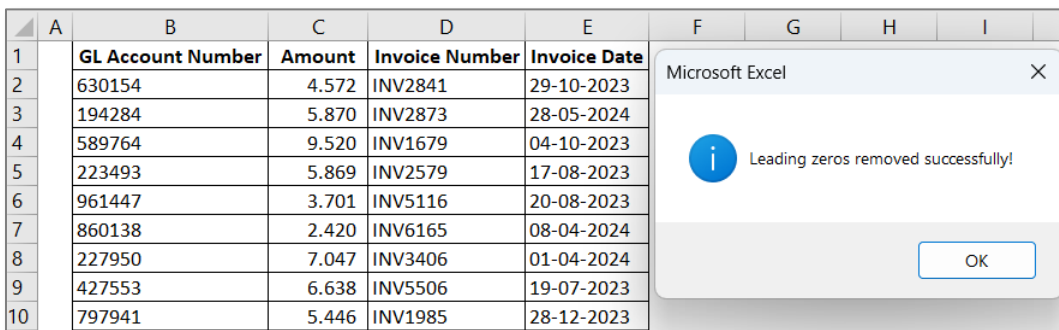

Remove Trailing Spaces from Selected Range

This tool removes any trailing spaces from the numeric or alphanumeric values within your selected range. The tools checks if the selected range contains any formulas. If formulas are found, it displays an error message and exits. Steps to use:

1. Select the range of cells from which you want to remove trailing spaces and click OK.

2. The tool processes each cell in the selected range, removing trailing spaces from each selected cell.

Remove Duplicate Spaces from Selected Range

This tool removes any duplicate spaces from the numeric or alphanumeric values within your selected range and leaves one space. The tools checks if the selected range contains any formulas. If formulas are found, it displays an error message and exits. Steps to use:

1. Select the range of cells from which you want to remove duplicate spaces and click OK.
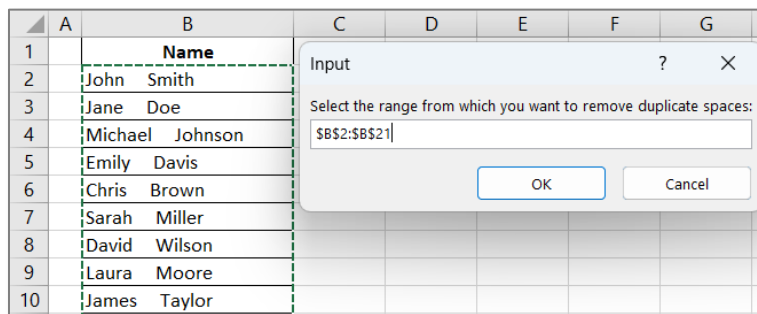
2. The tool processes each cell in the selected range, removing duplicate spaces from each selected cell and leaves one space.
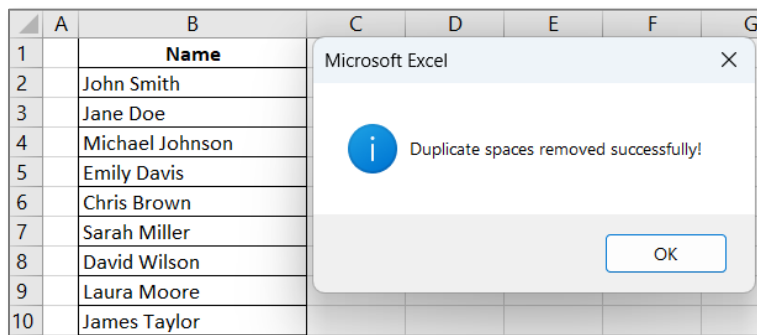
Remove Blank Columns from Active Sheet

This tool removes all columns in the active worksheet that contain no data in the used range. Once the tool is selected all blank columns in the active worksheet will be deleted.

Example – before running the tool:

	A	B	C	D	E	F	G	H	I
1		GL Account Number			Amount		Invoice Number		Invoice Date
2		00630154			4,572		INV2841		29-10-2023
3		000194284			5,870		INV2873		28-05-2024
4		0000589764			9,520		INV1679		04-10-2023
5		000223493			5,869		INV2579		17-08-2023
6		000961447			3,701		INV5116		20-08-2023
7		00860138			2,420		INV6165		08-04-2024
8		00227950			7,047		INV3406		01-04-2024
9		00427553			6,638		INV5506		19-07-2023
10		000797941			5,446		INV1985		28-12-2023

After running the tool. Columns A, C, D, F and H have been removed.

	A	B	C	D	E	F	G	H
1	GL Account Number	Amount	Invoice Number	Invoice Date				
2	00630154	4,572	INV2841	29-10-2023				
3	000194284	5,870	INV2873	28-05-2024	Operation Complete			✕
4	0000589764	9,520	INV1679	04-10-2023				
5	000223493	5,869	INV2579	17-08-2023		5 blank column(s) removed.		
6	000961447	3,701	INV5116	20-08-2023				
7	00860138	2,420	INV6165	08-04-2024				
8	00227950	7,047	INV3406	01-04-2024			OK	
9	00427553	6,638	INV5506	19-07-2023				
10	000797941	5,446	INV1985	28-12-2023				

Remove Blank Rows from Active Sheet

📄 Remove Blank Rows from Active Sheet

This tool removes all rows in the active worksheet that contain no data in the used range. Once the tool is selected all blank rows in the active worksheet will be deleted.

Example – before running the tool:

	A	B	C	D
1	GL Account Number	Amount	Invoice Number	Invoice Date
2	00630154	4,572	INV2841	29-10-2023
3				
4				
5	000194284	5,870	INV2873	28-05-2024
6	0000589764	9,520	INV1679	04-10-2023
7				
8	000223493	5,869	INV2579	17-08-2023
9				
10	000961447	3,701	INV5116	20-08-2023
11	00860138	2,420	INV6165	08-04-2024
12				
13	00227950	7,047	INV3406	01-04-2024
14	00427553	6,638	INV5506	19-07-2023
15	000797941	5,446	INV1985	28-12-2023

After running the tool and selecting "OK".

Remove Letters from Selected Cells

This tool removes all alphabetic characters from the selected range of cells. This is particularly useful when you have a mixture of numbers and letters in cells and wish to perform numerical operations. Just select the range you'd like to clean, and this tool will leave behind only the non-letter characters. Please note that merged cells are not supported; unmerge any cells in the range before proceeding. Steps to use:

1. Select the range of cells from which you want to remove the letters and click "OK".
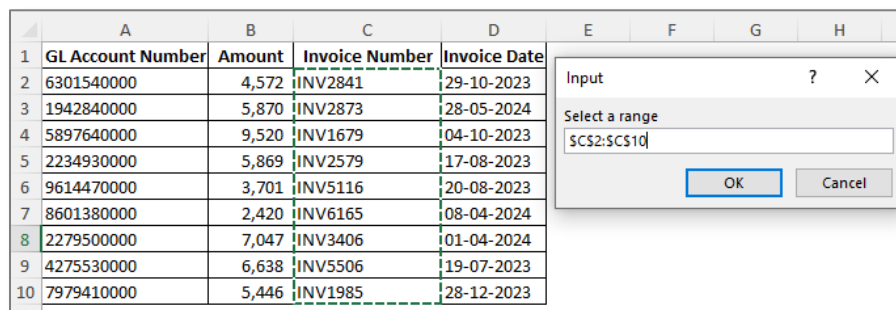
2. The tool processes each cell in the selected range, removing all letters from each selected cell. In the range selected the prefix "INV" has been deleted, leaving just the invoice number in column C.

	A	B	C	D
1	GL Account Number	Amount	Invoice Number	Invoice Date
2	6301540000	4,572	2841	29-10-2023
3	1942840000	5,870	2873	28-05-2024
4	5897640000	9,520	1679	04-10-2023
5	2234930000	5,869	2579	17-08-2023
6	9614470000	3,701	5116	20-08-2023
7	8601380000	2,420	6165	08-04-2024
8	2279500000	7,047	3406	01-04-2024
9	4275530000	6,638	5506	19-07-2023
10	7979410000	5,446	1985	28-12-2023

Remove Numbers from Selected Cells

Remove Numbers from Selected Cells

This tool removes all numeric characters from the selected range of cells.

This is particularly useful when you have a mixture of numbers and letters in cells and wish to perform only alphabetical operations. Just select the range you'd like to clean, and this tool will leave behind only the non-numeric characters.

Please note that merged cells are not supported; unmerge any cells in the range before proceeding. Steps to use:

1. Select the range of cells from which you want to remove the numbers and click "OK".

	A	B	C	D	E	F
1	Name					
2	1John Smith					
3	2Jane Doe					
4	3Michael Johnson		Input		?	×
5	4Emily Davis		Select a range			
6	5Chris Brown		$A$2:$A$11			
7	6Sarah Miller					
8	7David Wilson			OK	Cancel	
9	8Laura Moore					
10	9James Taylor					
11	10Emma Anderson					
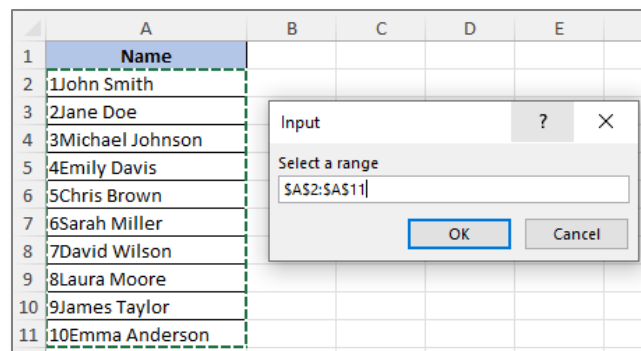
2. The tool processes each cell in the selected range, removing all numbers from each selected cell.

	A
1	**Name**
2	John Smith
3	Jane Doe
4	Michael Johnson
5	Emily Davis
6	Chris Brown
7	Sarah Miller
8	David Wilson
9	Laura Moore
10	James Taylor
11	Emma Anderson

Delete Hidden Rows

⇥× Delete Hidden Rows

This tool deletes all hidden rows in the active worksheet. Steps to use:

1. Select the tool and all hidden rows in the active worksheet will be deleted.

2. Confirmation message will appear. Click OK if you want to delete all hidden rows. Please note that the undo function is not available for this tool. Please save your workbook before running the tool.

Example – before running the tool:

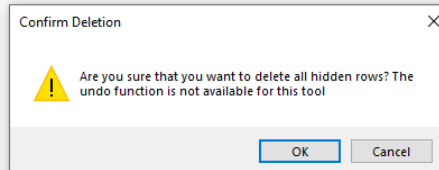|	A	B	C	D
1	GL Account Number	Amount	Invoice Number	Invoice Date
2	00630154	4,572	INV2841	29-10-2023
3	000194284	5,870	INV2873	28-05-2024
4	0000589764	9,520	INV1679	04-10-2023
10	00227950	7,047	INV3406	01-04-2024
12	000797941	5,446	INV1985	28-12-2023
13	0000437685	7,829	INV6013	07-05-2024
14	000902791	8,968	INV5254	09-12-2023
16	000935660	1,655	INV2624	30-05-2024
17	00998166	9,570	INV1758	18-11-2023
18	0000432500	9,686	INV7355	25-09-2023
21	000750720	5,377	INV8549	14-12-2023
22	0000645889	4,066	INV9256	01-05-2024
24	0000326877	3,140	INV4359	23-02-2024
25	0000127492	6,015	INV9625	06-06-2024
27	00240610	7,748	INV5818	05-04-2024

Confirm Deletion ✕

⚠ Are you sure that you want to delete all hidden rows? The undo function is not available for this tool

OK   Cancel

After running the tool.

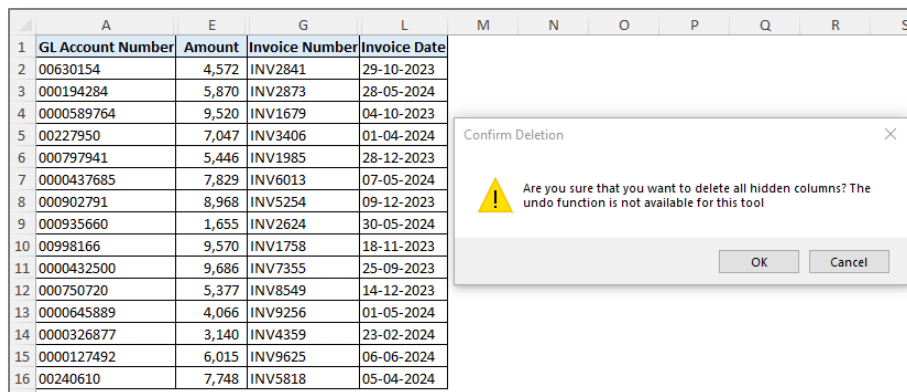|	A	B	C	D
1	GL Account Number	Amount	Invoice Number	Invoice Date
2	00630154	4,572	INV2841	29-10-2023
3	000194284	5,870	INV2873	28-05-2024
4	0000589764	9,520	INV1679	04-10-2023
5	00227950	7,047	INV3406	01-04-2024
6	000797941	5,446	INV1985	28-12-2023
7	0000437685	7,829	INV6013	07-05-2024
8	000902791	8,968	INV5254	09-12-2023
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12	000750720	5,377	INV8549	14-12-2023
13	0000645889	4,066	INV9256	01-05-2024
14	0000326877	3,140	INV4359	23-02-2024
15	0000127492	6,015	INV9625	06-06-2024
16	00240610	7,748	INV5818	05-04-2024

Delete Hidden Columns

⊔⊔ Delete Hidden Columns

This tool deletes all hidden columns in the active worksheet. Steps to use:

1. Select the tool and all hidden columns in the active worksheet will be deleted.

2. Confirmation message will appear. Click OK if you want to delete all hidden columns. Please note that the undo function is not available for this tool. Please save your workbook before running the tool.

Example – before running the tool:

	A	E	G	L	M	N	O	P	Q	R	S
1	GL Account Number	Amount	Invoice Number	Invoice Date							
2	00630154	4,572	INV2841	29-10-2023							
3	000194284	5,870	INV2873	28-05-2024							
4	0000589764	9,520	INV1679	04-10-2023							
5	00227950	7,047	INV3406	01-04-2024							
6	000797941	5,446	INV1985	28-12-2023							
7	0000437685	7,829	INV6013	07-05-2024							
8	000902791	8,968	INV5254	09-12-2023							
9	000935660	1,655	INV2624	30-05-2024							
10	00998166	9,570	INV1758	18-11-2023							
11	0000432500	9,686	INV7355	25-09-2023							
12	000750720	5,377	INV8549	14-12-2023							
13	0000645889	4,066	INV9256	01-05-2024							
14	0000326877	3,140	INV4359	23-02-2024							
15	0000127492	6,015	INV9625	06-06-2024							
16	00240610	7,748	INV5818	05-04-2024							

Confirm Deletion ✕

⚠ Are you sure that you want to delete all hidden columns? The undo function is not available for this tool

OK　　　Cancel

After running the tool.

	A	B	C	D
1	GL Account Number	Amount	Invoice Number	Invoice Date
2	00630154	4,572	INV2841	29-10-2023
3	000194284	5,870	INV2873	28-05-2024
4	0000589764	9,520	INV1679	04-10-2023
5	00227950	7,047	INV3406	01-04-2024
6	000797941	5,446	INV1985	28-12-2023
7	0000437685	7,829	INV6013	07-05-2024
8	000902791	8,968	INV5254	09-12-2023
9	000935660	1,655	INV2624	30-05-2024
10	00998166	9,570	INV1758	18-11-2023
11	0000432500	9,686	INV7355	25-09-2023
12	000750720	5,377	INV8549	14-12-2023
13	0000645889	4,066	INV9256	01-05-2024
14	0000326877	3,140	INV4359	23-02-2024
15	0000127492	6,015	INV9625	06-06-2024
16	00240610	7,748	INV5818	05-04-2024

Trim Whitespaces

Trim Whitespaces

This tool removes leading and trailing spaces from the numeric or alphanumeric values within your selected range. The tools checks if the selected range contains any formulas. If formulas are found, it displays an error message and exits.

1. Select the range of cells from which you want to remove leading and trailing spaces and click OK.

	A	B	C	D	E	F	G	H	I	J
1		GL Account Number	Amount		Invoice Number	Invoice Date	Input		?	×
2		6301540000	4.572		INV2841	29-10-2023				
3		1942840000	5.870		INV2873	28-05-2024	Select the range to trim:			
4		5897640000	9.520		INV1679	04-10-2023	$D$2:D21A			
5		2234930000	5.869		INV2579	17-08-2023				
6		9614470000	3.701		INV5116	20-08-2023	OK		Cancel	
7		8601380000	2.420		INV6165	08-04-2024				
8		2279500000	7.047	INV3406		01-04-2024				
9		4275530000	6.638	INV5506		19-07-2023				
10		7979410000	5.446	INV1985		28-12-2023				

2. The tool processes each cell in the selected range, removing leading and trailing spaces from each selected cell.

	A	B	C	D	E	F	G	H
1	GL Account Number	Amount	Invoice Number	Invoice Date				
2	6301540000	4,572	INV2841	29-10-2023				
3	1942840000	5,870	INV2873	28-05-2024				
4	5897640000	9,520	INV1679	04-10-2023				
5	2234930000	5,869	INV2579	17-08-2023				
6	9614470000	3,701	INV5116	20-08-2023				
7	8601380000	2,420	INV6165	08-04-2024				
8	2279500000	7,047	INV3406	01-04-2024				
9	4275530000	6,638	INV5506	19-07-2023				
10	7979410000	5,446	INV1985	28-12-2023				

Microsoft Excel

Trim operation completed successfully.

OK

Remove Leading Characters

AV Remove Leading Characters

This tool removes a specified number of leading characters from the values in a selected range of cells. The tools checks if the selected range contains any formulas. If formulas are found, it displays an error message and exits. Steps to use:
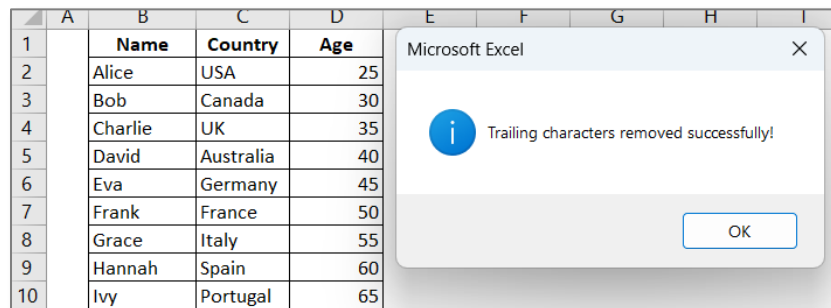
1. Select the range of cells from which you want to remove a specified number of leading characters from the values and click OK.
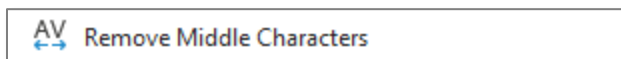
	A	B	C	D	E	F	G	H	I
1	Name	Country	Age						
2	101Alice	USA	25						
3	102Bob	Canada	30						
4	103Charlie	UK	35						
5	104David	Australia	40						
6	105Eva	Germany	45						
7	106Frank	France	50						
8	107Grace	Italy	55						
9	108Hannah	Spain	60						
10	109Ivy	Portugal	65						
11	110Jack	Netherlands	70						
12	111Katie	Belgium	22						
13	112Liam	Sweden	28						
14	113Mia	Norway	33						
15	114Noah	Denmark	38						
16	115Olivia	Finland	43						

Input

Select the range from which you want to remove leading characters:

$A$2:$A$16

OK   Cancel

2. Enter the number of leading characters to remove.

	A	B	C	D	E	F	G
1	**Name**	**Country**	**Age**				
2	101Alice	USA	25				
3	102Bob	Canada	30				
4	103Charlie	UK	35				
5	104David	Australia	40				
6	105Eva	Germany	45				
7	106Frank	France	50				
8	107Grace	Italy	55				
9	108Hannah	Spain	60				
10	109Ivy	Portugal	65				
11	110Jack	Netherlands	70				
12	111Katie	Belgium	22				
13	112Liam	Sweden	28				
14	113Mia	Norway	33				
15	114Noah	Denmark	38				
16	115Olivia	Finland	43				

Input ? ✕
Enter the number of leading characters to remove:
3
OK   Cancel

3. The tool processes each cell in the selected range, removing a specified number of leading characters from the values in each selected cell.

	A	B	C	D	E	F	G	H
1	**Name**	**Country**	**Age**					
2	Alice	USA	25					
3	Bob	Canada	30					
4	Charlie	UK	35					
5	David	Australia	40					
6	Eva	Germany	45					
7	Frank	France	50					
8	Grace	Italy	55					
9	Hannah	Spain	60					
10	Ivy	Portugal	65					
11	Jack	Netherlands	70					
12	Katie	Belgium	22					
13	Liam	Sweden	28					
14	Mia	Norway	33					
15	Noah	Denmark	38					
16	Olivia	Finland	43					

Microsoft Excel ✕

ⓘ   Leading characters removed successfully!

OK

Remove Trailing Characters

🗅 Remove Trailing Characters

This tool removes a specified number of trailing characters from the values in a selected range of cells. The tools checks if the selected range contains any formulas. If formulas are found, it displays an error message and exits. Steps to use

1. Select the range of cells from which you want to remove a specified number of trailing characters from the values and click OK.

	A	B	C	D
1		Name	Country	Age
2		Alice101	USA	25
3		Bob102	Canada	30
4		Charlie103	UK	35
5		David104	Australia	40
6		Eva105	Germany	45
7		Frank106	France	50
8		Grace107	Italy	55
9		Hannah108	Spain	60
10		Ivy109	Portugal	65

Input   ?   ×

Select the range from which you want to remove trailing characters:

$B$2:$B$16

OK   Cancel

2. Enter the number of trailing characters to remove.

	A	B	C	D
1		Name	Country	Age
2		Alice101	USA	25
3		Bob102	Canada	30
4		Charlie103	UK	35
5		David104	Australia	40
6		Eva105	Germany	45
7		Frank106	France	50
8		Grace107	Italy	55
9		Hannah108	Spain	60
10		Ivy109	Portugal	65

Input   ?   ×

Enter the number of trailing characters to remove:

3

OK   Cancel

3. The tool processes each cell in the selected range, removing a specified number of trailing characters from the values in each selected cell.

	A	B	C	D
1		Name	Country	Age
2		Alice	USA	25
3		Bob	Canada	30
4		Charlie	UK	35
5		David	Australia	40
6		Eva	Germany	45
7		Frank	France	50
8		Grace	Italy	55
9		Hannah	Spain	60
10		Ivy	Portugal	65

Microsoft Excel   ×

ⓘ Trailing characters removed successfully!

OK

Remove Middle Characters

AV Remove Middle Characters

This tool removes a specified number of middle characters from the values in a selected range of cells.

The tools checks if the selected range contains any formulas. If formulas are found, it displays an error message and exits. Steps to use:

1. Select the range of cells from which you want to remove a specified number of middle characters from the values and click OK.

2. Enter the starting character position for removal:

3. Enter the number of characters to remove:

4. The tool processes each cell in the selected range, removing a specified number of middle characters from the values in each selected cell.

Remove All Whitespaces

> ✕ Remove All Whitespaces

This tool removes all spaces from the values in a selected range of cells. Steps to use:

1. Select the range of cells from which you want to remove all spaces and click OK.

	A	B	C	D
1		**Name**	**Country**	**Age**
2		A l i c e	USA	25
3		B o b	Canada	30
4		C h a r l i e	UK	35
5		D a v i d	Australia	40
6		E v a	Germany	45
7		F r a n k	France	50
8		G r a c e	Italy	55
9		H a n n a h	Spain	60
10		I v y	Portugal	65

Input   ?   ✕

Select the range from which you want to remove all spaces:

$B$2:$B$16

OK   Cancel
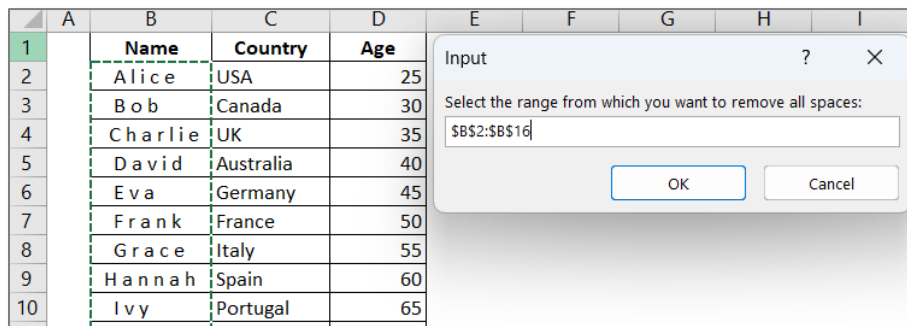
2. The tool processes each cell in the selected range, removing all spaces from each selected cell.

	A	B	C	D
1		**Name**	**Country**	**Age**
2		Alice	USA	25
3		Bob	Canada	30
4		Charlie	UK	35
5		David	Australia	40
6		Eva	Germany	45
7		Frank	France	50
8		Grace	Italy	55
9		Hannah	Spain	60
10		Ivy	Portugal	65

Microsoft Excel   ✕

ⓘ   All spaces removed successfully!

OK

Delete All Comments
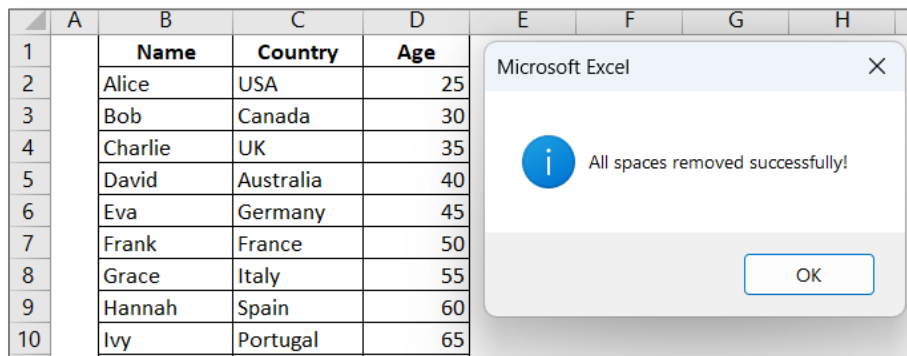
> 🗨 Delete All Comments
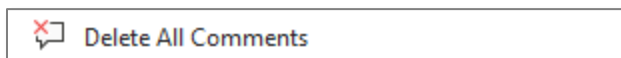
This tool allows you to automatically delete all comments in the active excel file. Once you select the tool, all comments will be deleted.

Example – before running the tool

After running the tool.

GL Account Number	Amount	Invoice Number	Invoice Date
6301540000	4,572	2841	29-10-2023
1942840000	5,870	2873	28-05-2024
5897640000	9,520	1679	04-10-2023
2234930000	5,869	2579	17-08-2023
9614470000	3,701	5116	20-08-2023
8601380000	2,420	6165	08-04-2024
2279500000	7,047	3406	01-04-2024
4275530000	6,638	5506	19-07-2023
7979410000	5,446	1985	28-12-2023
4376850000	7,829	6013	07-05-2024
9027910000	8,968	5254	09-12-2023
3268770000	3,140	4359	23-02-2024
1274920000	6,015	9625	06-06-2024
8961410000	9,937	4645	18-07-2023
2406100000	7,748	5818	05-04-2024
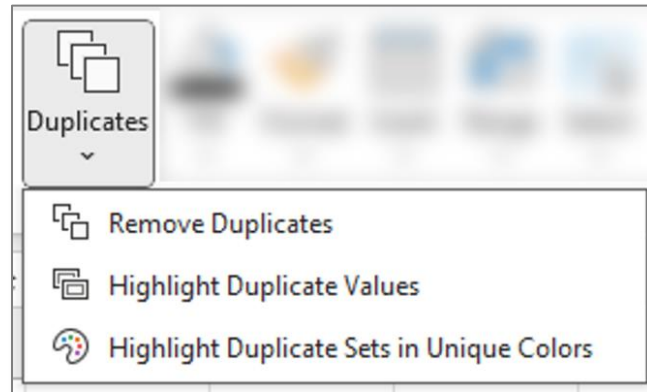
Duplicates

Remove Duplicates
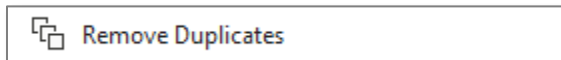
This tool allows you to remove duplicate values from a selected range and retain only the unique values. Steps to use:

1. Select the range of cells from which you want to remove the duplicates and leave only the one unique value from each duplicate and click OK.
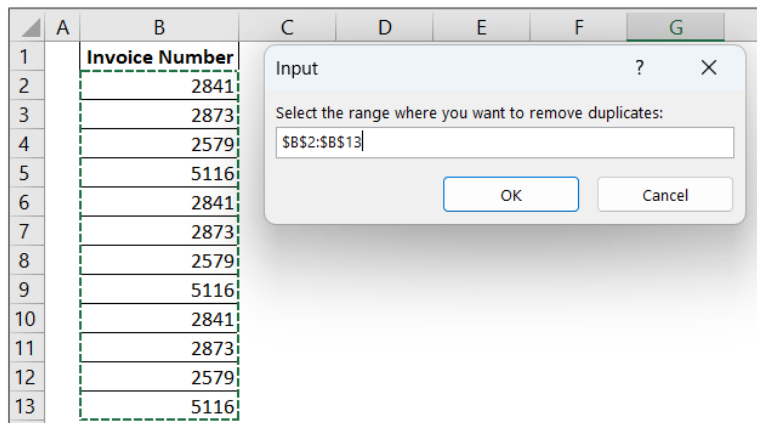
2. The tool processes each cell in the selected range, leaving only the one unique value from each duplicate or non-duplicate identified.
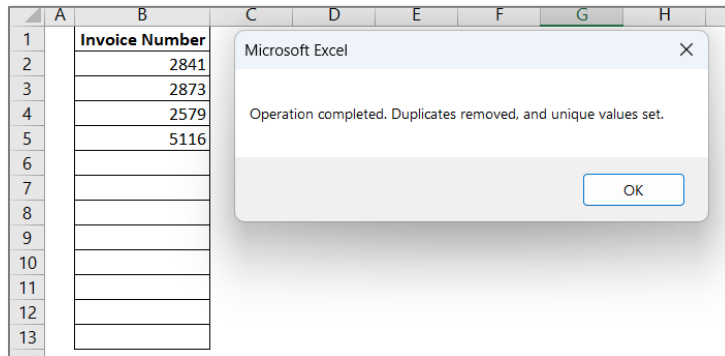
Highlight Duplicate Values

This tool allows you to identify and colorize duplicate values in a selected range of cells in your preferred colour. Steps to use:

1. Select the range of cells from which you want to identify and colorize duplicate values and click OK.
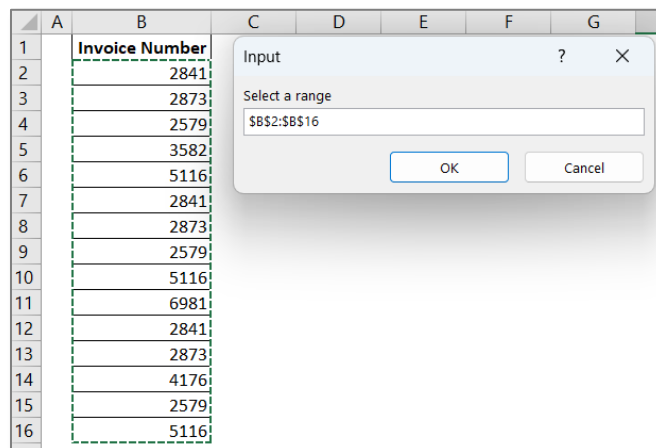
2. Choose your preferred colour and click OK:
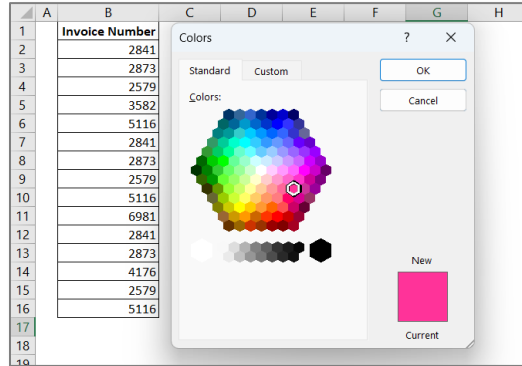
3. The tool processes each cell in the selected range and colorizes duplicate values in your selected colour.

Highlight Duplicate Sets in Unique Colours

This tool allows you to identify and colorize each duplicate value in a selected range of cells in unique colour. Steps to use:

1. Select the range of cells from which you want to identify and colour each duplicate value in unique colour and click OK.
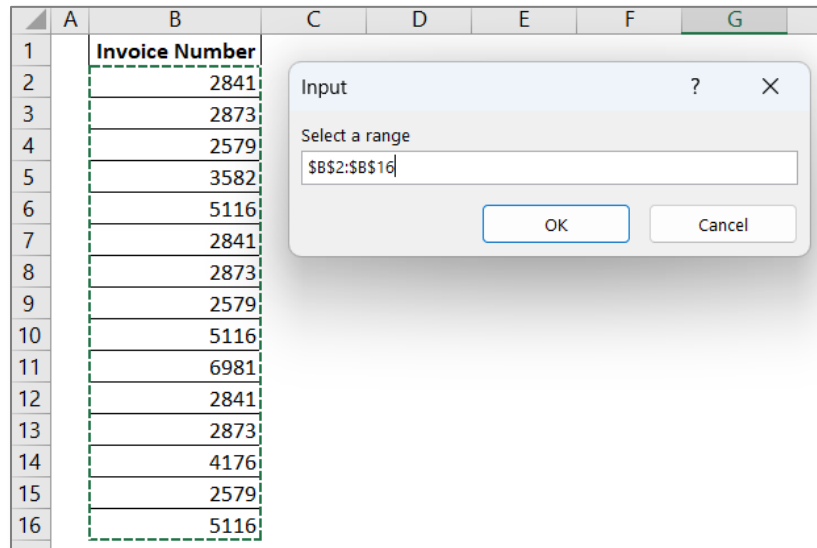
2. The tool processes each cell in the selected range and colorizes duplicate values, each in unique colour.
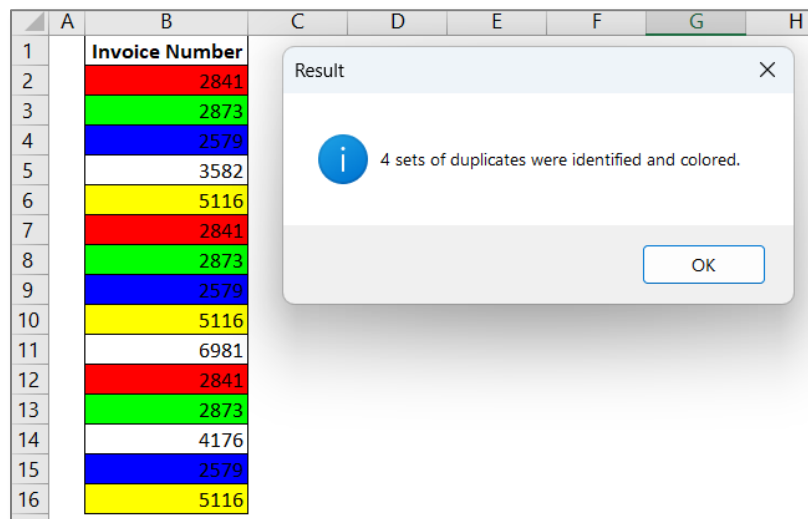
Fill
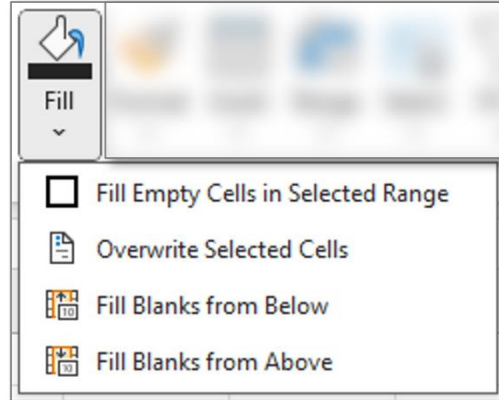
Fill Empty Cells in Selected Range

This tool allows you to fill empty cells in a selected range with a specified value. Steps to use:

1. Select the range of cells to fill and click OK.
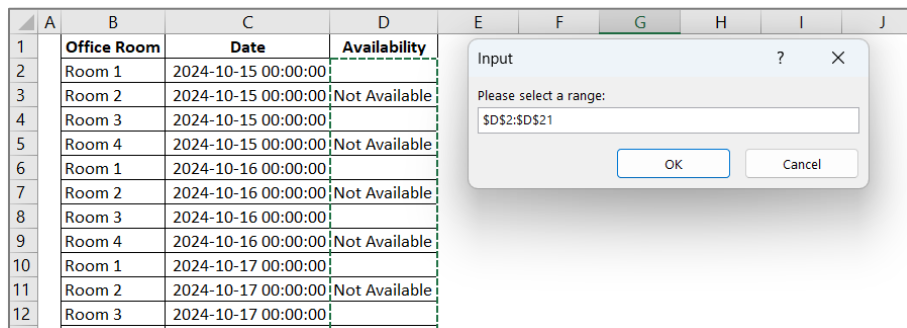
2. Specify the value for filling the empty cells in the selected range:
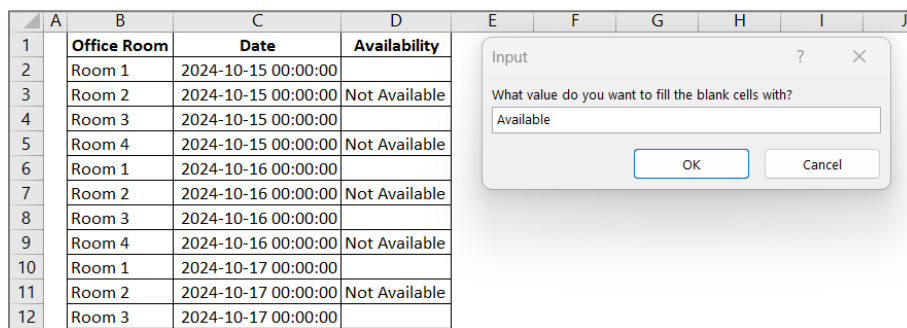
3. The tool processes each cell in the selected range, filling each empty cell with the specified value.

	A	B	C	D
1		Office Room	Date	Availability
2		Room 1	2024-10-15 00:00:00	Available
3		Room 2	2024-10-15 00:00:00	Not Available
4		Room 3	2024-10-15 00:00:00	Available
5		Room 4	2024-10-15 00:00:00	Not Available
6		Room 1	2024-10-16 00:00:00	Available
7		Room 2	2024-10-16 00:00:00	Not Available
8		Room 3	2024-10-16 00:00:00	Available
9		Room 4	2024-10-16 00:00:00	Not Available
10		Room 1	2024-10-17 00:00:00	Available
11		Room 2	2024-10-17 00:00:00	Not Available
12		Room 3	2024-10-17 00:00:00	Available

Overwrite Selected Cells

Overwrite Selected Cells

This tool allows you to overwrite selected cells in a range with a specified value. Steps to use:

1. Select the range of cells to fill and click OK.

	A	B	C	D	E	F	G	H	I
1		Office Room	Date	Availability					
2		Room 1	2024-10-15 00:00:00						
3		Room 2	2024-10-15 00:00:00	Not Available					
4		Room 3	2024-10-15 00:00:00						
5		Room 4	2024-10-15 00:00:00	Not Available					
6		Room 1	2024-10-16 00:00:00						
7		Room 2	2024-10-16 00:00:00	Not Available					
8		Room 3	2024-10-16 00:00:00						
9		Room 4	2024-10-16 00:00:00	Not Available					
10		Room 1	2024-10-17 00:00:00						
11		Room 2	2024-10-17 00:00:00	Not Available					
12		Room 3	2024-10-17 00:00:00						

Input   ?   ×

Select a range of cells to be overwritten:

;$D$8;$D$10;$D$12;$D$14;$D$16;$D$18;$D$20

OK   Cancel

2. Specify the value for overwriting the cells in the selected range:

	A	B	C	D	E	F	G	H	I
1		Office Room	Date	Availability					
2		Room 1	2024-10-15 00:00:00						
3		Room 2	2024-10-15 00:00:00	Not Available					
4		Room 3	2024-10-15 00:00:00						
5		Room 4	2024-10-15 00:00:00	Not Available					
6		Room 1	2024-10-16 00:00:00						
7		Room 2	2024-10-16 00:00:00	Not Available					
8		Room 3	2024-10-16 00:00:00						
9		Room 4	2024-10-16 00:00:00	Not Available					
10		Room 1	2024-10-17 00:00:00						
11		Room 2	2024-10-17 00:00:00	Not Available					
12		Room 3	2024-10-17 00:00:00						

Input   ?   ×

Enter the value to fill in the selected cells:

Available

OK   Cancel

3. The tool processes each cell in the selected range, overwriting each cell with the specified value.
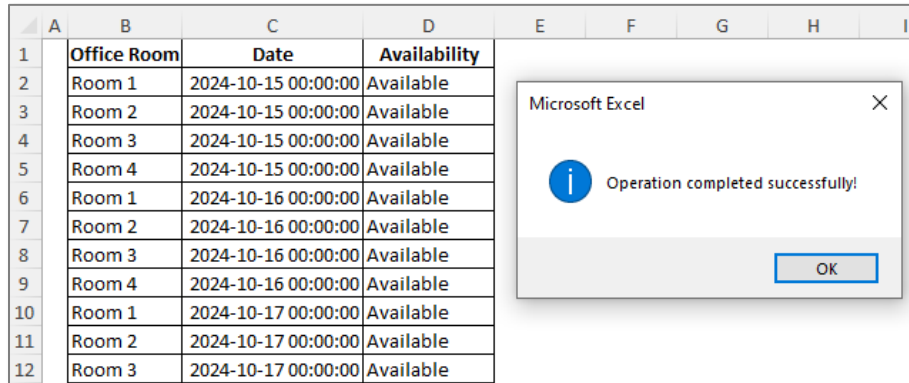
Fill Blanks from Below

This tool allows you to fill blank cells in a selected range with the value from the cell directly below it. Steps to use:

1. Select the range of cells where you want to fill the blanks from below.
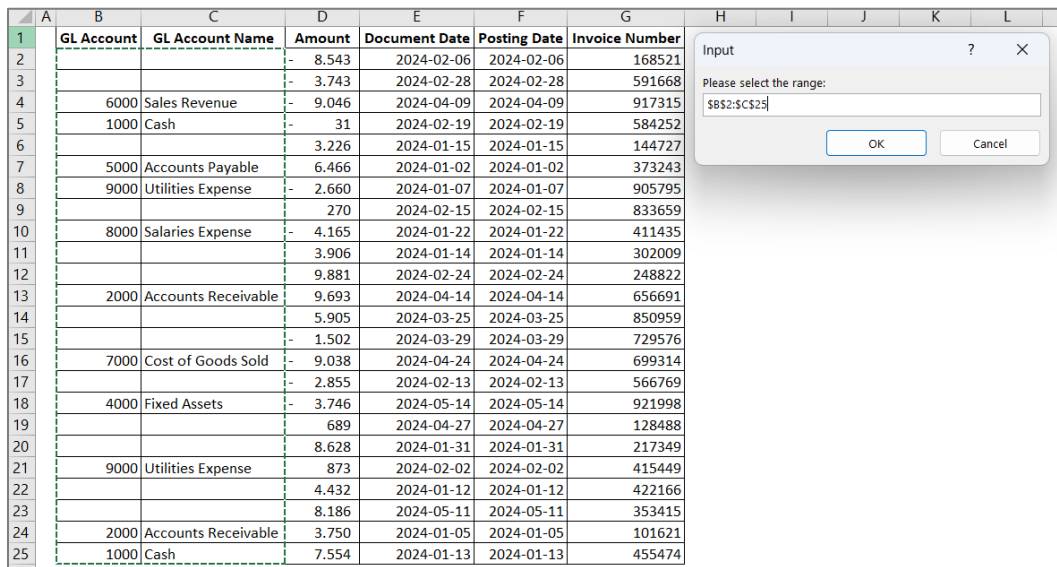
2. The tool processes each cell in the selected range, filling any blank cells with the value from the cell directly below it.

	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
1	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
2	6000	Sales Revenue	- 8.543	2024-02-06	2024-02-06	168521
3	6000	Sales Revenue	- 3.743	2024-02-28	2024-02-28	591668
4	6000	Sales Revenue	- 9.046	2024-04-09	2024-04-09	917315
5	1000	Cash	- 31	2024-02-19	2024-02-19	584252
6	5000	Accounts Payable	3.226	2024-01-15	2024-01-15	144727
7	5000	Accounts Payable	6.466	2024-01-02	2024-01-02	373243
8	9000	Utilities Expense	- 2.660	2024-01-07	2024-01-07	905795
9	8000	Salaries Expense	270	2024-02-15	2024-02-15	833659
10	8000	Salaries Expense	- 4.165	2024-01-22	2024-01-22	411435
11	2000	Accounts Receivable	3.906	2024-01-14	2024-01-14	302009
12	2000	Accounts Receivable	9.881	2024-02-24	2024-02-24	248822
13	2000	Accounts Receivable	9.693	2024-04-14	2024-04-14	656691
14	7000	Cost of Goods Sold	5.905	2024-03-25	2024-03-25	850959
15	7000	Cost of Goods Sold	- 1.502	2024-03-29	2024-03-29	729576
16	7000	Cost of Goods Sold	- 9.038	2024-04-24	2024-04-24	699314
17	4000	Fixed Assets	- 2.855	2024-02-13	2024-02-13	566769
18	4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998
19	9000	Utilities Expense	689	2024-04-27	2024-04-27	128488
20	9000	Utilities Expense	8.628	2024-01-31	2024-01-31	217349
21	9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
22	2000	Accounts Receivable	4.432	2024-01-12	2024-01-12	422166
23	2000	Accounts Receivable	8.186	2024-05-11	2024-05-11	353415
24	2000	Accounts Receivable	3.750	2024-01-05	2024-01-05	101621
25	1000	Cash	7.554	2024-01-13	2024-01-13	455474

Fill Blanks from Above

Fill Blanks from Above

This tool allows you to fill blank cells in a selected range with the value from the cell directly above it. Steps to use:

1. Select the range of cells where you want to fill the blanks from above.

2. The tool processes each cell in the selected range, filling any blank cells with the value from the cell directly above it.

	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
2	1000	Cash	7.554	2024-01-13	2024-01-13	455474
3	2000	Accounts Receivable	3.750	2024-01-05	2024-01-05	101621
4	2000	Accounts Receivable	8.186	2024-05-11	2024-05-11	353415
5	2000	Accounts Receivable	4.432	2024-01-12	2024-01-12	422166
6	9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
7	9000	Utilities Expense	8.628	2024-01-31	2024-01-31	217349
8	9000	Utilities Expense	689	2024-04-27	2024-04-27	128488
9	4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998
10	4000	Fixed Assets	- 2.855	2024-02-13	2024-02-13	566769
11	7000	Cost of Goods Sold	- 9.038	2024-04-24	2024-04-24	699314
12	7000	Cost of Goods Sold	- 1.502	2024-03-29	2024-03-29	729576
13	7000	Cost of Goods Sold	5.905	2024-03-25	2024-03-25	850959
14	2000	Accounts Receivable	9.693	2024-04-14	2024-04-14	656691
15	2000	Accounts Receivable	9.881	2024-02-24	2024-02-24	248822
16	2000	Accounts Receivable	3.906	2024-01-14	2024-01-14	302009
17	8000	Salaries Expense	- 4.165	2024-01-22	2024-01-22	411435
18	8000	Salaries Expense	270	2024-02-15	2024-02-15	833659
19	9000	Utilities Expense	- 2.660	2024-01-07	2024-01-07	905795
20	5000	Accounts Payable	6.466	2024-01-02	2024-01-02	373243

Format
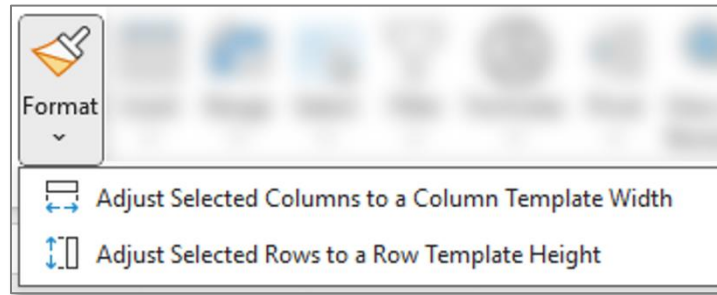
Adjust Selected Columns to a Column Template Width
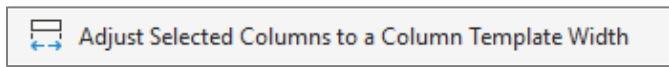
This tool allows you to apply only the width of a selected template column to other columns in a worksheet. Steps to use:

1. Select the template column whose width you want to use. You need to select entire column.
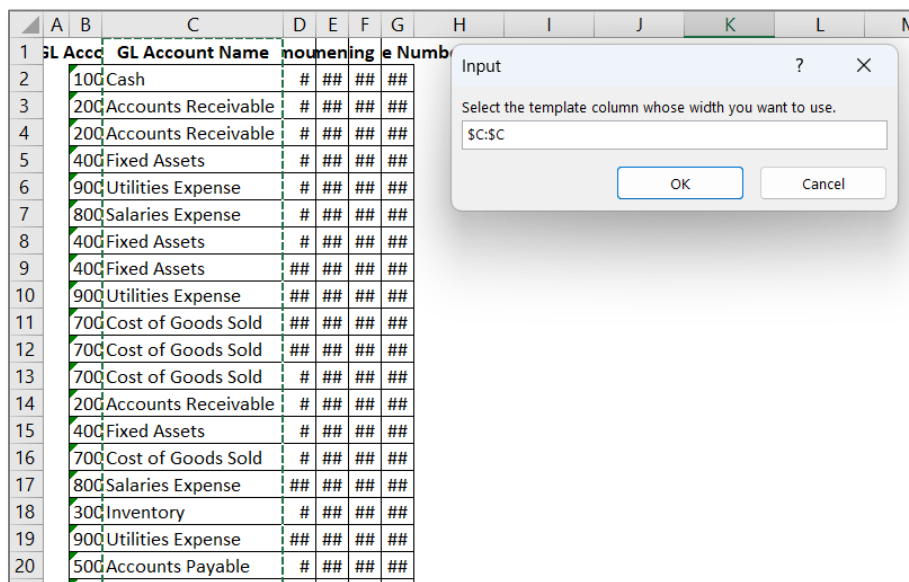
2. Select the columns you want to adjust to the template width. Select entire columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		GL Acco	GL Account Name	houn	ening	e Numb							
2		100	Cash	#	##	##	##						
3		200	Accounts Receivable	#	##	##	##						
4		200	Accounts Receivable	#	##	##	##						
5		400	Fixed Assets	#	##	##	##						
6		900	Utilities Expense	#	##	##	##						
7		800	Salaries Expense	#	##	##	##						
8		400	Fixed Assets	#	##	##	##						
9		400	Fixed Assets	##	##	##	##						
10		900	Utilities Expense	##	##	##	##						
11		700	Cost of Goods Sold	##	##	##	##						
12		700	Cost of Goods Sold	##	##	##	##						
13		700	Cost of Goods Sold	#	##	##	##						
14		200	Accounts Receivable	#	##	##	##						
15		400	Fixed Assets	#	##	##	##						
16		700	Cost of Goods Sold	#	##	##	##						
17		800	Salaries Expense	##	##	##	##						
18		300	Inventory	#	##	##	##						
19		900	Utilities Expense	##	##	##	##						
20		500	Accounts Payable	#	##	##	##						

Input   ? ✕

Select the columns you want to adjust to the template width.

$B:$B;$D:$G

OK   Cancel

3. The tool will apply the width of the template column to the selected target columns.

	A	B	C	D	E	F	G
1		GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
2		1000	Cash	7.554	2024-01-13	2024-01-13	455474
3		2000	Accounts Receivable	3.750	2024-01-05	2024-01-05	101621
4		2000	Accounts Receivable	8.186	2024-05-11	2024-05-11	353415
5		4000	Fixed Assets	4.432	2024-01-12	2024-01-12	422166
6		9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
7		8000	Salaries Expense	8.628	2024-01-31	2024-01-31	217349
8		4000	Fixed Assets	689	2024-04-27	2024-04-27	128488
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998
10		9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13	566769
11		7000	Cost of Goods Sold	- 9.038	2024-04-24	2024-04-24	699314
12		7000	Cost of Goods Sold	- 1.502	2024-03-29	2024-03-29	729576
13		7000	Cost of Goods Sold	5.905	2024-03-25	2024-03-25	850959
14		2000	Accounts Receivable	9.693	2024-04-14	2024-04-14	656691
15		4000	Fixed Assets	9.881	2024-02-24	2024-02-24	248822
16		7000	Cost of Goods Sold	3.906	2024-01-14	2024-01-14	302009
17		8000	Salaries Expense	- 4.165	2024-01-22	2024-01-22	411435
18		3000	Inventory	270	2024-02-15	2024-02-15	833659
19		9000	Utilities Expense	- 2.660	2024-01-07	2024-01-07	905795
20		5000	Accounts Payable	6.466	2024-01-02	2024-01-02	373243

Adjust Selected Rows to a Row Template Height

↕◻ Adjust Selected Rows to a Row Template Height
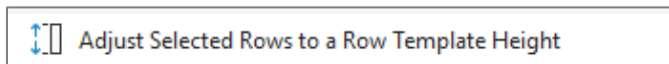
This tool allows you to apply only the height of a selected template row to other rows in a worksheet. Steps to use:

1. Select the template row whose height you want to use. You need to select entire row.

2. Select the rows you want to adjust to the template height. Select entire rows.

3. The tool will apply the height of the template row to the selected target rows.

Insert

Insert current date and time with seconds
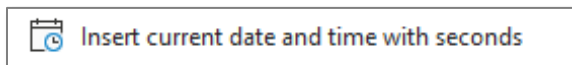
This tool allows you to insert the current date and time, including seconds, into a preselected cell. Step to use:

1. Select the tool and ensure that you select only one cell where you want to insert the date and time.

2. The tool will insert the current date and time, formatted as [dd-mm-yyyy hh:mm:ss], into the preselected cell.

◢	A	B	C	D
1				
2			9.8.2024 15:09	
3				
4				
5				
6				

Insert Current Time With Seconds

> ⏱ Insert Current Time With Seconds

This tool allows you to insert the current time, including seconds, into a preselected cell. Steps to use:

1. Select the tool and ensure that you select only one cell where you want to insert the current time, including seconds.

2. The tool will insert the current time, formatted as [hh:mm:ss], into the preselected cell.

◢	A	B	C	D
1				
2			15:21:53	
3				
4				

Insert Current Time (No Seconds)

> ◔ Insert Current Time (No Seconds)
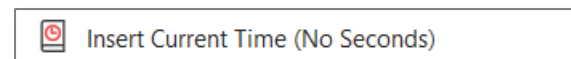
This tool allows you to insert the current time, seconds excluded, into a preselected cell. Steps to use:

1. Select the tool and ensure that you select only one cell where you want to insert the current time, without seconds.

2. The tool will insert the current time, formatted as [hh:mm], into the preselected cell.

Insert Workbook Path
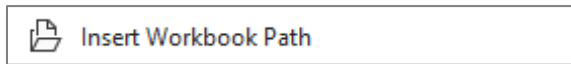
This tool allows you to insert the full path of the active workbook into a preselected cell. Steps to use:

1. Select the tool and ensure that you select only one cell where you want to insert the workbook path.

2. The tool will insert the full path of the active workbook, including the file name, into the preselected cell.
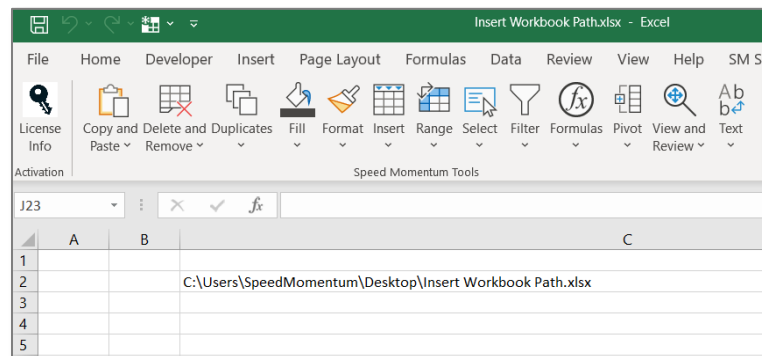
Insert Multiple Rows Above
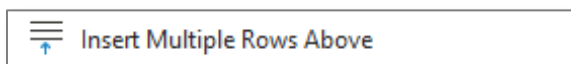
This tool allows you to insert a specified number of rows above a selected row in your worksheet. Steps to use:

1. Select the row where you want to insert rows above and click OK.

2. Enter the number of rows to insert above the selected row and click OK.

3. The tool will insert the specified number of rows above the selected row.

Insert Multiple Rows Below

> ☰ Insert Multiple Rows Below

This tool allows you to insert a specified number of rows below a selected row in your worksheet. Steps to use:

1. Select the row where you want to insert rows below and click OK.

	A	B	C	D	E	F	G	H	I	J
1		Name	Country	Age						
2		Alice	USA	25						
3		Bob	Canada	30						
4		Charlie	UK	35		Input			?	×
5		David	Australia	40						
6		Eva	Germany	45		Select a row where you want to insert rows below				
7		Frank	France	50		$2:$2				
8		Grace	Italy	55				OK	Cancel	
9		Hannah	Spain	60						
10		Ivy	Portugal	65						
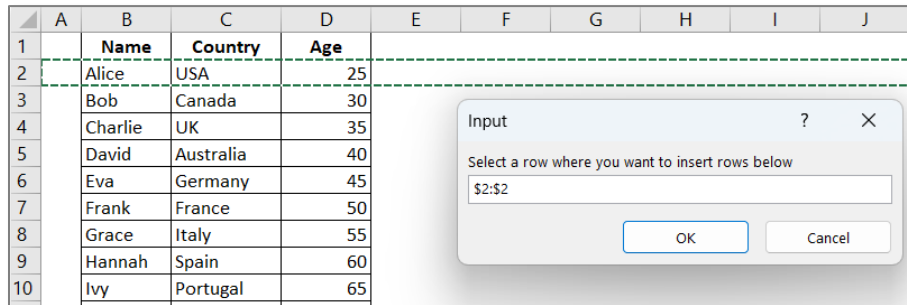
2. Enter the number of rows to insert below the selected row and click OK.

	A	B	C	D	E	F	G	H	I	J	K
1		Name	Country	Age							
2		Alice	USA	25	Number of Rows					×	
3		Bob	Canada	30							
4		Charlie	UK	35	How many rows do you want to insert below the			OK			
5		David	Australia	40	selected row?						
6		Eva	Germany	45				Cancel			
7		Frank	France	50							
8		Grace	Italy	55	5						
9		Hannah	Spain	60							
10		Ivy	Portugal	65							
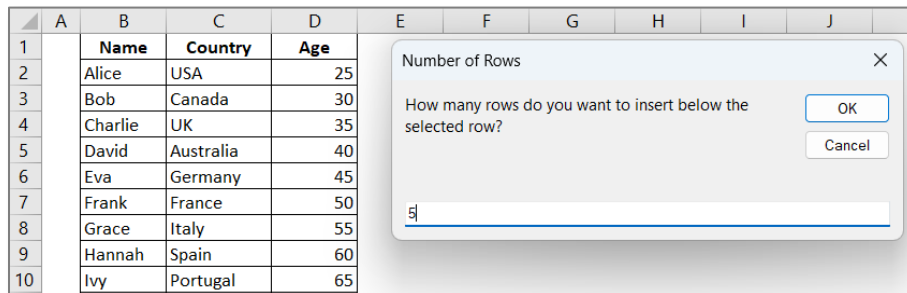
3. The tool will insert the specified number of rows below the selected row.

	A	B	C	D
1		Name	Country	Age
2		Alice	USA	25
3				
4				
5				
6				
7				
8		Bob	Canada	30
9		Charlie	UK	35
10		David	Australia	40
11		Eva	Germany	45
12		Frank	France	50
13		Grace	Italy	55
14		Hannah	Spain	60
15		Ivy	Portugal	65

Insert Multiple Columns To Left

This tool allows you to insert a specified number of columns to left at a selected position in your worksheet. Steps to use:

1. Select a single column where you want to insert the new columns.

2. Enter the number of columns to insert to the left and click OK.

3. The tool will insert the specified number of columns to the left of the selected column.

Insert Multiple Columns To Right

Insert Multiple Columns To Right

This tool allows you to insert a specified number of columns to right at a selected position in your worksheet. Steps to use:

1. Select a single column where you want to insert the new columns.

	A	B	C	D	E	F	G	H	I
1		Name	Country	Age	Input			?	×
2		Alice	USA	25					
3		Bob	Canada	30	Select a single column				
4		Charlie	UK	35	$B:$B				
5		David	Australia	40					
6		Eva	Germany	45		OK		Cancel	
7		Frank	France	50					
8		Grace	Italy	55					
9		Hannah	Spain	60					
10		Ivy	Portugal	65					

2. Enter the number of columns to insert to the right and click OK.

	A	B	C	D	E	F	G	H	I
1		Name	Country	Age	Input			?	×
2		Alice	USA	25					
3		Bob	Canada	30	How many columns do you want to insert?				
4		Charlie	UK	35	3				
5		David	Australia	40					
6		Eva	Germany	45		OK		Cancel	
7		Frank	France	50					
8		Grace	Italy	55					
9		Hannah	Spain	60					
10		Ivy	Portugal	65					

The tool will insert the specified number of columns to the right of the selected column.

	A	B	C	D	E	F	G	H	I	J	K	L
1		Name				Country	Age					
2		Alice				USA	25					
3		Bob				Canada	30	Microsoft Excel			×	
4		Charlie				UK	35					
5		David				Australia	40					
6		Eva				Germany	45	i 3 columns inserted successfully!				
7		Frank				France	50					
8		Grace				Italy	55					
9		Hannah				Spain	60			OK		
10		Ivy				Portugal	65					
11		Jack				Netherlands	70					
12		Katie				Belgium	22					
13		Liam				Sweden	28					
14		Mia				Norway	33					
15		Noah				Denmark	38					
16		Olivia				Finland	43					

Insert Number Sequence

This tool allows you to insert a sequence of numbers into a column, starting from a specified cell. Steps to use:

1. Select the cell where you want the numbering to start and click "OK".
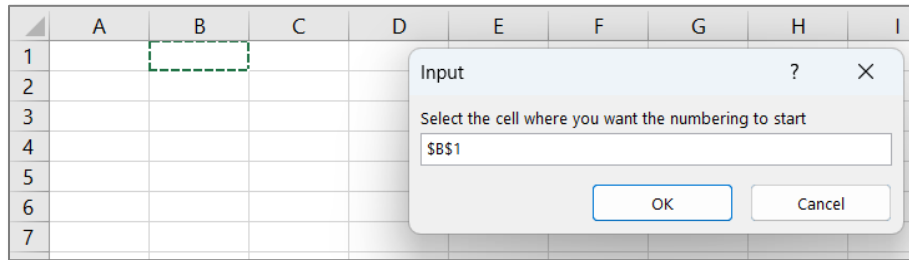
2. Enter the first number of the sequence and click OK.
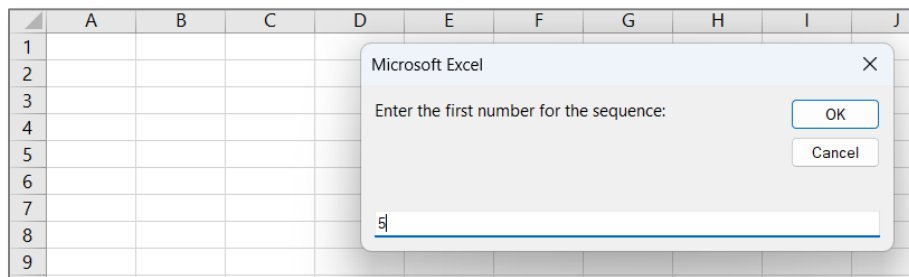
3. Enter the last number of the sequence and click OK.
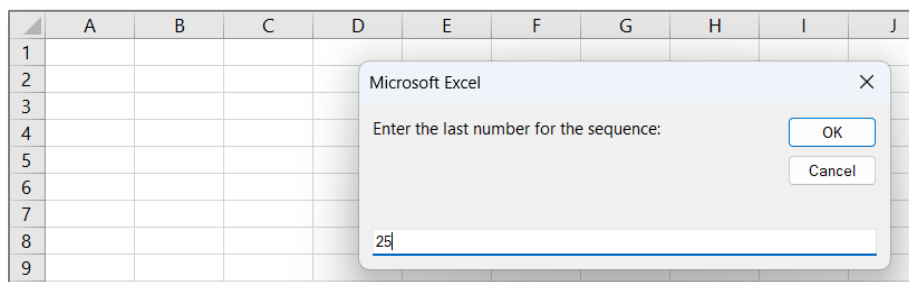
4. The tool will insert the sequence of numbers into the cells below the selected starting cell.

	A	B	C	D
1		5		
2		6		
3		7		
4		8		
5		9		
6		10		
7		11		
8		12		
9		13		
10		14		
11		15		
12		16		
13		17		
14		18		
15		19		
16		20		
17		21		
18		22		
19		23		
20		24		
21		25		

Insert Multiple Objects from Folder

Insert Multiple Objects from Folder
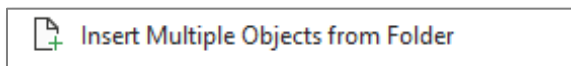
This tool allows you to insert multiple objects (such as files) from a selected folder into your worksheet, with each object displayed as an icon.

1. Select the folder containing the objects you want to insert and click OK.

Name

Invoices (pdf) …
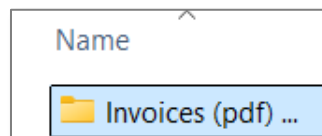
2. The tool will insert each file from the selected folder into the active worksheet, starting from the currently selected cell. Each file is inserted as an icon with its filename displayed.
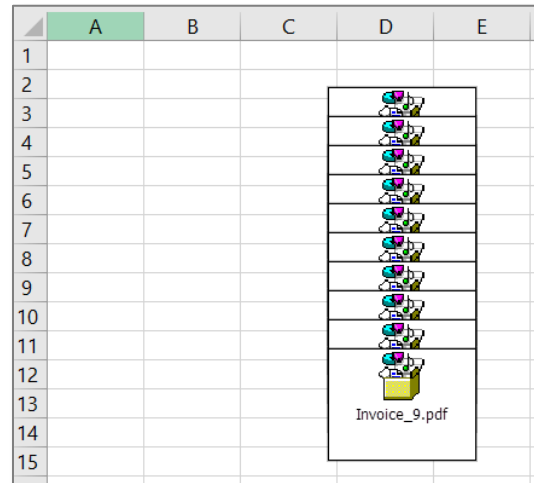
Quick Numbering
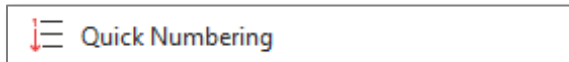
This tool allows you to quickly add a new column to the left of a selected range and populate it with sequential numbering, starting from 1. Steps to use:
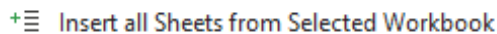
3. Select a rectangular range where you want to insert the numbering and click OK.
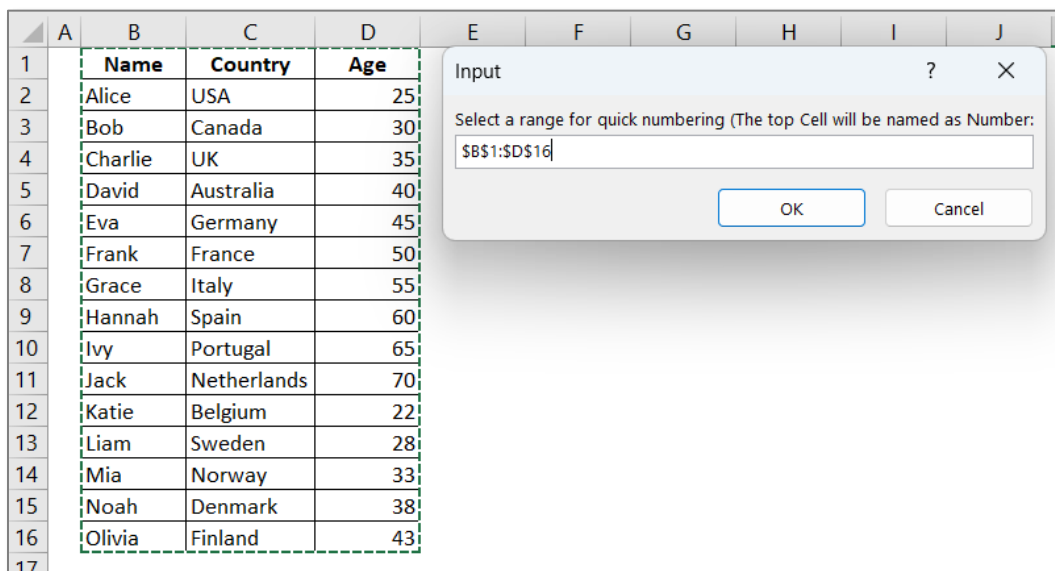
4. The tool will insert a new column to the left of the selected range. The top cell of this new column will be labelled "Number," and the cells below it will be populated with sequential numbers starting from 1.

	A	B	C	D	E
1		Number	**Name**	**Country**	**Age**
2		1	Alice	USA	25
3		2	Bob	Canada	30
4		3	Charlie	UK	35
5		4	David	Australia	40
6		5	Eva	Germany	45
7		6	Frank	France	50
8		7	Grace	Italy	55
9		8	Hannah	Spain	60
10		9	Ivy	Portugal	65
11		10	Jack	Netherlands	70
12		11	Katie	Belgium	22
13		12	Liam	Sweden	28
14		13	Mia	Norway	33
15		14	Noah	Denmark	38
16		15	Olivia	Finland	43

Insert all Sheets from Selected Workbook

+≡ Insert all Sheets from Selected Workbook

This tool allows you copy all sheets from a selected workbook into the active workbook, with options to handle duplicate sheet names. Steps to use:

1. Select the tool and then select the Excel file from which you want to copy the sheets. Navigate to the desired file, select it, and click OK.

📁 « Insert › Excel File

older

Name

📊 Speed Momentum.xlsx
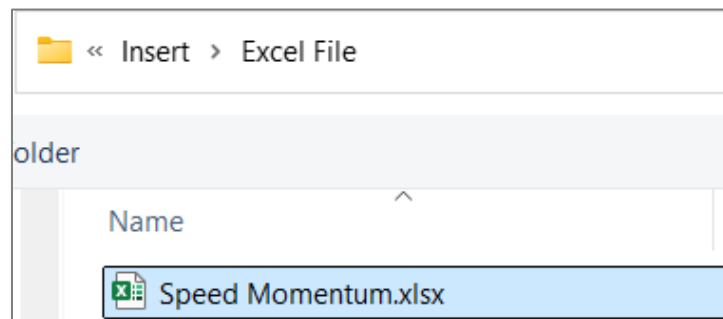
2. The tool will open the selected workbook and copy each sheet into the active workbook. If a sheet with the same name already exists in the active workbook, the tool will automatically rename the copied sheet by appending a number to its name (e.g., "Sheet1_1").
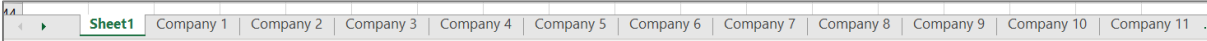
Add Check Boxes
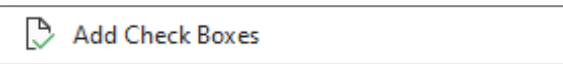
This tool allows you to insert checkboxes into selected cells, using the existing text in each cell as the caption for the checkbox. Steps to use:

1. Select the range of cells where you want to add checkboxes and click OK.

2. The tool will insert a checkbox in each cell of the selected range, using the cell's content as the checkbox caption.

Add Option Buttons

This tool allows you to insert option buttons into selected cells, using the existing text in each cell as the caption for the option button. Steps to use:

1. Select the range of cells where you want to add option buttons and click OK.

2. The tool will insert an option button in each cell of the selected range, using the cell's content as the button caption.

	Name	Country	Age	Applied	
1	Name	Country	Age	Applied	
2	Alice	USA	25	○ Yes	○ No
3	Bob	Canada	30	○ Yes	○ No
4	Charlie	UK	35	○ Yes	○ No
5	David	Australia	40	○ Yes	○ No
6	Eva	Germany	45	○ Yes	○ No
7	Frank	France	50	○ Yes	○ No
8	Grace	Italy	55	○ Yes	○ No
9	Hannah	Spain	60	○ Yes	○ No
10	Ivy	Portugal	65	○ Yes	○ No
11	Jack	Netherlands	70	○ Yes	○ No
12	Katie	Belgium	22	○ Yes	○ No
13	Liam	Sweden	28	○ Yes	○ No
14	Mia	Norway	33	○ Yes	○ No
15	Noah	Denmark	38	○ Yes	○ No
16	Olivia	Finland	43	○ Yes	○ No

Microsoft Excel ✕

Option buttons added.

OK

Add Whitespaces Before all Capital Letters

Add Whitespaces Before all Capital Letters

This tool allows you to automatically insert a space before each capital letter in the selected cells, ensuring that words are properly separated. Steps to use:

1. Select the range of cells where you want to add whitespace before capital letters and click OK. The tool will check the selected range for any cells containing formulas. If any formulas are detected, the tool will display a message and exit without making changes, as this operation is intended for cells with text only.

	A	B	C	D	E	F	G	H
1		Full Name						
2		EmmaRoberts						
3		LiamAnderson						
4		OliviaMartinez						
5		NoahJohnson						
6		AvaBrown						
7		SophiaDavis						
8		MasonWilson						
9		IsabellaTaylor						
10		JamesMoore						
11		CharlotteThompson						
12		LucasWhite						
13		AmeliaHarris						
14		BenjaminClark						
15		MiaLewis						
16		ElijahWalker						

Input   ? ✕

Select a range

$B$2:$B$16

OK   Cancel

2. The tool will insert a space before each capital letter in the selected cells.

	A	B	C
1		**Full Name**	
2		Emma Roberts	
3		Liam Anderson	
4		Olivia Martinez	
5		Noah Johnson	
6		Ava Brown	
7		Sophia Davis	
8		Mason Wilson	
9		Isabella Taylor	
10		James Moore	
11		Charlotte Thompson	
12		Lucas White	
13		Amelia Harris	
14		Benjamin Clark	
15		Mia Lewis	
16		Elijah Walker	
17			
18			

Range

Range

- Randomly Sort Selected Range
- Flip Cell Order
- Transpose Data Range
- Reset All Column Widths to Default
- Reset All Row Heights to Default
- AutoFit All Columns
- AutoFit All Rows
- Unhide All Rows in Active Sheet
- Unhide All Columns in Active Sheet
- AutoFit Selected Rows
- AutoFit Selected Columns

Randomly Sort Selected Range
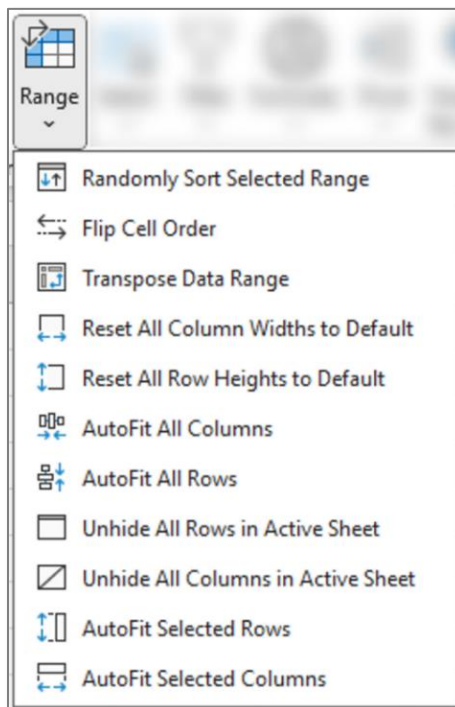
⬍↑ Randomly Sort Selected Range

This tool allows you to shuffle the order of values within a selected range randomly. Steps to use:

1. Select the range of cells you want to randomly sort and click OK.
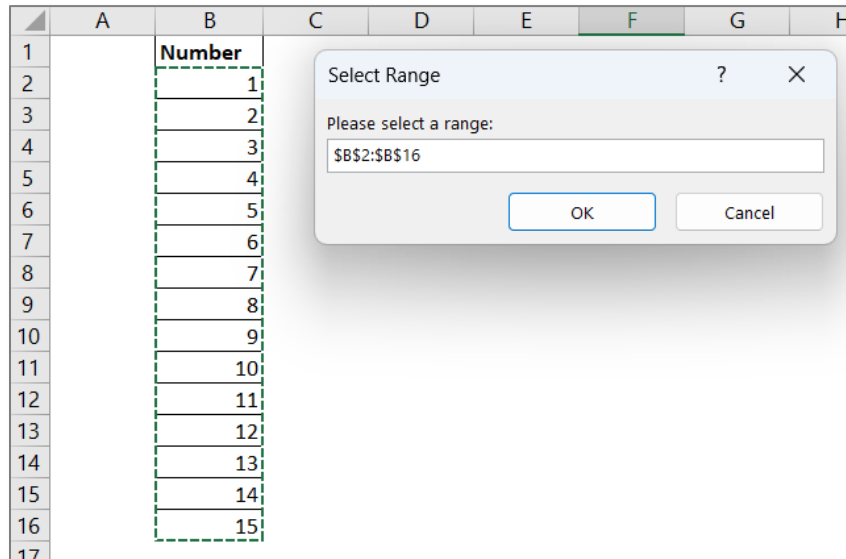
2. The tool will shuffle the values within the selected range randomly.
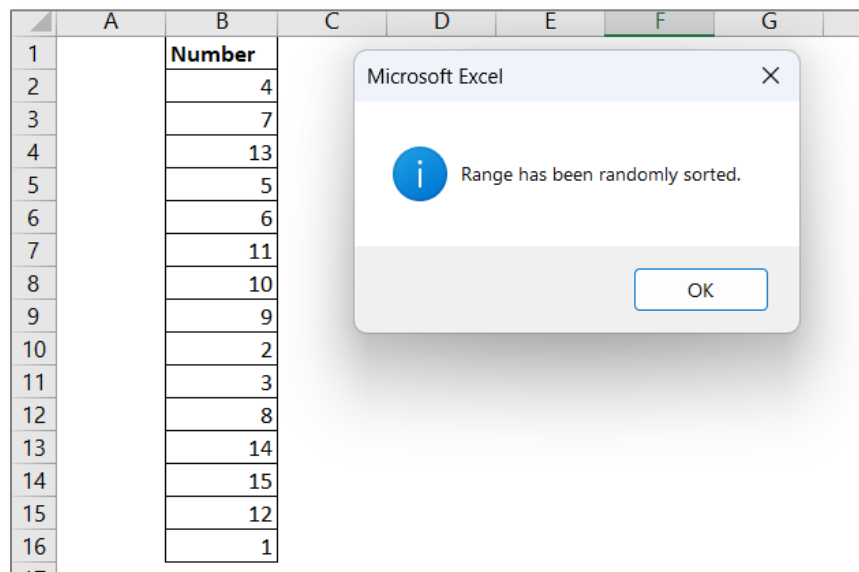
Flip Cell Order

Flip Cell Order

This tool allows you to reverse the order of values within a selected range, either vertically or horizontally, depending on the range selected. Steps to use:

1. Select the range of cells you want to flip and click OK.
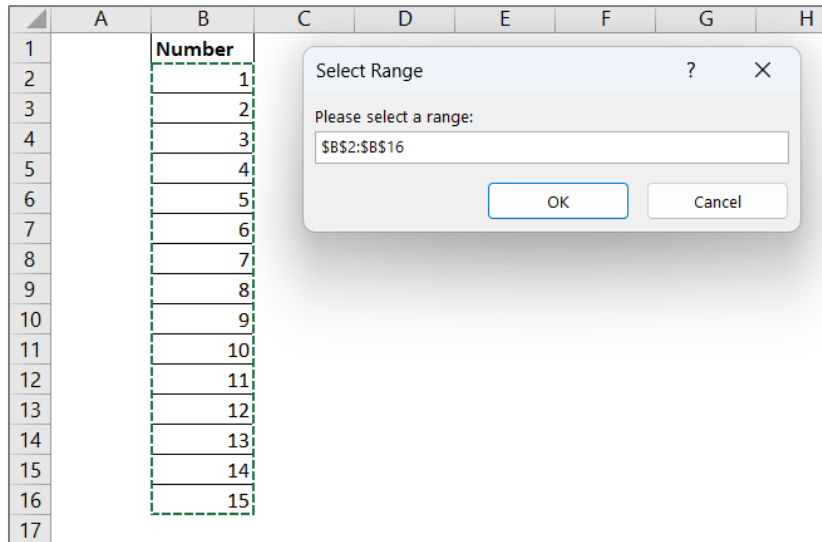
2. The tool will reverse the order of the values within the selected range.

Transpose Data Range
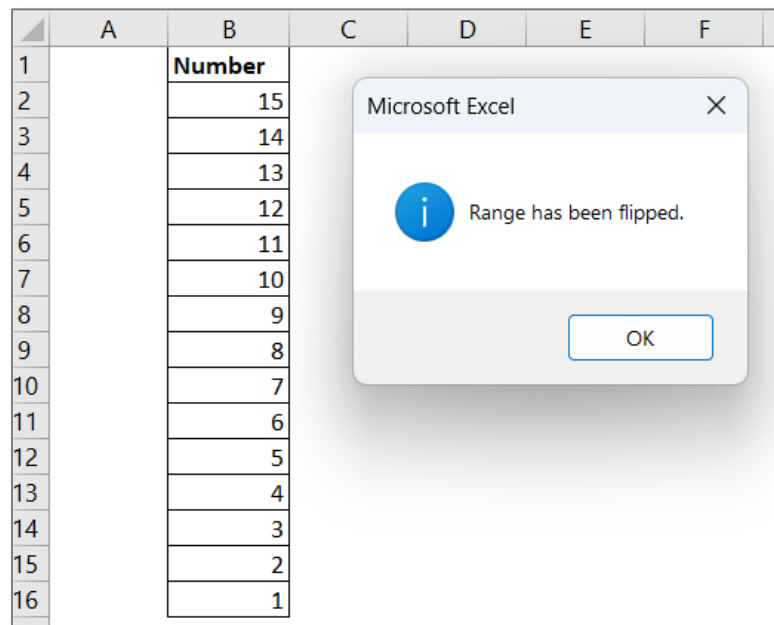
Transpose Data Range

This tool allows you to transpose a selected range of cells, swapping the rows and columns, and placing the transposed data in a specified location. Steps to use:

1. Select the range of cells you want to transpose and click OK.
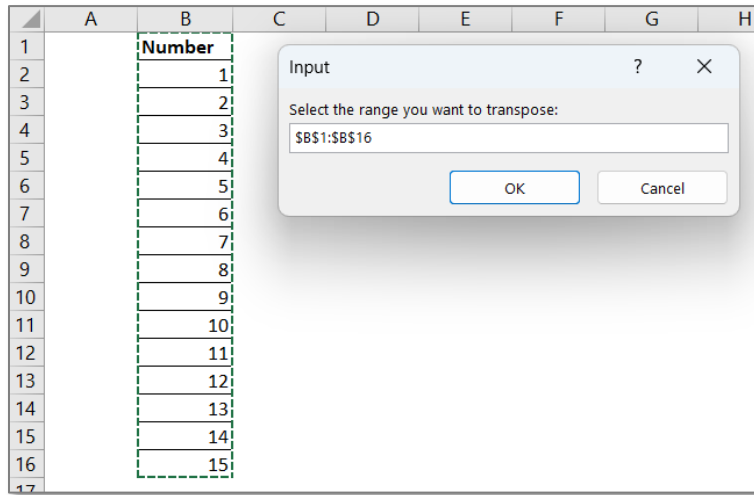
2. Select the cell where you want the transposed data to start and click OK.
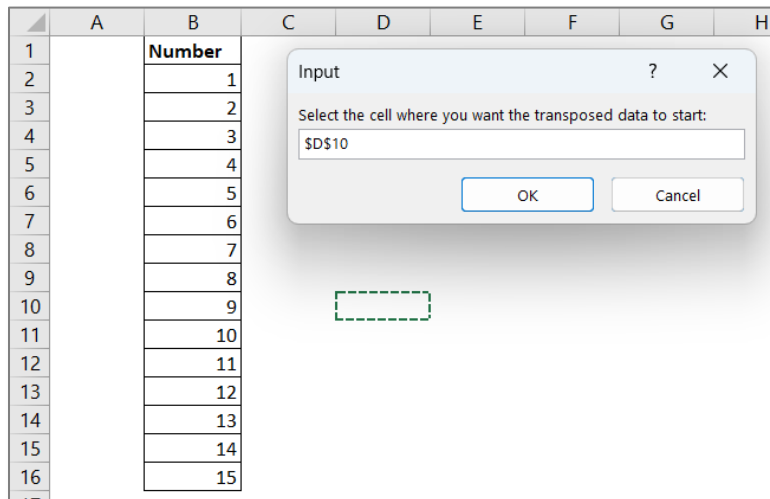
3. The tool will transpose the selected range and place the transposed data starting from the target cell.

Reset All Column Widths to Default

This tool allows you to reset the column widths of all columns in the active worksheet to their default value. Steps to use:

1. Select the tool:

2. The tool will reset the column widths of all columns in the active worksheet to the default value of 8.43.

	A	B	C	D	E	F	G
1		**Name**	**Country**	**Age**			
2		Alice	USA	25			
3		Bob	Canada	30			
4		Charlie	UK	35			
5		David	Australia	40			
6		Eva	Germany	45			
7		Frank	France	50			
8		Grace	Italy	55			
9		Hannah	Spain	60			
10		Ivy	Portugal	65			
11		Jack	Netherland	70			
12		Katie	Belgium	22			
13		Liam	Sweden	28			
14		Mia	Norway	33			
15		Noah	Denmark	38			
16		Olivia	Finland	43			

Reset All Row Heights to Default

⬍▢ Reset All Row Heights to Default

This tool allows you to reset the row heights of all rows in the active worksheet to their default value. Steps to use:

1. Select the tool.

2. The tool will reset the row heights of all rows in the active worksheet to the default value of 15.

	A	B	C	D	E	F	G
1		**Name**	**Country**	**Age**			
2		Alice	USA	25			
3		Bob	Canada	30			
4		Charlie	UK	35			
5		David	Australia	40			
6		Eva	Germany	45			
7		Frank	France	50			
8		Grace	Italy	55			
9		Hannah	Spain	60			
10		Ivy	Portugal	65			
11		Jack	Netherlands	70			
12		Katie	Belgium	22			
13		Liam	Sweden	28			

	A	B	C	D	E	F	G
1		**Name**	**Country**	**Age**			
2		Alice	USA	25			
3		Bob	Canada	30			
4		Charlie	UK	35			
5		David	Australia	40			
6		Eva	Germany	45			
7		Frank	France	50			
8		Grace	Italy	55			
9		Hannah	Spain	60			
10		Ivy	Portugal	65			
11		Jack	Netherlands	70			
12		Katie	Belgium	22			
13		Liam	Sweden	28			

Autofit All Columns

AutoFit All Columns
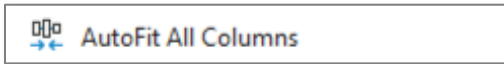
This tool allows you to automatically adjust the width of all columns that contain data in the active worksheet to fit their content. Steps to use:

1. Select the tool.

   The tool will find all columns in the active worksheet that contain data and automatically adjust their widths to fit the content.

Before running the tool:

After running the tool:

AutoFit All Rows

AutoFit All Rows

This tool allows you to automatically adjust the height of all rows that contain data in the active worksheet to fit their content. Steps to use:

1. Select the tool:

2. The tool will find all rows in the active worksheet that contain data and automatically adjust their heights to fit the content.

Before running the tool:

	A	B	C	D	E	F
1		GL Account	GL Account Name	Amount	Document Date	Posting Date
2		1000	Cash	7.554	2024-01-13	2024-01-13
3		2000	Accounts Receivabl	3.750	2024-01-05	2024-01-05
4		2000	Accounts Receivabl	8.186	2024-05-11	2024-05-11
5		4000	Fixed Assets	4.432	2024-01-12	2024-01-12
6		9000	Utilities Expense	873	2024-02-02	2024-02-02
7		8000	Salaries Expense	8.628	2024-01-31	2024-01-31
8		4000	Fixed Assets	689	2024-04-27	2024-04-27
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14
10		9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13
11		7000	Cost of Goods Sold	- 9.038	2024-04-24	2024-04-24
12		7000	Cost of Goods Sold	- 1.502	2024-03-29	2024-03-29
13		7000	Cost of Goods Sold	5.905	2024-03-25	2024-03-25
14		2000	Accounts Receivabl	9.693	2024-04-14	2024-04-14
15		4000	Fixed Assets	9.881	2024-02-24	2024-02-24

After running the tool:

	A	B	C	D	E	F
1		GL Account	GL Account Name	Amount	Document Date	Posting Date
2		1000	Cash	7.554	2024-01-13	2024-01-13
3		2000	Accounts Receivabl	3.750	2024-01-05	2024-01-05
4		2000	Accounts Receivabl	8.186	2024-05-11	2024-05-11
5		4000	Fixed Assets	4.432	2024-01-12	2024-01-12
6		9000	Utilities Expense	873	2024-02-02	2024-02-02
7		8000	Salaries Expense	8.628	2024-01-31	2024-01-31
8		4000	Fixed Assets	689	2024-04-27	2024-04-27
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14
10		9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13
11		7000	Cost of Goods Sold	- 9.038	2024-04-24	2024-04-24
12		7000	Cost of Goods Sold	- 1.502	2024-03-29	2024-03-29
13		7000	Cost of Goods Sold	5.905	2024-03-25	2024-03-25
14		2000	Accounts Receivabl	9.693	2024-04-14	2024-04-14
15		4000	Fixed Assets	9.881	2024-02-24	2024-02-24

Unhide All Rows in Active Sheets

☐ Unhide All Rows in Active Sheet

This tool allows you to unhide all hidden rows in the active worksheet. Steps to use:

1. Select the tool.

2. The tool will find and unhide all hidden rows in the active worksheet.

Before running the tool:

	A	B	C	D	E	F	G
1		GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
2		1000	Cash	7.554	2024-01-13	2024-01-13	455474
5		4000	Fixed Assets	4.432	2024-01-12	2024-01-12	422166
6		9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998
11		7000	Cost of Goods Sold	- 9.038	2024-04-24	2024-04-24	699314
13		7000	Cost of Goods Sold	5.905	2024-03-25	2024-03-25	850959
15		4000	Fixed Assets	9.881	2024-02-24	2024-02-24	248822

After running the tool:

	A	B	C	D	E	F	G
1		GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
2		1000	Cash	7.554	2024-01-13	2024-01-13	455474
3		2000	Accounts Receivable	3.750	2024-01-05	2024-01-05	101621
4		2000	Accounts Receivable	8.186	2024-05-11	2024-05-11	353415
5		4000	Fixed Assets	4.432	2024-01-12	2024-01-12	422166
6		9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
7		8000	Salaries Expense	8.628	2024-01-31	2024-01-31	217349
8		4000	Fixed Assets	689	2024-04-27	2024-04-27	128488
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998
10		9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13	566769

Unhide All Columns in Active Sheets

◻ Unhide All Columns in Active Sheet

This tool allows you to unhide all hidden columns in the active worksheet. Steps to use:

1. Select the tool.

2. The tool will find and unhide all hidden columns in the active worksheet.

Before running the tool:

	A	B	D	G	H
1		GL Account	Amount	Invoice Number	
2		1000	7.554	455474	
3		2000	3.750	101621	
4		2000	8.186	353415	
5		4000	4.432	422166	
6		9000	873	415449	
7		8000	8.628	217349	
8		4000	689	128488	
9		4000	- 3.746	921998	
10		9000	- 2.855	566769	

After running the tool:

	A	B	C	D	E	F	G	H
1		GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number	
2		1000	Cash	7.554	2024-01-13	2024-01-13	455474	
3		2000	Accounts Receivable	3.750	2024-01-05	2024-01-05	101621	
4		2000	Accounts Receivable	8.186	2024-05-11	2024-05-11	353415	
5		4000	Fixed Assets	4.432	2024-01-12	2024-01-12	422166	
6		9000	Utilities Expense	873	2024-02-02	2024-02-02	415449	
7		8000	Salaries Expense	8.628	2024-01-31	2024-01-31	217349	
8		4000	Fixed Assets	689	2024-04-27	2024-04-27	128488	
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998	
10		9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13	566769	

Autofit Selected Rows

⭥🔲 AutoFit Selected Rows
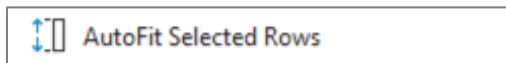
This tool allows you to automatically adjust the height of the selected rows to fit their content. Steps to use:

1. Select the rows you want to auto fit and click OK.

	A	B	C	D	E	F	G	H	I	J	K	L
1		GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number					
2		1000	Cash	7.554	2024-01-13	2024-01-13	455474					
3		2000	Accounts Receivabl	3.750	2024-01-05	2024-01-05	101621					
4		2000	Accounts Receivabl	8.186	2024-05-11	2024-05-11	353415					
5		4000	Fixed Assets	4.432	2024-01-12	2024-01-12	422166					
6		9000	Utilities Expense	873	2024-02-02	2024-02-02	415449					
7		8000	Salaries Expense	8.628	2024-01-31	2024-01-31	217349					
8		4000	Fixed Assets	689	2024-04-27	2024-04-27	128488					
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998					
10		9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13	566769					
11		7000	Cost of Goods Sold	- 9.038	2024-04-24	2024-04-24	699314					
12		7000	Cost of Goods Sold	- 1.502	2024-03-29	2024-03-29	729576					
13		7000	Cost of Goods Sold	5.905	2024-03-25	2024-03-25	850959					
14		2000	Accounts Receivabl	9.693	2024-04-14	2024-04-14	656691					
15		4000	Fixed Assets	9.881	2024-02-24	2024-02-24	248822					
16		7000	Cost of Goods Sold	3.906	2024-01-14	2024-01-14	302009					

Select Rows   ?   ✕

Please select the rows you want to autofit

$3:$3;$5:$5;$8:$8;$11:$11;$14:$14;$17:$17;$20:$20

OK   Cancel

2. The tool will automatically adjust the height of the selected rows to fit the content.

	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
1	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
2	1000	Cash	7.554	2024-01-13	2024-01-13	455474
3	2000	Accounts Receivabl	3.750	2024-01-05	2024-01-05	101621
4	2000	Accounts Receivabl	8.186	2024-05-11	2024-05-11	353415
5	4000	Fixed Assets	4.432	2024-01-12	2024-01-12	422166
6	9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
7	8000	Salaries Expense	8.628	2024-01-31	2024-01-31	217349
8	4000	Fixed Assets	689	2024-04-27	2024-04-27	128488
9	4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998
10	9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13	566769
11	7000	Cost of Goods Sold	- 9.038	2024-04-24	2024-04-24	699314
12	7000	Cost of Goods Sold	- 1.502	2024-03-29	2024-03-29	729576
13	7000	Cost of Goods Sold	5.905	2024-03-25	2024-03-25	850959
14	2000	Accounts Receivabl	9.693	2024-04-14	2024-04-14	656691
15	4000	Fixed Assets	9.881	2024-02-24	2024-02-24	248822
16	7000	Cost of Goods Sold	3.906	2024-01-14	2024-01-14	302009

Autofit Selected Columns

AutoFit Selected Columns

This tool allows you to automatically adjust width of the selected columns to fit their content. Steps to use:

1. Select the columns you want to auto fit and click OK.
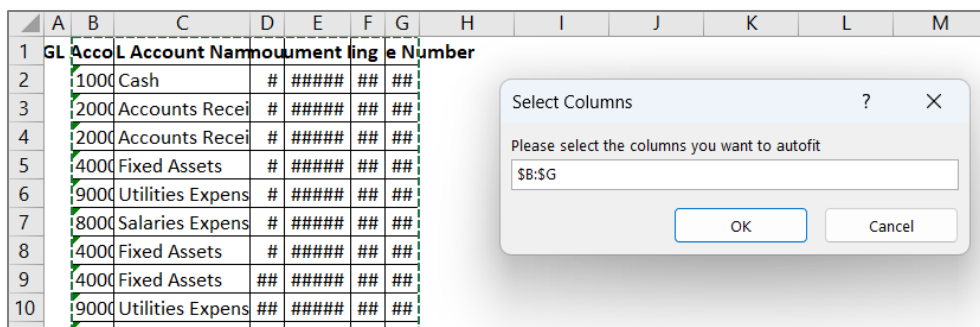
2. The tool will automatically adjust width of the selected columns to fit the content.

	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
1	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
2	1000	Cash	7.554	2024-01-13	2024-01-13	455474
3	2000	Accounts Receivable	3.750	2024-01-05	2024-01-05	101621
4	2000	Accounts Receivable	8.186	2024-05-11	2024-05-11	353415
5	4000	Fixed Assets	4.432	2024-01-12	2024-01-12	422166
6	9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
7	8000	Salaries Expense	8.628	2024-01-31	2024-01-31	217349
8	4000	Fixed Assets	689	2024-04-27	2024-04-27	128488
9	4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998
10	9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13	566769

Select
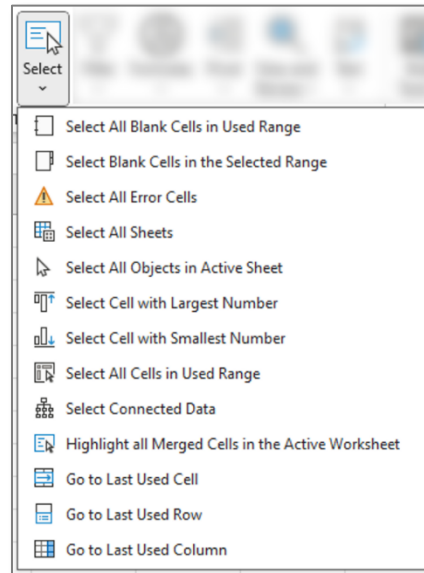
Select All Blank Cells in Used Range

This tool allows you to automatically find and select all blank cells within the used range of the active worksheet. Steps to use:

1. Select the tool.

2. The tool will search for all blank cells within the used range of the active worksheet. If any blank cells are found, they will be automatically selected.

Before running the tool:

	A	B	C	D
1		Office Room	Date	Availability
2		Room 1	2024-10-15 00:00:00	
3		Room 2	2024-10-15 00:00:00	Not Available
4		Room 3	2024-10-15 00:00:00	
5		Room 4	2024-10-15 00:00:00	Not Available
6		Room 1	2024-10-16 00:00:00	
7		Room 2	2024-10-16 00:00:00	Not Available
8		Room 3	2024-10-16 00:00:00	
9		Room 4	2024-10-16 00:00:00	Not Available
10		Room 1	2024-10-17 00:00:00	
11		Room 2	2024-10-17 00:00:00	Not Available
12		Room 3	2024-10-17 00:00:00	
13		Room 4	2024-10-17 00:00:00	Not Available
14		Room 1	2024-10-18 00:00:00	
15		Room 2	2024-10-18 00:00:00	Not Available

After running the tool:

Select Blank Cells in the Selected Range

This tool allows you to select all blank cells within a user-defined range in the active worksheet. Steps to use:

1. Select the range in which you want to find blank cells and click OK.

2. The tool will search for all blank cells within the selected range. If any blank cells are found, they will be automatically selected.

	A	B	C	D
1		Office Room	Date	Availability
2		Room 1	2024-10-15 00:00:00	
3		Room 2	2024-10-15 00:00:00	Not Available
4		Room 3	2024-10-15 00:00:00	
5		Room 4	2024-10-15 00:00:00	Not Available
6		Room 1	2024-10-16 00:00:00	
7		Room 2	2024-10-16 00:00:00	Not Available
8		Room 3	2024-10-16 00:00:00	
9		Room 4	2024-10-16 00:00:00	Not Available
10		Room 1	2024-10-17 00:00:00	

Select All Error Cells

⚠ Select All Error Cells

This tool allows you to automatically find and select all cells containing errors within the used range of the active worksheet. If no error cells are found, the tool provides feedback to the user. Steps to use:

1. Select the tool.

	A	B	C	D	E	F	G	H
1		GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number	Matched with the external data
2		1000	Cash	7.554	2024-01-13	2024-01-13	455474	#N/A
3		2000	Accounts Receivable	3.750	2024-01-05	2024-01-05	101621	101621
4		2000	Accounts Receivable	8.186	2024-05-11	2024-05-11	353415	#N/A
5		4000	Fixed Assets	4.432	2024-01-12	2024-01-12	422166	422166
6		9000	Utilities Expense	873	2024-02-02	2024-02-02	415449	#N/A
7		8000	Salaries Expense	8.628	2024-01-31	2024-01-31	217349	#N/A
8		4000	Fixed Assets	689	2024-04-27	2024-04-27	128488	128488
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998	#N/A
10		9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13	566769	#N/A

2. The tool will search for all cells containing errors (e.g., #DIV/0!, #N/A, #VALUE!, etc.) within the used range of the active worksheet. If any error cells are found, they will be automatically selected.

	B	C	D	E	F	G	H
1	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number	Matched with the external data
2	1000	Cash	7.554	2024-01-13	2024-01-13	455474	#N/A
3	2000	Accounts Receivable	3.750	2024-01-05	2024-01-05	101621	101621
4	2000	Accounts Receivable	8.186	2024-05-11	2024-05-11	353415	#N/A
5	4000	Fixed Assets	4.432	2024-01-12	2024-01-12	422166	422166
6	9000	Utilities Expense	873	2024-02-02	2024-02-02	415449	#N/A
7	8000	Salaries Expense	8.628	2024-01-31	2024-01-31	217349	#N/A
8	4000	Fixed Assets	689	2024-04-27	2024-04-27	128488	128488
9	4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998	#N/A
10	9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13	566769	#N/A

Select All Sheets

Select All Sheets

This tool allows you to automatically select all visible sheets in the active workbook. Steps to use:

1. Select the tool.

2. The tool will automatically select all visible sheets in the active workbook. Hidden sheets will be ignored and not included in the selection.

40						
41						
42						
43						

Company-1 | Company-2 | Company-3 | Company-4 | Company-5 | Company-6 | Company-7 ⊕

Select All Objects in Active Sheet
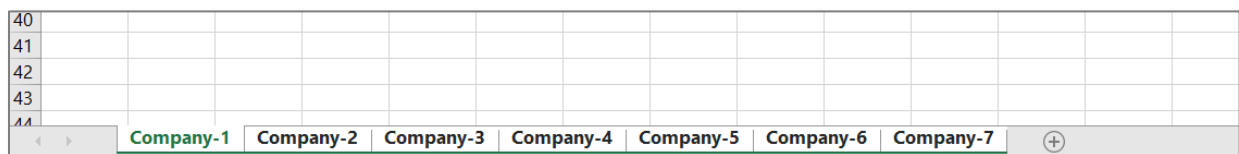
Select All Objects in Active Sheet
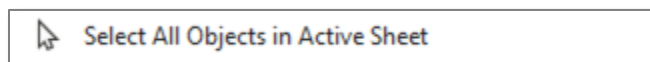
This tool allows you to automatically select all objects (such as shapes, charts, pictures, etc.) in the active worksheet. Steps to use:

1. Select the tool.

2. The tool will automatically attempt to select all objects on the active worksheet. This includes shapes, charts, pictures, and any other drawable objects.

Select Cell with the Largest Number

This tool allows you to automatically identify and select the cell containing the largest numeric value within the used range of the active worksheet. Steps to use:

1. Select the tool.

	A	B	C	D	E	F
1		GL Account	GL Account Name	Amount	Document Date	Posting Date
2		1000	Cash	7.554	2024-01-13	2024-01-13
3		2000	Accounts Receivable	3.750	2024-01-05	2024-01-05
4		2000	Accounts Receivable	8.186	2024-05-11	2024-05-11
5		4000	Fixed Assets	4.432	2024-01-12	2024-01-12
6		9000	Utilities Expense	873	2024-02-02	2024-02-02
7		8000	Salaries Expense	8.628	2024-01-31	2024-01-31
8		4000	Fixed Assets	689	2024-04-27	2024-04-27
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14
10		9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13
11		7000	Cost of Goods Sold	- 9.038	2024-04-24	2024-04-24
12		7000	Cost of Goods Sold	- 1.502	2024-03-29	2024-03-29
13		7000	Cost of Goods Sold	5.905	2024-03-25	2024-03-25
14		2000	Accounts Receivable	9.693	2024-04-14	2024-04-14
15		4000	Fixed Assets	9.881	2024-02-24	2024-02-24
16		7000	Cost of Goods Sold	3.906	2024-01-14	2024-01-14
17		8000	Salaries Expense	- 4.165	2024-01-22	2024-01-22
18		3000	Inventory	270	2024-02-15	2024-02-15
19		9000	Utilities Expense	- 2.660	2024-01-07	2024-01-07
20		5000	Accounts Payable	6.466	2024-01-02	2024-01-02
21		4000	Fixed Assets	3.226	2024-01-15	2024-01-15

2. The tool will search through the entire used range of the active worksheet to find the cell containing the largest numeric value. If a numeric cell with the largest value is found, the tool will automatically select that cell.

	A	B	C	D	E	F
1		GL Account	GL Account Name	Amount	Document Date	Posting Date
2		1000	Cash	7.554	2024-01-13	2024-01-13
3		2000	Accounts Receivable	3.750	2024-01-05	2024-01-05
4		2000	Accounts Receivable	8.186	2024-05-11	2024-05-11
5		4000	Fixed Assets	4.432	2024-01-12	2024-01-12
6		9000	Utilities Expense	873	2024-02-02	2024-02-02
7		8000	Salaries Expense	8.628	2024-01-31	2024-01-31
8		4000	Fixed Assets	689	2024-04-27	2024-04-27
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14
10		9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13
11		7000	Cost of Goods Sold	- 9.038	2024-04-24	2024-04-24
12		7000	Cost of Goods Sold	- 1.502	2024-03-29	2024-03-29
13		7000	Cost of Goods Sold	5.905	2024-03-25	2024-03-25
14		2000	Accounts Receivable	9.693	2024-04-14	2024-04-14
15		4000	Fixed Assets	9.881	2024-02-24	2024-02-24
16		7000	Cost of Goods Sold	3.906	2024-01-14	2024-01-14
17		8000	Salaries Expense	- 4.165	2024-01-22	2024-01-22
18		3000	Inventory	270	2024-02-15	2024-02-15
19		9000	Utilities Expense	- 2.660	2024-01-07	2024-01-07
20		5000	Accounts Payable	6.466	2024-01-02	2024-01-02
21		4000	Fixed Assets	3.226	2024-01-15	2024-01-15

Select Cells with the Smallest Number

Select Cell with Smallest Number

This tool allows you to automatically identify and select the cell containing the smallest numeric value within the used range of the active worksheet. Steps to use:

1. Select the tool.

	A	B	C	D	E
1	GL Account	GL Account Name	Amount	Document Date	Posting Date
2	1000	Cash	7,554	2024-01-13	2024-01-13
3	2000	Accounts Receivable	3,750	2024-01-05	2024-01-05
4	2000	Accounts Receivable	8,186	2024-05-11	2024-05-11
5	4000	Fixed Assets	4,432	2024-01-12	2024-01-12
6	9000	Utilities Expense	873	2024-02-02	2024-02-02
7	8000	Salaries Expense	8,628	2024-01-31	2024-01-31
8	4000	Fixed Assets	689	2024-04-27	2024-04-27
9	4000	Fixed Assets	- 3,746	2024-05-14	2024-05-14
10	9000	Utilities Expense	- 2,855	2024-02-13	2024-02-13

2. The tool will search through the entire used range of the active worksheet to find the cell containing the smallest numeric value. If a numeric cell with the smallest value is found, the tool will automatically select that cell.

	A	B	C	D	E
1	GL Account	GL Account Name	Amount	Document Date	Posting Date
2	1000	Cash	7,554	2024-01-13	2024-01-13
3	2000	Accounts Receivable	3,750	2024-01-05	2024-01-05
4	2000	Accounts Receivable	8,186	2024-05-11	2024-05-11
5	4000	Fixed Assets	4,432	2024-01-12	2024-01-12
6	9000	Utilities Expense	873	2024-02-02	2024-02-02
7	8000	Salaries Expense	8,628	2024-01-31	2024-01-31
8	4000	Fixed Assets	689	2024-04-27	2024-04-27
9	4000	Fixed Assets	- 3,746	2024-05-14	2024-05-14
10	9000	Utilities Expense	- 2,855	2024-02-13	2024-02-13

Select All Cells in Used Range

Select All Cells in Used Range

This tool allows you to automatically select all cells within the used range of the active worksheet. Steps to use:

1. Select the tool.

	A	B	C	D	E	F
1	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
2	1000	Cash	7,554	2024-01-13	2024-01-13	455474
3	2000	Accounts Receivable	3,750	2024-01-05	2024-01-05	101621
4	2000	Accounts Receivable	8,186	2024-05-11	2024-05-11	353415
5	4000	Fixed Assets	4,432	2024-01-12	2024-01-12	422166
6	9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
7	8000	Salaries Expense	8,628	2024-01-31	2024-01-31	217349
8	4000	Fixed Assets	689	2024-04-27	2024-04-27	128488
9	4000	Fixed Assets	- 3,746	2024-05-14	2024-05-14	921998
10	9000	Utilities Expense	- 2,855	2024-02-13	2024-02-13	566769

2. The tool will automatically identify and select the used range of the active worksheet.

	A	B	C	D	E	F
1	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
2	1000	Cash	7,554	2024-01-13	2024-01-13	455474
3	2000	Accounts Receivable	3,750	2024-01-05	2024-01-05	101621
4	2000	Accounts Receivable	8,186	2024-05-11	2024-05-11	353415
5	4000	Fixed Assets	4,432	2024-01-12	2024-01-12	422166
6	9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
7	8000	Salaries Expense	8,628	2024-01-31	2024-01-31	217349
8	4000	Fixed Assets	689	2024-04-27	2024-04-27	128488
9	4000	Fixed Assets	- 3,746	2024-05-14	2024-05-14	921998
10	9000	Utilities Expense	- 2,855	2024-02-13	2024-02-13	566769
11						

Select Connected Data

⊞ Select Connected Data

This tool allows you to automatically select a contiguous range of data starting from the currently selected (top left cell of your table) cell and extending to the last non-empty cell in the connected data block (downwards and to the right). Steps to use:

1. Select the tool. Please ensure that you have selected the most top left cell of the data (table).

2. The tool will automatically identify and select a block of connected data in the active worksheet, starting from the currently selected cell and ending to last cell of the connected data (downwards and to the right).

Highlight All Merged Cells in the Active Worksheet

This tool allows you to automatically highlight all merged cells in the active worksheet with a yellow color. Steps to use:

1. Select the tool.

2. The tool will loop through all cells in the used range of the active worksheet and identify any merged cells. Each identified merged cell range will be highlighted with a yellow colour.

Go to Last Used Cell

Go to Last Used Cell

This tool allows you to automatically navigate to the last used cell in the active worksheet and center it on the screen, making it easier to focus on the most relevant data. Steps to use:

1. Select the tool.

	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
3	1000	Cash	7,554	2024-01-13	2024-01-13	455474
4	2000	Accounts Receivable	3,750	2024-01-05	2024-01-05	101621
5	2000	Accounts Receivable	8,186	2024-05-11	2024-05-11	353415
6	4000	Fixed Assets	4,432	2024-01-12	2024-01-12	422166
7	9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
8	8000	Salaries Expense	8,628	2024-01-31	2024-01-31	217349
9	4000	Fixed Assets	689	2024-04-27	2024-04-27	128488
10	4000	Fixed Assets	- 3,746	2024-05-14	2024-05-14	921998

2. The tool will automatically find the last used cell in the active worksheet by searching for the last non-empty row and column. Once identified, the tool will navigate to this cell.

	GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
3	1000	Cash	7,554	2024-01-13	2024-01-13	455474
4	2000	Accounts Receivable	3,750	2024-01-05	2024-01-05	101621
5	2000	Accounts Receivable	8,186	2024-05-11	2024-05-11	353415
6	4000	Fixed Assets	4,432	2024-01-12	2024-01-12	422166
7	9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
8	8000	Salaries Expense	8,628	2024-01-31	2024-01-31	217349
9	4000	Fixed Assets	689	2024-04-27	2024-04-27	128488
10	4000	Fixed Assets	- 3,746	2024-05-14	2024-05-14	921998

Go to Last Used Row

🖩 Go to Last Used Row

This tool allows you to automatically navigate to the last used row in the active worksheet and center it on the screen, making it easier to focus on the most relevant data. Steps to use:

1. Select the tool.

	A	B	C	D	E	F	G
1							
2		GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
3		1000	Cash	7,554	2024-01-13	2024-01-13	455474
4		2000	Accounts Receivable	3,750	2024-01-05	2024-01-05	101621
5		2000	Accounts Receivable	8,186	2024-05-11	2024-05-11	353415
6		4000	Fixed Assets	4,432	2024-01-12	2024-01-12	422166
7		9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
8		8000	Salaries Expense	8,628	2024-01-31	2024-01-31	217349
9		4000	Fixed Assets	689	2024-04-27	2024-04-27	128488
10		4000	Fixed Assets	- 3,746	2024-05-14	2024-05-14	921998

2. The tool will automatically find the last used row in the active. Once identified, the tool will navigate to this row.

	A	B	C	D	E	F	G
1							
2		GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number
3		1000	Cash	7,554	2024-01-13	2024-01-13	455474
4		2000	Accounts Receivable	3,750	2024-01-05	2024-01-05	101621
5		2000	Accounts Receivable	8,186	2024-05-11	2024-05-11	353415
6		4000	Fixed Assets	4,432	2024-01-12	2024-01-12	422166
7		9000	Utilities Expense	873	2024-02-02	2024-02-02	415449
8		8000	Salaries Expense	8,628	2024-01-31	2024-01-31	217349
9		4000	Fixed Assets	689	2024-04-27	2024-04-27	128488
10		4000	Fixed Assets	- 3,746	2024-05-14	2024-05-14	921998
11							

Go to Last Used Column

This tool allows you to automatically navigate to the last used column in the active worksheet and center it on the screen, making it easier to focus on the most relevant data. Steps to use:

1. Select the tool.

2. The tool will automatically find the last used column in the active. Once identified, the tool will navigate to this column.

Filter

Apply filter Based on Selection

This tool allows you to filter data in a specified range based on criteria selected from another range. This tool is particularly useful for quickly filtering data based on multiple criteria. Steps to use:

1. Select the range of cells that contain the filtering criteria. This range can include multiple cells, and each cell's value will be used as a filter criterion.

2. Select the range of data where the filter should be applied. Make sure this range includes the header row.

3. Select the header cell of the column where you want the filter to be applied. This should be one of the cells in the header row of your selected data range.

4. The tool will collect unique values from the criteria range (ignoring blanks) and apply a filter to the selected column in the data range based on these values.

Apply IfError optimization

Apply IfError Optimization

This tool allows you to wrap existing formulas in a selected range with the IFERROR function. Steps to use:

1. Select the range of cells where you want to apply the IFERROR function. This range can include multiple cells with formulas.

2. Enter the text or message that should appear if an error is encountered in any formula within the selected range.

3. The tool wraps each formula in the selected range with the IFERROR function, using the custom error message you provided.

 For example, a formula like **=A1/B1** would be transformed into **=IFERROR(A1/B1, "Your Error Message")**.

Filter Bold Cells

B   Filter Bold Cells

This tool allows you to quickly filter and display only the cells with bold text in a specified range. Steps to use:

1. Select the range of cells where you want to apply the filter options. This range should include the header row.

2. Select the header cell from the first row of your selected range. The filter will be applied to this column.

3. The tool will filter out all fully bold cells from the selected column.

Filter Colored Cells

Filter Colored Cells

This tool allows you to filter and display only the cells with background colors in a specified range. Steps to use:

1. Select the range of cells where you want to apply the filter options. This range should include the header row.

2. Select the header cell from the first row of your selected range. The filter will be applied to this column.

3. The tool will filter out all colorized cells from the selected column.

Filter Formula Cells

Filter Formula Cells

This tool allows you to filter and display only the cells containing formulas within a specified range. Steps to use:

1. Select the range of cells (with formulas) where you want to apply the filter options. This range should include the header row.

2. Select the header cell from the first row of your selected range. The filter will be applied to this column.

3. The tool will filter out all cells which contain formulas from the selected column.

Formulas

Make Numbers Positive

This allows you to convert all numbers in a selected range to their absolute values, effectively making all numbers positive. Follow the below steps to use it:

1. Select the range of cells where you want to make all numbers positive. You can select a single cell, a range of cells, or an entire column.

2. The tool will convert all numeric values in the range to their absolute values. Non-numeric or empty cells will remain unchanged.

Make Numbers Negative

This allows you to convert all positive numbers in a selected range to their negative equivalents. Steps to use:

1. Select the range of cells where you want to make all positive numbers negative.

2. The tool will convert all positive numeric values in the range to their negative equivalents. Non-numeric, empty, or already negative cells will remain unchanged.

	A	B	C	D	E	F	G	H
1		GL Account	GL Account Name	Amount	Document Date	Posting Date	Invoice Number	
2		1000	Cash	- 7.554	2024-01-13	2024-01-13	455474	
3		2000	Accounts Receivable	- 3.750	2024-01-05	2024-01-05	101621	
4		2000	Accounts Receivable	- 8.186	2024-05-11	2024-05-11	353415	
5		4000	Fixed Assets	- 4.432	2024-01-12	2024-01-12	422166	
6		9000	Utilities Expense	- 873	2024-02-02	2024-02-02	415449	
7		8000	Salaries Expense	- 8.628	2024-01-31	2024-01-31	217349	
8		4000	Fixed Assets	- 689	2024-04-27	2024-04-27	128488	
9		4000	Fixed Assets	- 3.746	2024-05-14	2024-05-14	921998	
10		9000	Utilities Expense	- 2.855	2024-02-13	2024-02-13	566769	

Calculate Running Total

This allows you to easily compute a running total for a selected column of numeric values. Follow the below steps to use it:

1. Select the range of cells for which you want to calculate the running total. You must select a single column of cells for the operation to work correctly.

2. The tool will check the selected range to ensure all values are numeric. If any non-numeric values are found, the tool will display an error message and terminate without making any changes. The tool will insert a new column to the right of your selected range to store the running total.

Round Numbers to 0.5

5   Round Numbers to 0.5

This allows you to round numbers in a selected range to the nearest whole number (0,5 rule). Steps to use:

1. Select the range of cells you want to round. This range can include one or multiple cells.

2. The tool will round the numbers in the selected range to the nearest whole number using Excel's built-in ROUND function.

Round Numbers Up

This allows you to round up numbers in a selected range to the nearest whole number. Steps to use:

1. Select the range of cells you want to round up. This range can include one or multiple cells.

2. The tool will round up any numeric values to the nearest whole number.

	A	B	C	D	E	F	G	H
1		Name	Years in the company					
2		Alice	2					
3		Bob	5					
4		Charlie	4					
5		David	3					
6		Eva	9					
7		Frank	6					
8		Grace	10					
9		Hannah	5					
10		Ivy	8					

Microsoft Excel   ✕

Round up operation completed successfully.

OK
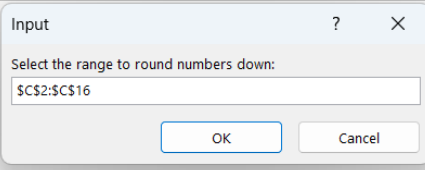
Round Numbers Down

⌄ Round Numbers Down Optimized

This allows you to round down numbers in a selected range to the nearest whole number.
Steps to use:
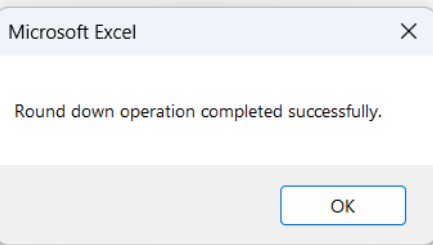
1. Select the range of cells you want to round down. This range can include one or multiple cells.

	A	B	C	D	E	F	G	H	I	J
1		Name	Years in the company							
2		Alice	1,4							
3		Bob	4,6							
4		Charlie	3,7							
5		David	2,2							
6		Eva	8,6							
7		Frank	5,5							
8		Grace	9,3							
9		Hannah	4,1							
10		Ivy	7,9							

Input   ?   ✕

Select the range to round numbers down:

$C$2:$C$16

OK   Cancel

2. The tool will round down any numeric values to the nearest whole number.

	A	B	C	D	E	F	G	H
1		Name	Years in the company					
2		Alice	1					
3		Bob	4					
4		Charlie	3					
5		David	2					
6		Eva	8					
7		Frank	5					
8		Grace	9					
9		Hannah	4					
10		Ivy	7					

Microsoft Excel   ✕

Round down operation completed successfully.

OK

Append Fields

Append Fields
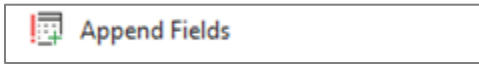
This allows you to combine every possible pairing of rows from two selected ranges. This operation is useful when you need to create all possible combinations of two data sets, such as combining product options with customer lists. Steps to use:

1. Select the source range (specific cells) that you want to combine with the target range. This range can be a single cell or multiple cells.
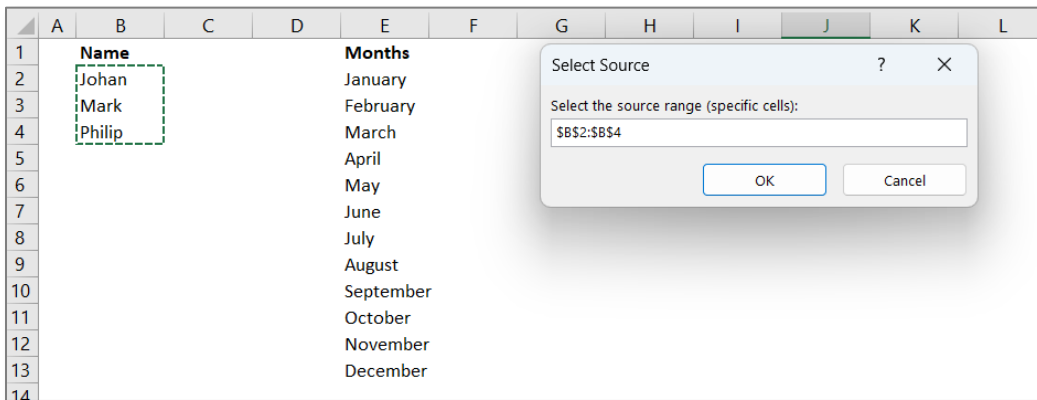
2. Select the target range (specific cells) that will be combined with the source range. This range can also be a single cell or multiple cells.
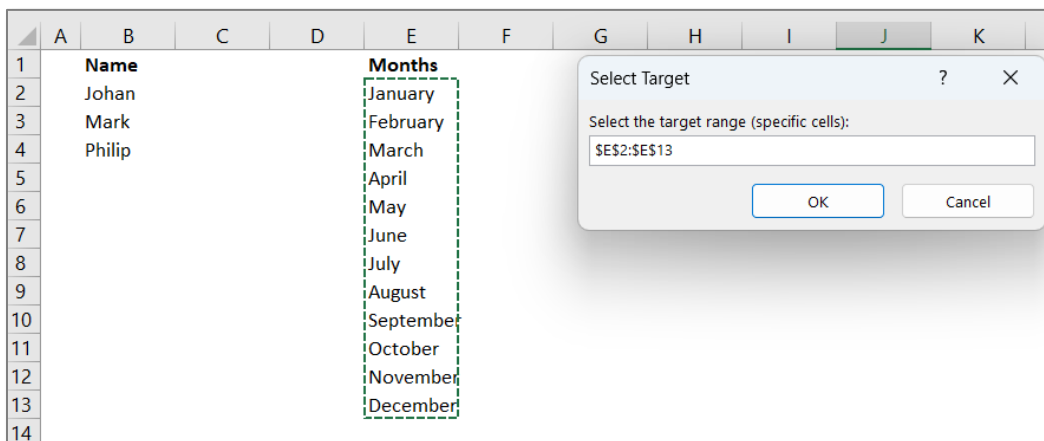
3. The tool automatically creates a new worksheet named "Result" (or "Result1", "Result2", etc., if "Result" already exists) in the active workbook. The resulting combinations of the source and target ranges are output to the new worksheet. The data from the source range will appear first, followed by the data from the target range for each combination.

	A	B	C	
1	Johan	January		
2	Johan	February		
3	Johan	March		
4	Johan	April		
5	Johan	May		
6	Johan	June		
7	Johan	July		
8	Johan	August		
9	Johan	September		
10	Johan	October		
11	Johan	November		
12	Johan	December		
13	Mark	January		
14	Mark	February		
15	Mark	March		
16	Mark	April		
17	Mark	May		
18	Mark	June		
19	Mark	July		
20	Mark	August		
21	Mark	September		
22	Mark	October		
23	Mark	November		
24	Mark	December		
25	Philip	January		
26	Philip	February		
27	Philip	March		
28	Philip	April		
29	Philip	May		
30	Philip	June		
31	Philip	July		
32	Philip	August		
33	Philip	September		
34	Philip	October		
35	Philip	November		
36	Philip	December		
37				
38				
39				
40				
41				
42				
43				
44				

Sheet1   **Result**
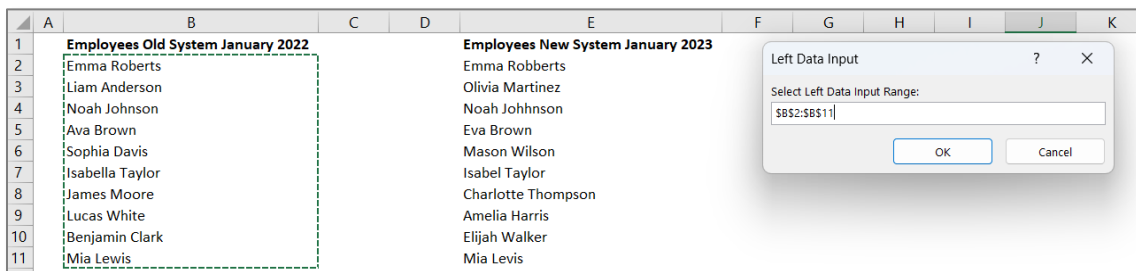
Fuzzy Match
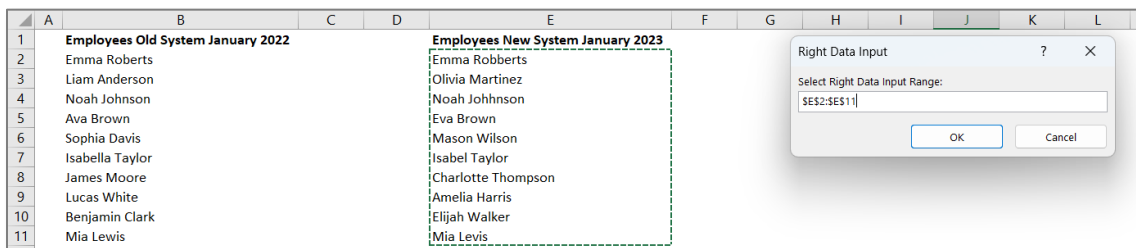
This allows you to compare two sets of data and identify matches based on a specified similarity percentage. This feature is particularly useful when you need to match records that may have slight variations, such as names, addresses, or product descriptions. Steps to use:

1. Select the range that contains the left data set. This is the first set of data that will be compared.

2. Select the range for the right data set. This is the second set of data that will be compared.

3. Enter the matching percentage, which determines how closely the records need to match. The value should be between 1 and 100.

4. The tool automatically creates a new worksheet named "Fuzzy Match" (or "Fuzzy Match 1", "Fuzzy Match 2", etc., if the name already exists) in the active workbook. This worksheet will store the results of the fuzzy match. The tool compares each entry from the left data range to each entry in the right data range using a fuzzy matching algorithm. If the similarity score meets or exceeds the specified matching percentage, the pair is recorded in the result sheet.

	A	B	C	D	E	F	G	H	I
1	Left Data Input	Right Data Input	Matching Percentage						
2	Emma Roberts	Emma Robberts	92,31%						
3	Noah Johnson	Noah Johhnson	92,31%						
4	Ava Brown	Eva Brown	88,89%						
5	Isabella Taylor	Isabel Taylor	86,67%						
6	Mia Lewis	Mia Levis	88,89%						
7									
8									

Pivot
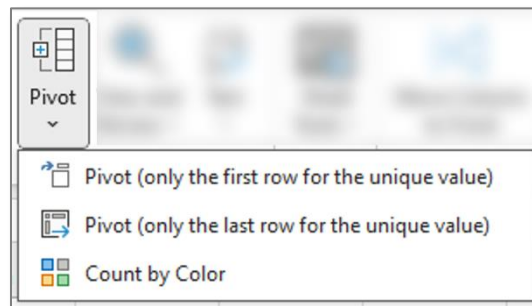
Pivot (only the first row for the unique value)
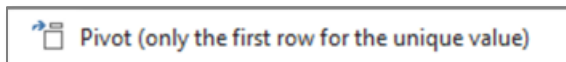
This tool allows you to group data based on a selected column and extract the first occurrence of each unique value into a new worksheet. It's particularly useful for summarizing datasets where you want to highlight the first entry for each unique group. Steps to use:

1. Select a range that includes the headers and the data you want to group.
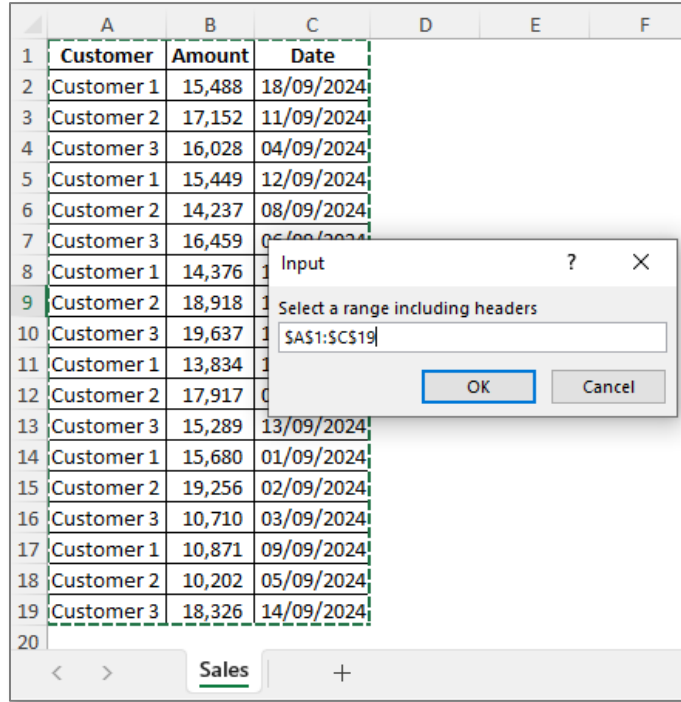
2. Select a single column from the "CustomPivotSM" sheet to group by.
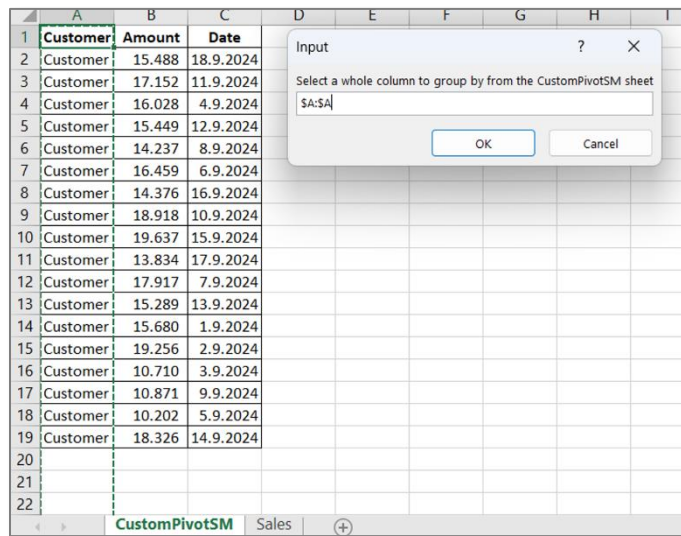
3. The tool automatically sets the grouping option to "First," meaning it will extract the first occurrence of each unique value in the selected column.

Pivot (only the last row for the unique value)

This tool allows you to group data based on a selected column and extract the last occurrence of each unique value into a new worksheet. It's particularly useful for summarizing datasets where you want to highlight the last entry for each unique group. Follow the below steps to use it:

1. Select a range that includes the headers and the data you want to group.

2. Select a single column from the "CustomPivotSM" sheet to group by.

3. The tool automatically sets the grouping option to "Last," meaning it will extract the last occurrence of each unique value in the selected column.

Pivot (Count by Color)

This tool allows you to group data by cell color in a selected column and count the occurrences of each unique color, generating a summary in a new worksheet. Follow the below steps to use it:

1. Select a range that includes the headers and the data you want to analyse.

2. Select a single column from the "CustomPivotColor" sheet to group by. This column should span the entire range, including all rows.

3. The resulting worksheet (Count by Color) contains a summary of the colors in the selected column, with the number of occurrences of each color clearly displayed.

View and Review
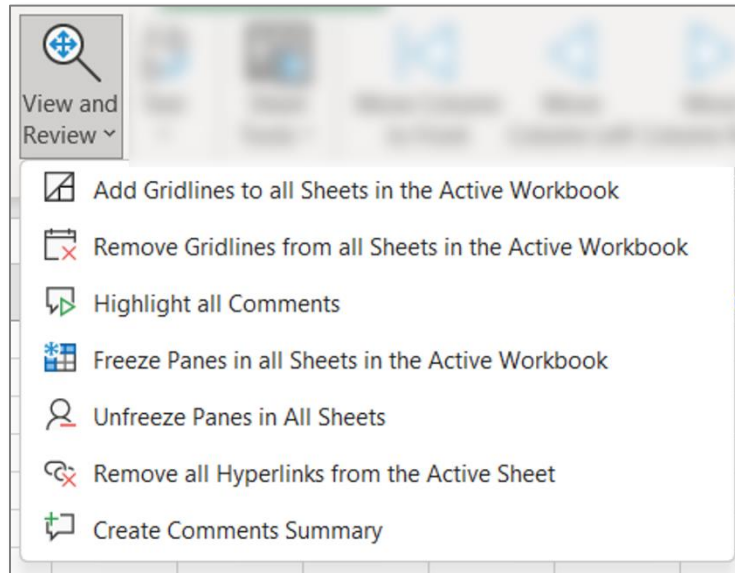
Add Gridlines to all Sheets in the Active Workbook

This tool allows you to quickly turn on gridlines for all worksheets within the active workbook, ensuring that all sheets display gridlines for better visual organization. Steps to use:

1. Select the tool.

2. The tool turns on gridlines for all worksheets within the active workbook.
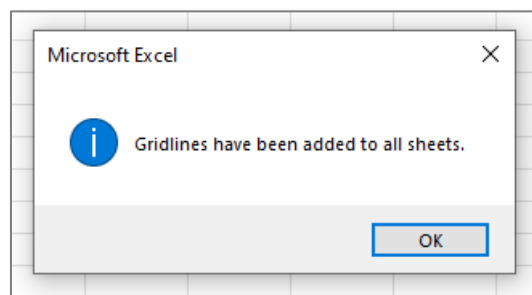
Remove Gridlines from all Sheets in the Active Workbook

This allows you to quickly turn off gridlines for all worksheets within the active workbook, providing a cleaner and more professional look to your workbook. Follow the below steps to use it:

1. Select the tool.

2. The tool turns off gridlines for all worksheets within the active workbook.
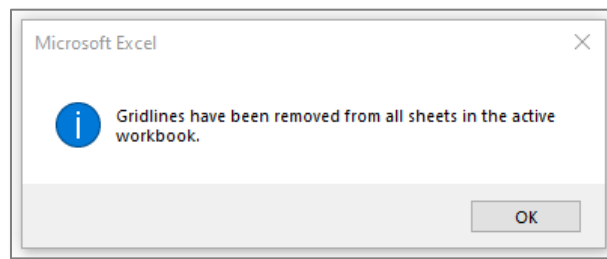
Highlight Comments

This tool highlights all cells containing comments in the active worksheet, making them easily identifiable, and then selects all these cells for your convenience. Steps to use:

1. Select the tool.

2. If a cell contains a comment, the tool highlights it with a yellow background.
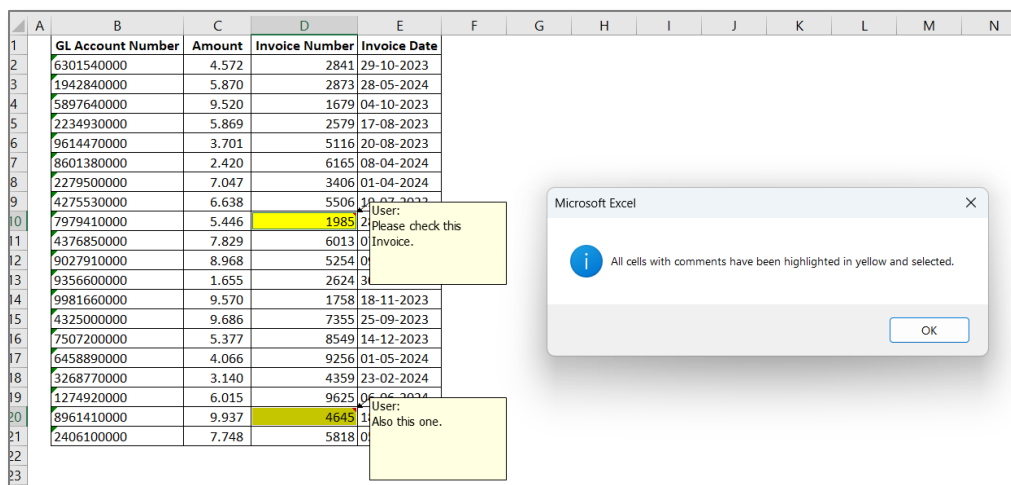
Freeze Panes in all Sheets in the Active Workbook

Freeze Panes in all Sheets in the Active Workbook

This allows you to freeze panes across all sheets in the active workbook based on a selected single cell. Follow the below steps to use it:

1. Select a single cell. This cell will determine where the panes will be frozen in each sheet. Only a single cell should be selected. If multiple cells are selected, the tool will abort the operation and prompt you to select a single cell.
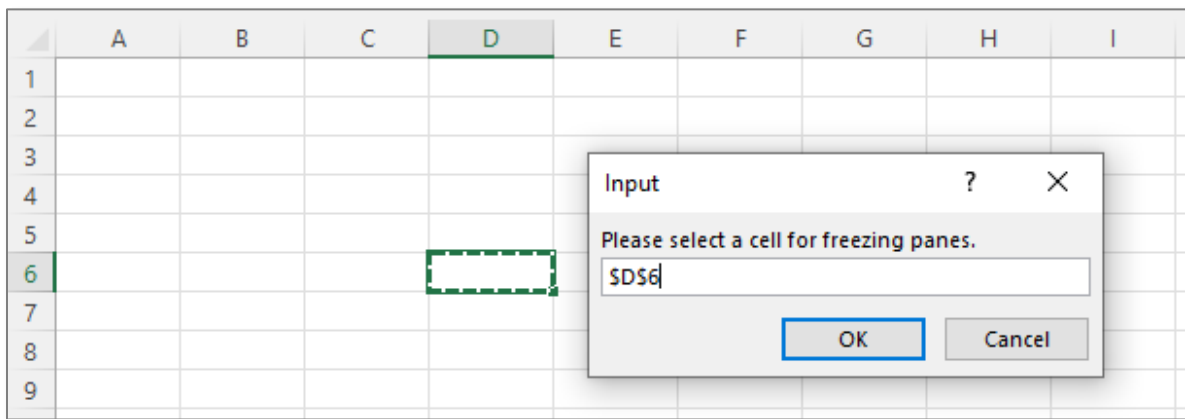
2. The tool will freeze the panes across all sheets in the active workbook based on the selected cell.
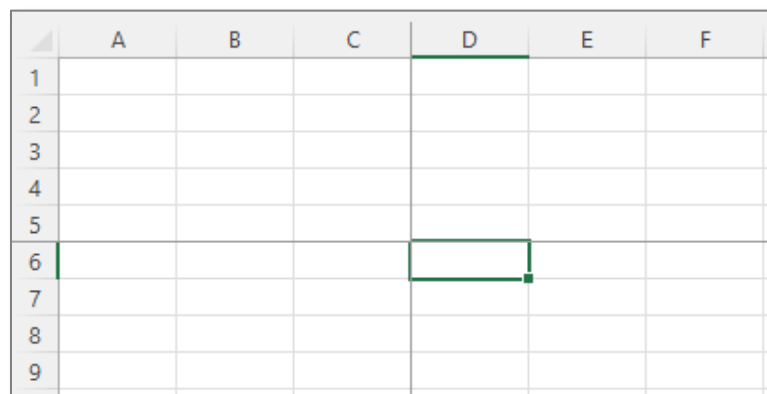
Unfreeze panes in All Sheets

Unfreeze Panes in All Sheets

This allows you to quickly unfreeze any frozen panes across all sheets in the active workbook, ensuring that each sheet returns to its default scrollable state. Steps to use:

1. Select the tool.

2. The tool will unfreeze any frozen panes across all sheets in the active workbook.

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Panes have been unfrozen in all sheets.

OK
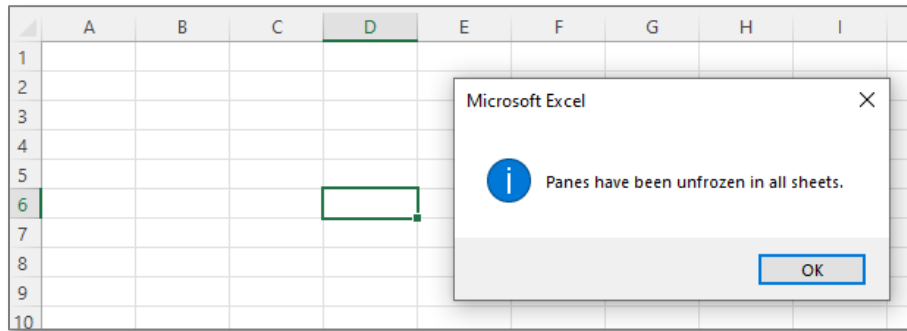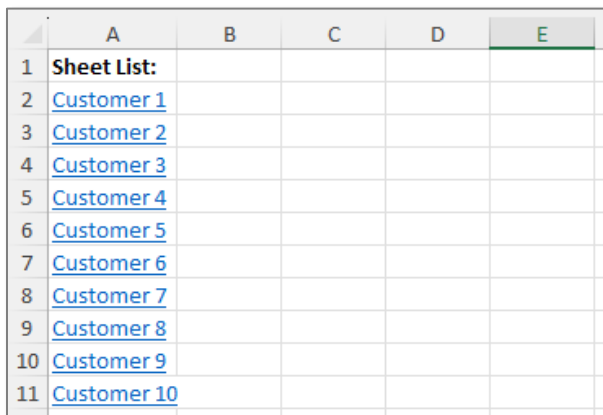
Remove All Hyperlinks from the Active Sheet

Remove all Hyperlinks from the Active Sheet

This allows you to efficiently remove all hyperlinks from the active sheet. Steps to use:

1. Select the tool.

	A	B	C	D	E
1	Sheet List:				
2	Customer 1				
3	Customer 2				
4	Customer 3				
5	Customer 4				
6	Customer 5				
7	Customer 6				
8	Customer 7				
9	Customer 8				
10	Customer 9				
11	Customer 10				

2. The tool will remove all hyperlinks from the active sheet.
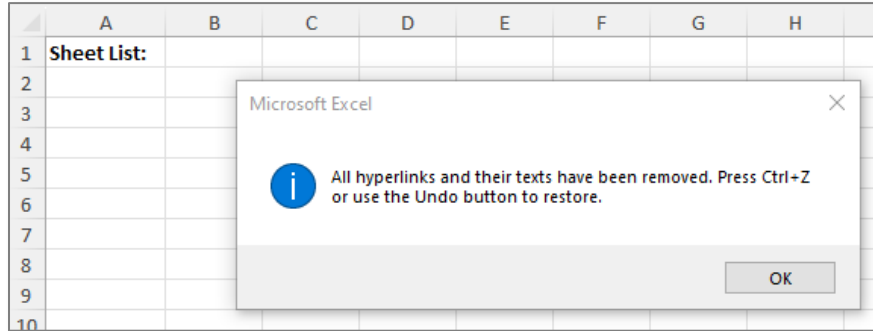
Create Comments Summary

This tool allows you to generate a formatted summary of all comments in the active workbook (all sheets), including details such as the sheet name, cell address, comment text, and author. Steps to use:

1. Select the tool

2. The tool generates a formatted summary of all comments in the active workbook, including details such as the sheet name, cell address, comment text, and author.

	A	B	C	D	E
1	Sheet	Cell	Comment	Author	
2	Sheet1	$C$6	Finance: Invoice in Dollars	Finance	
3	Sheet1	$D$10	Sales: Please check this Invoice.	Sales	
4	Sheet1	$B$15	Finance: Account to be close next month	Finance	
5	Sheet1	$D$19	Sales: Also this one.	Sales	
6					

All Comments   Sheet1

Text
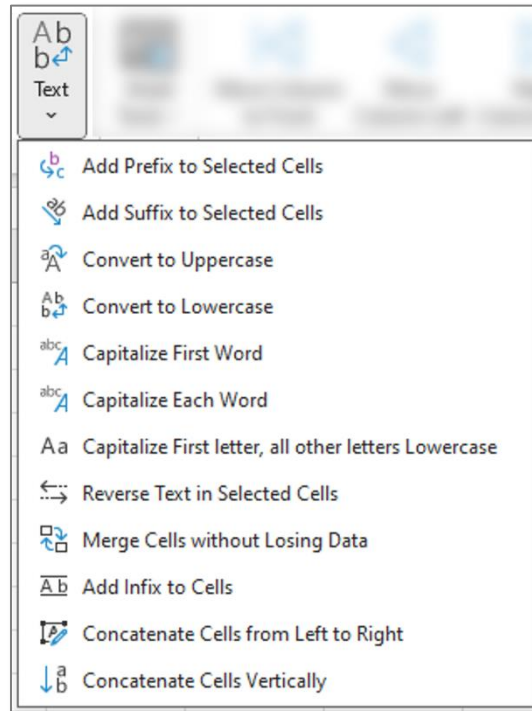
Add Prefix to Selected Cells

This tool allows you to add a specified prefix to the content of selected cells. You also have the option to include a separator between the prefix and the existing cell content. Steps to use:

1. Select the cells where you would like to add a prefix and click OK. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended changes.
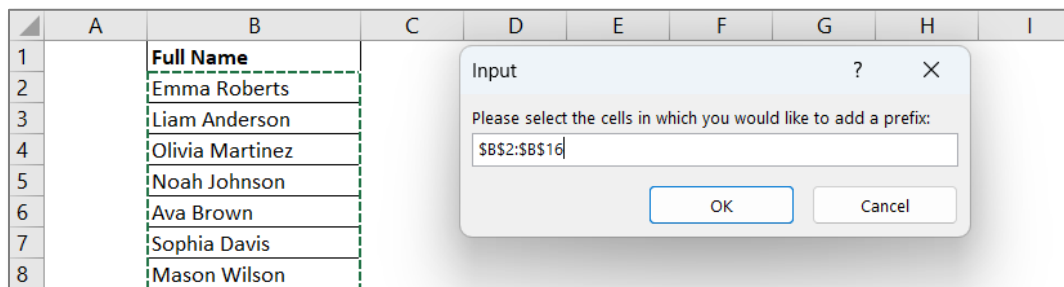
2. Enter the prefix that you want to add to the selected cells.
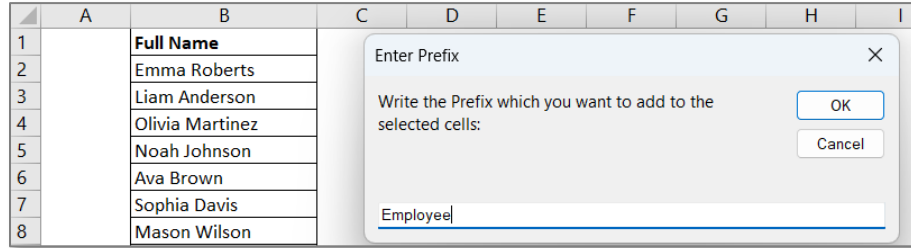
3. The tool will ask if you want to add a separator between the prefix and the cell content. If you choose "Yes," you will be prompted to enter the separator. If the separator is left blank, the tool will continue without a separator. If you choose "No", no separator will be added.
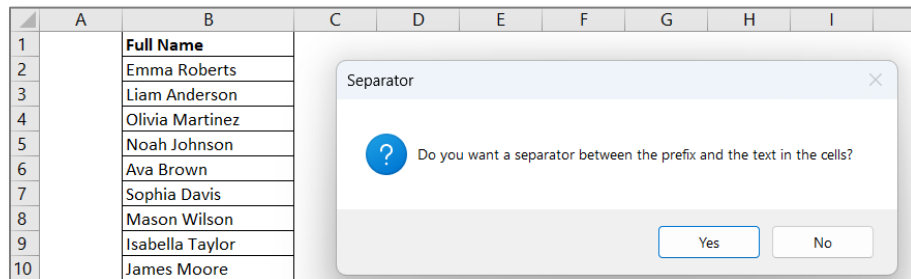
4. Enter the separator.
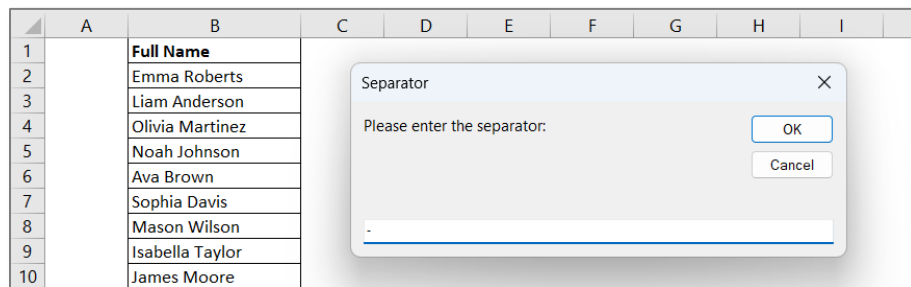
5. The tool will add the specified prefix and separator (if any) to the selected cells.

Add Suffix to Selected Sells

Add Suffix to Selected Cells

This tool allows you to add a specified suffix to the content of selected cells. You also have the option to include a separator between the existing cell content and the suffix. Steps to use:

1. Select the cells where you would like to add a suffix and click OK. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended changes.
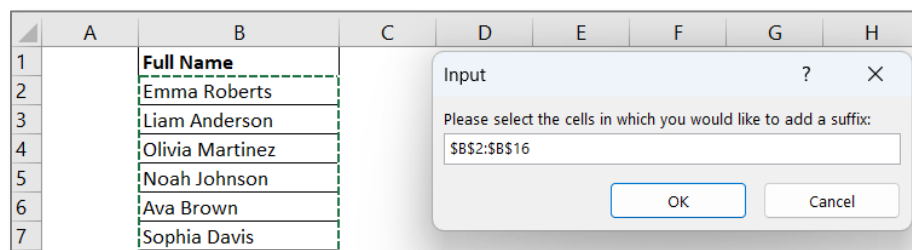
2. Enter the suffix that you want to add to the selected cells.
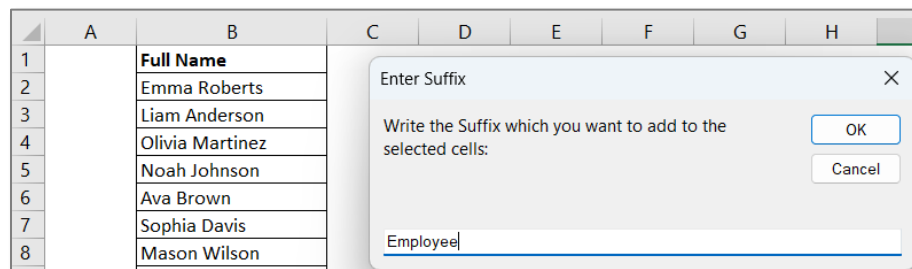
3. The tool will ask if you want to add a separator between the existing cell content and the suffix. If you choose "Yes," you will be prompted to enter the separator. If the separator is left blank, the tool will continue without a separator. If you choose "No," no separator will be added.
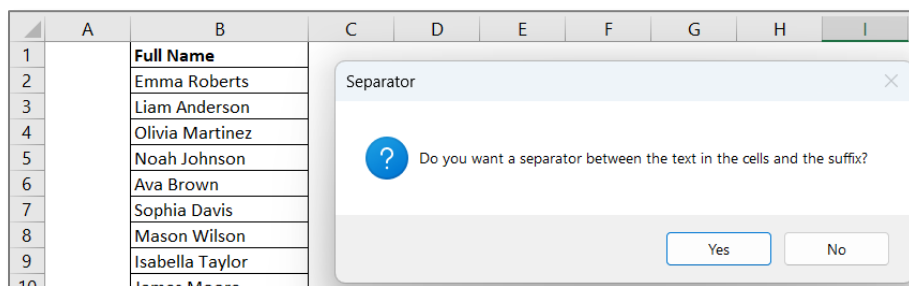
4. Enter the separator.
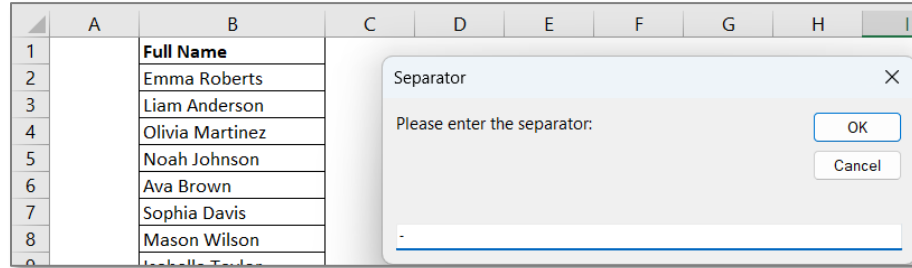
5. The tool will add the specified suffix and separator (if any) to the selected cells.

Convert to Uppercase

This tool allows you to convert the text in selected cells to uppercase. Steps to use:

1. Select the cells you want to convert to uppercase and click OK. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended changes.
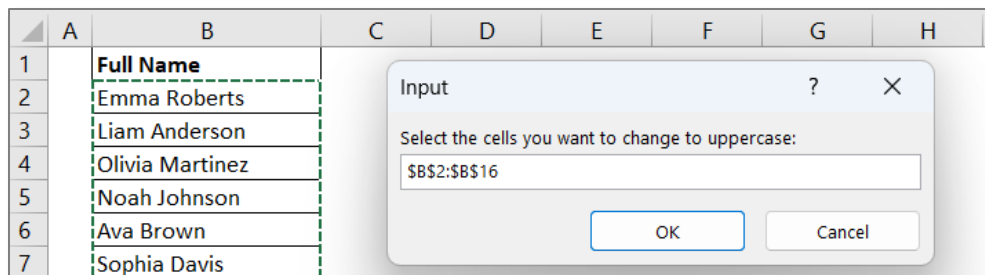
2. The tool will convert the text in the selected cells to uppercase.

	A	B	C
1		**Full Name**	
2		EMMA ROBERTS	
3		LIAM ANDERSON	
4		OLIVIA MARTINEZ	
5		NOAH JOHNSON	
6		AVA BROWN	
7		SOPHIA DAVIS	

Convert to Lowercase

Ab
b⤶ Convert to Lowercase

This tool allows you to convert the text in selected cells to lowercase. Steps to use:

1. Select the cells you want to convert to lowercase and click OK. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended changes.

	A	B	C	D	E	F	G
1		**Full Name**					
2		EMMA ROBERTS	Input			?	✕
3		LIAM ANDERSON					
4		OLIVIA MARTINEZ	Select the cells you want to change to lowercase:				
5		NOAH JOHNSON	$B$2:$B$16				
6		AVA BROWN			OK	Cancel	
7		SOPHIA DAVIS					
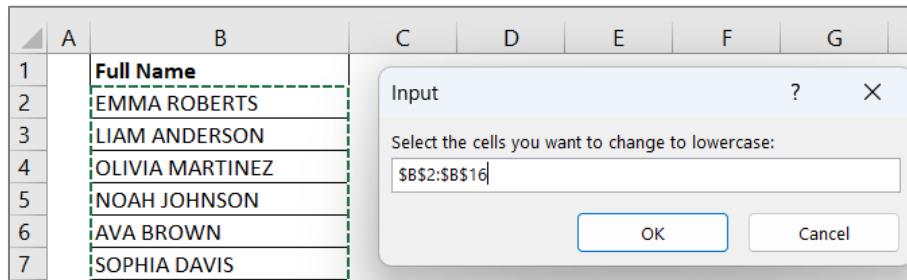
2. The tool will convert the text in the selected cells to lowercase.

	A	B	C
1		**Full Name**	
2		emma roberts	
3		liam anderson	
4		olivia martinez	
5		noah johnson	
6		ava brown	
7		sophia davis	

Capitalize First Word

abc A Capitalize First Word

This tool allows you to capitalize the first word in each cell of the selected range. Steps to use:

1. Select the cells where you want to capitalize the first word and click OK. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended changes.
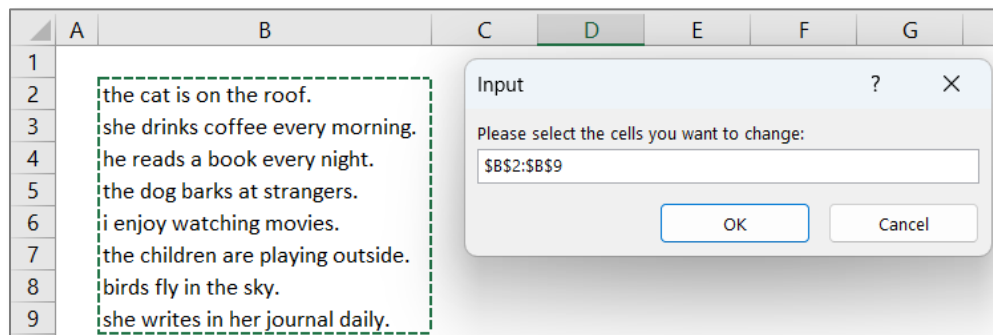
2. The tool will capitalize the first word in each cell of the selected range.

Capitalize Each Word
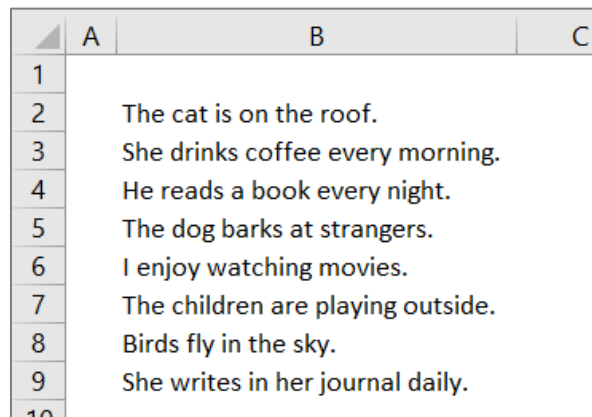
abc A Capitalize Each Word

This tool allows you to capitalize the first letter of each word in the selected range of cells. Steps to use:

1. Select the cells where you want to capitalize each word and click OK. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended changes.

	A	B	C	D	E	F	G	H
1		**Full Name**						
2		emma roberts		Input			?	✕
3		liam anderson						
4		olivia martinez		Please select the cells you want to change:				
5		noah johnson		$B$2:$B$16				
6		ava brown			OK		Cancel	
7		sophia davis						
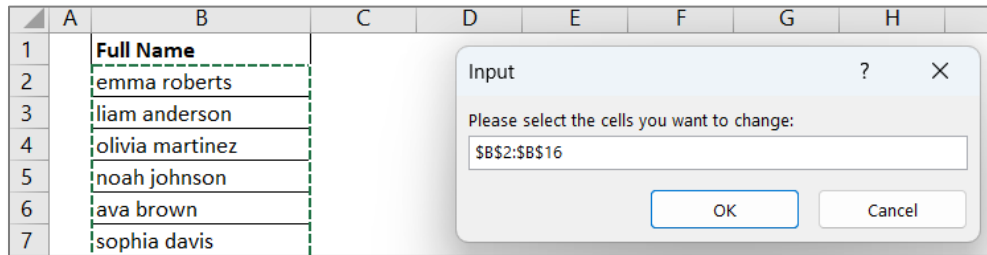
2. The tool will capitalize the first letter of each word in each cell of the selected range.

	A	B	C
1		**Full Name**	
2		Emma Roberts	
3		Liam Anderson	
4		Olivia Martinez	
5		Noah Johnson	
6		Ava Brown	
7		Sophia Davis	

Capitalize First letter, all other letters Lowercase

Aa Capitalize First letter, all other letters Lowercase

This tool allows you to change the text in selected cells to a proper case format (first letter uppercase, the rest lowercase). Steps to use:

1. Select the cells where you want to capitalize the first letter (the rest letters lowercase) and click OK. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended changes.

	A	B	C	D	E	F	G
1							
2		the cat is on the roof.		Input		?	✕
3		she drinks coffee every morning.					
4		he reads a book every night.		Please select the cells you want to change:			
5		the dog barks at strangers.		$B$2:$B$9			
6		i enjoy watching movies.			OK		Cancel
7		the children are playing outside.					
8		birds fly in the sky.					
9		she writes in her journal daily.					
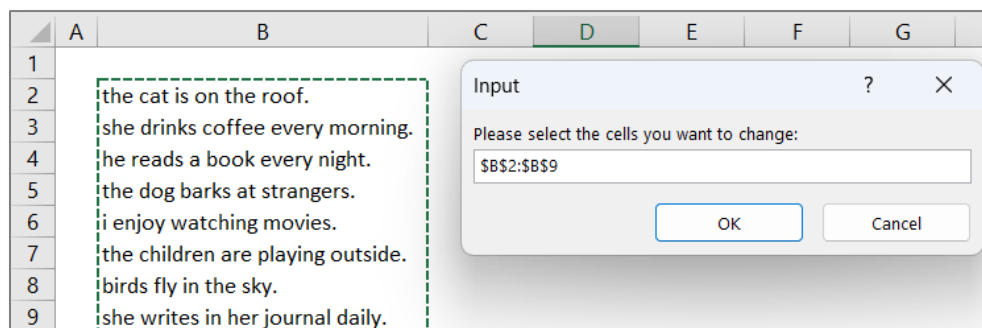
2. The tool will change the text in selected cells to a proper case format (first letter uppercase, the rest lowercase).

	A	B	C
1			
2		The cat is on the roof.	
3		She drinks coffee every morning.	
4		He reads a book every night.	
5		The dog barks at strangers.	
6		I enjoy watching movies.	
7		The children are playing outside.	
8		Birds fly in the sky.	
9		She writes in her journal daily.	

Reverse Text in Selected Cells

Reverse Text in Selected Cells

This tool allows you to reverse the text within the selected cells. Steps to use:

1. Select the cells in which you want to reverse the text and click OK. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended changes.

	A	B	C	D	E	F	G	H
1		**Full Name**						
2		Emma Roberts	Input				?	×
3		Liam Anderson						
4		Olivia Martinez	Select cells to reverse text					
5		Noah Johnson	$B$2:$B$16					
6		Ava Brown				OK		Cancel
7		Sophia Davis						
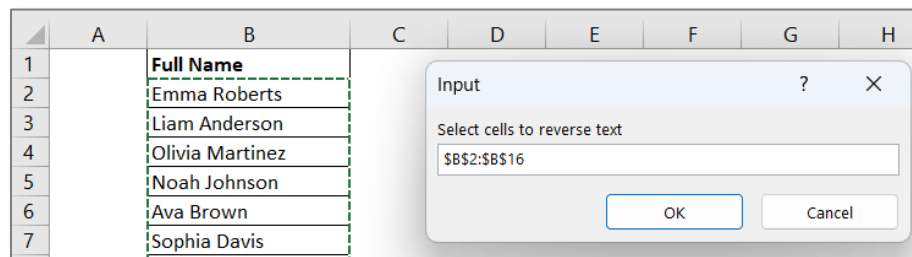
2. The tool will reverse the text in each cell of the selected range.

	A	B	C
1		**Full Name**	
2		streboR ammE	
3		nosrednA maiL	
4		zenitraM aivilO	
5		nosnhoJ haoN	
6		nworB avA	
7		sivaD aihpoS	

Merge Cells without Losing Data

Merge Cells without Losing Data
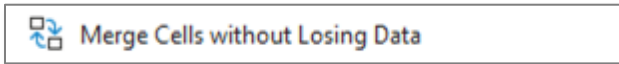
This tool allows you to merge selected cells into one cell, with an option to specify a delimiter to separate the contents and without losing the data from the selected cells. Steps to use:

1. Select the range of cells you want to merge and click OK.
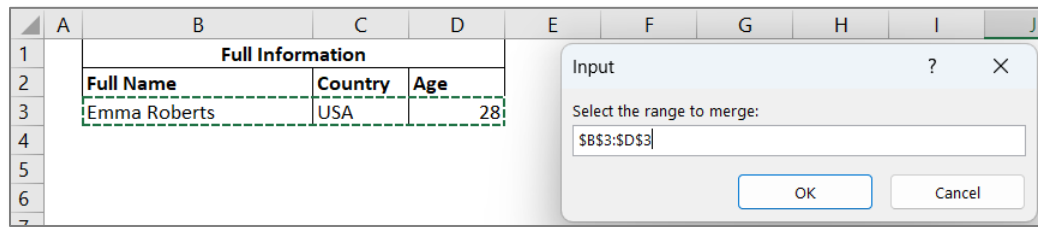
2. You will be prompted to enter a character to use as a delimiter between the contents of the cells being merged. If you leave this blank, no delimiter will be used.
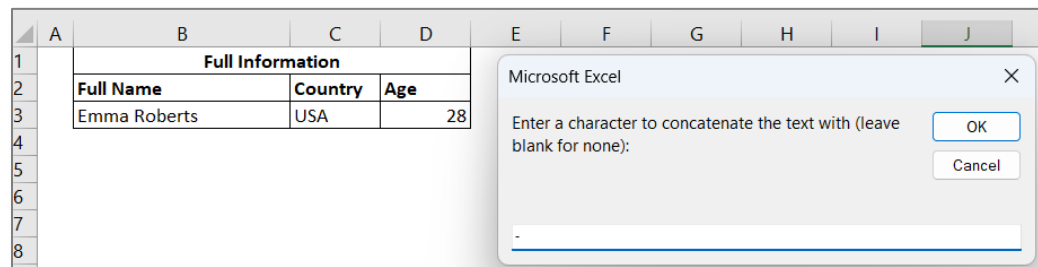
3. The tool will concatenate the contents of the selected cells into the top-left cell of the selected range, separated by the delimiter (if specified), and then merge the selected cells.

Add Infix to Cells

Ab Add Infix to Cells

This tool allows you to insert a specified infix (text) at a specific position within the contents of selected cells. Steps to use:

1. Select the range of cells where you want to add the infix. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended changes.

2. Enter the infix (text) that you want to insert into each selected cell.

3. Enter the character position where the infix should be inserted within each cell's content. This should be a numeric value. If the position is outside the bounds of the text, the infix will be added at the beginning or end of the text.

4. The tool will ask if you want to use a separator between the existing text and the infix. If you choose "Yes," you can specify the separator. If you choose "No," no separator will be used.

5. Enter the separator (in this example we added one space):

6. The tool will add the specified infix and separator (if any) to the selected cells and character position.

	A	B	C	D	E	F
1		GL Account Number	Amount	Invoice Number	Invoice Date	
2		6301540000	4.572	INV Number 2841	29-10-2023	
3		1942840000	5.870	INV Number 2873	28-05-2024	
4		5897640000	9.520	INV Number 1679	04-10-2023	
5		2234930000	5.869	INV Number 2579	17-08-2023	
6		9614470000	3.701	INV Number 5116	20-08-2023	
7		8601380000	2.420	INV Number 6165	08-04-2024	
8		2279500000	7.047	INV Number 3406	01-04-2024	
9		4275530000	6.638	INV Number 5506	19-07-2023	
10		7979410000	5.446	INV Number 1985	28-12-2023	

Concatenate Cells from Left to Right

Concatenate Cells from Left to Right

This tool allows you to merge the contents of multiple cells in a selected range from left to right into a single output cell or multiple output cells, with an option to include a delimiter. Steps to use:

1. Select the range of cells you want to concatenate and click OK. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended results.

2. You will be asked whether you want to use a delimiter (such as a comma, space, etc.) between the concatenated cell values.

   a. If you choose "Yes", you will be prompted to enter the delimiter. If you leave the delimiter blank, the operation will be canceled.

   b. If you choose "No", the cells will be concatenated without any delimiter.

3. Enter the delimiter.

4. You will be prompted to select the cell where you want the concatenated result to start. Please ensure that only 1 cell is selected.

5. The tool will concatenate the values in the selected range row by row, using the specified delimiter if chosen. The results will be output starting from the selected cell and continue downwards for each row of the selected range.

	A	B	C	D	E	F
1		Name	Country	Age	Full Info	
2		Alice	USA	25	Alice-USA-25	
3		Bob	Canada	30	Bob-Canada-30	
4		Charlie	UK	35	Charlie-UK-35	
5		David	Australia	40	David-Australia-40	
6		Eva	Germany	45	Eva-Germany-45	
7		Frank	France	50	Frank-France-50	
8		Grace	Italy	55	Grace-Italy-55	
9		Hannah	Spain	60	Hannah-Spain-60	
10		Ivy	Portugal	65	Ivy-Portugal-65	

Concatenate Cells Vertically
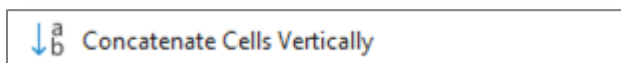
This tool allows you to merge the contents of multiple cells in a selected range from top to bottom into a single output cell or multiple output cells, with an option to include a delimiter. Steps to use:

1. Select the range of cells you want to concatenate and click OK. If any cell in the selected range contains a formula, the tool will alert you and exit to prevent unintended results.

2. You will be asked whether you want to use a delimiter (such as a comma, space, etc.) between the concatenated cell values.

   a. If you choose "Yes," you will be prompted to enter the delimiter. If you leave the delimiter blank, the operation will be canceled.

   b. If you choose "No," the cells will be concatenated without any delimiter.

3. Enter the delimiter.

4. You will be prompted to select the cell where you want the concatenated result to start. Please ensure that only 1 cell is selected.

5. The tool will concatenate the values in the selected range column by column, using the specified delimiter if chosen. The results will be output starting from the selected cell and continuing for each column of the selected range.

Sheet

Sheet Tools

Add New Sheet
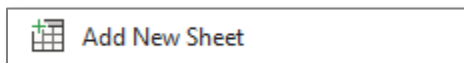
This tool allows you to add a new worksheet to your workbook with a user-specified name. The tool includes checks to ensure that the new sheet name is valid and does not already exist in the workbook. Steps to use:

1. Select the tool, enter the name for the new sheet and click OK.
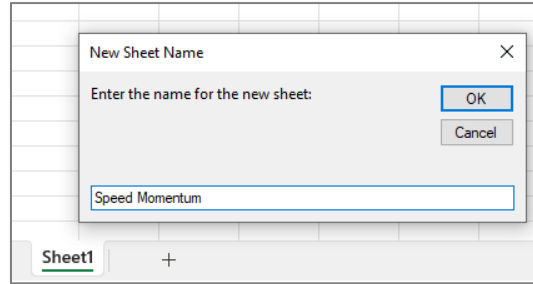
2. A new worksheet will be added with the user specified name.
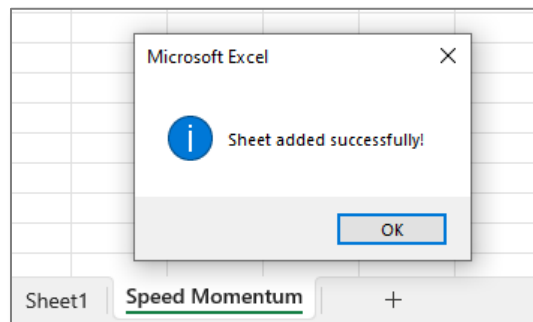
Add Multiple Sheets
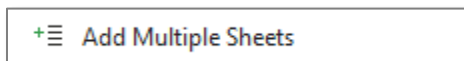
This tool allows you to add several worksheets to your workbook either with automatic naming or with custom names provided by the user. The tool includes validation to ensure that the new sheet names are valid and do not already exist in the workbook. Steps to use:

1. Enter the number of sheets you want to add and click OK.
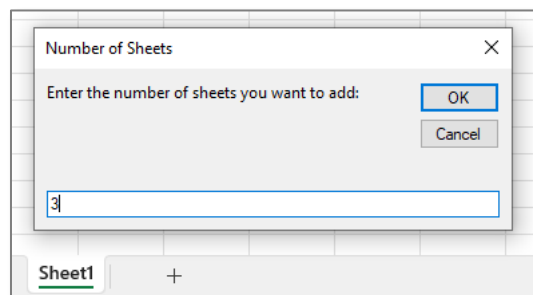
2. You will be asked if you want to use automatic naming (e.g., NewSheet1, NewSheet2).

Click "Yes" for automatic naming or "No" if you want to manually name each sheet.

- If you choose automatic naming, the tool will add the specified number of sheets with names like NewSheet1, NewSheet2, and so on.

- If you choose manual naming, the tool will prompt you to enter a name for each new sheet.
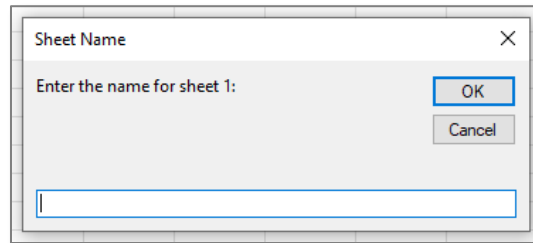
In our example we will use automatic naming.
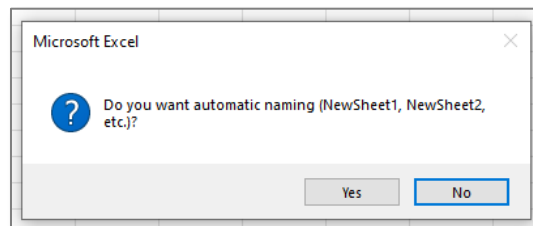
3. The tool will add the new sheets:
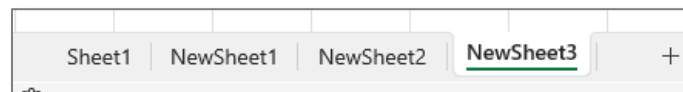
Insert Sheets from Selected Cells

This tool allows you to create new worksheets based on the values in selected cells. The tool ensures that the new sheet names are unique and valid within Excel's naming constraints. Steps to use:

1. Select the cells that contain the names for the new sheets and click OK.
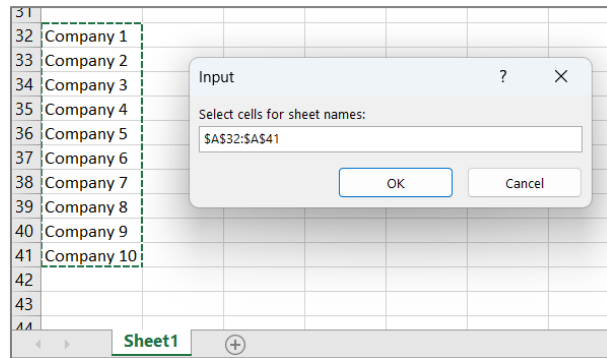
2. If all selected names are valid and unique, the tool will proceed to create a new sheet for each unique name.
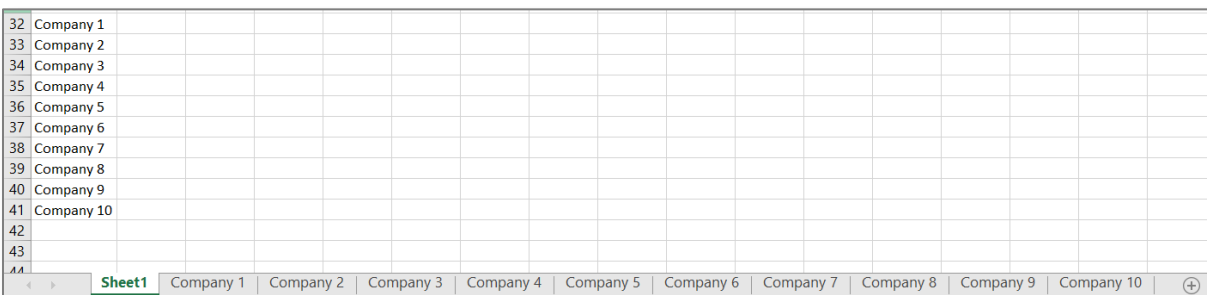
Hide or Unhide Multiple Sheets
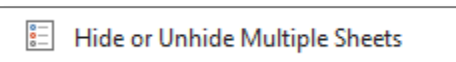
This tool allows you to manage the visibility of worksheets within an active workbook using a user-friendly interface. This feature is designed to help users quickly hide or unhide multiple sheets directly from a user form. Steps to use:

1. Select the tool, and a user-friendly window displaying all sheets in the active workbook will appear.

2. Select the sheets you want to hide or unhide, then click either "Hide Selected Sheets" or "Unhide Selected Sheets," depending on your needs. The action will take effect immediately. Once you're finished, close the window by clicking the "X" button.

In our example we have hidden the first 5 sheets.

Sheet Order Manager

▦ Sheet Order Manager

This allows you to view, reorder, and activate sheets in your workbook using a user-friendly interface. This feature simplifies managing the order of sheets, ensuring you can quickly organize your workbook as needed. Steps to use:

1. Select the tool, and a user-friendly window displaying all sheets in the active workbook will appear.

2. Select the sheets you want to reorder one by one, then choose one of the four available options. The action will take effect after you click "OK."

For example, if you select the sheet "Company 7" and click "Bring to Front," the sheets will be reordered, placing "Company 7" as the first sheet in the active workbook. Additionally, this tool is very useful for navigating to a specific sheet. After pressing "OK," the selected sheet will become the active and visible sheet in the workbook.
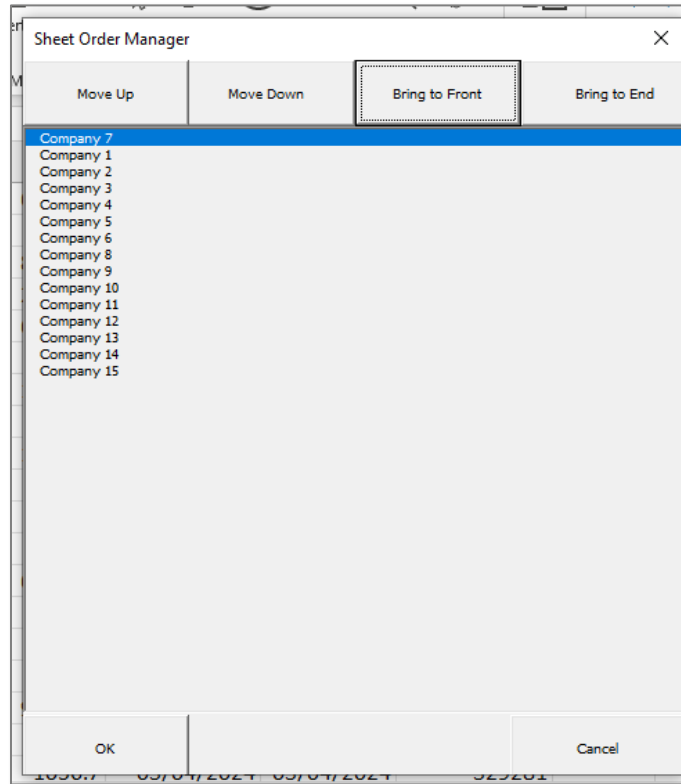
Split Into Separate Sheets

This tool allows you to split data from a selected range into multiple sheets based on the unique values from the selected column. In our example we have transactional data for 15 companies. We will split the data for each company in a separate sheet. This tool is very useful when you need to split the data per GL Accounts, Products and a lot of different categories. Steps to use:

1. Select a range of data (including headers) that you want to split into multiple sheets.

2. After selecting the range, a user form will appear allowing you to choose the column based on which the data will be split into different sheets. Select the column and proceed.

The tool will automatically check for any issues with the new sheet names:

  a. Existing Names: Checks if any sheet with the same name already exists.

  b. Invalid Characters: Ensures that the sheet name does not contain any invalid characters (, /, ?, *, [,], :).

  c. Name Length: Verifies that the sheet name does not exceed Excel's 31-character limit.

If any issues are found, you will be notified, and the operation will be cancelled.
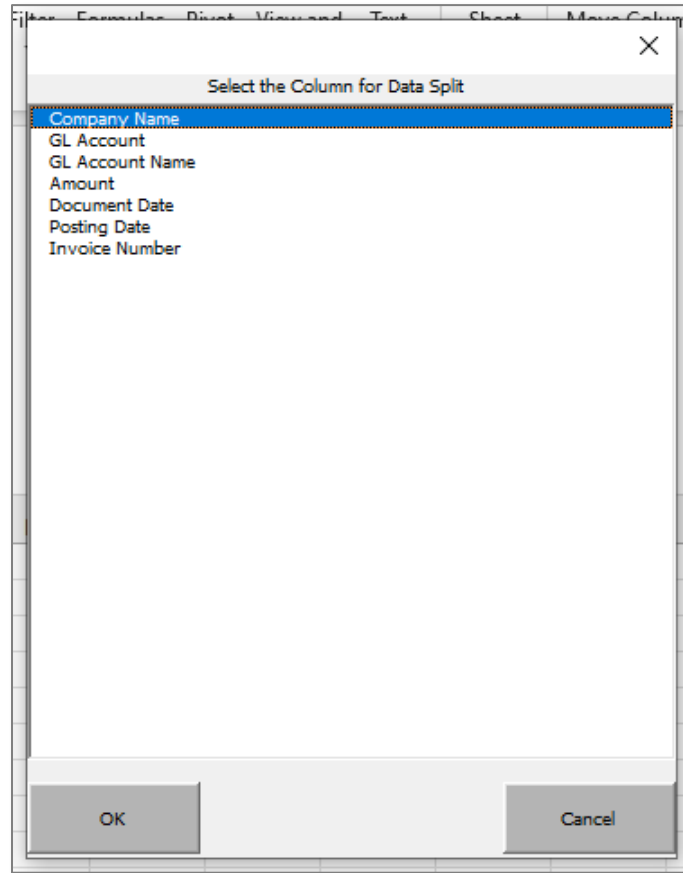
3. If all selected names are valid and unique, the tool will proceed to create a new sheet for each unique value in the selected column.

The tool will also copy the data corresponding to each unique value into the newly created sheets.

Sheet List (Hyperlinks)

⊘ Sheet List (Hyperlinks)

This tool automatically generates a list of all worksheet names in the active workbook and creates hyperlinks to each sheet. Steps to use:

1. Select the tool:

2. The tool will create a new sheet (Sheet List) and will add a hyperlink of every sheet in the active workbook.

	A	B	C	D	E	F	G
1	Sheet List:						
2	Split Data						
3	Company 1						
4	Company 2						
5	Company 3						
6	Company 4						
7	Company 5						
8	Company 6						
9	Company 7						
10	Company 8						
11	Company 9						
12	Company 10						
13	Company 11						
14	Company 12						
15	Company 13						
16	Company 14						
17	Company 15						
18							

< > ···   Company 13   Company 14   Company 15   **Sheet List**

Export Selected Sheets in Multiple Excel Files

☒ Export Selected Sheets in Multiple Excel Files

This tool allows you to extract multiple sheets from the active workbook as a separate excel files. Steps to use:

1. After running the tool, a user-friendly form window will appear. Select the sheets you wish to extract as separate Excel files, then click **Export**.

2. A new window will appear. Choose the folder where you want to save the selected sheets as separate Excel files, then click OK.

3. The selected sheets will be exported as separate Excel files in the chosen folder.
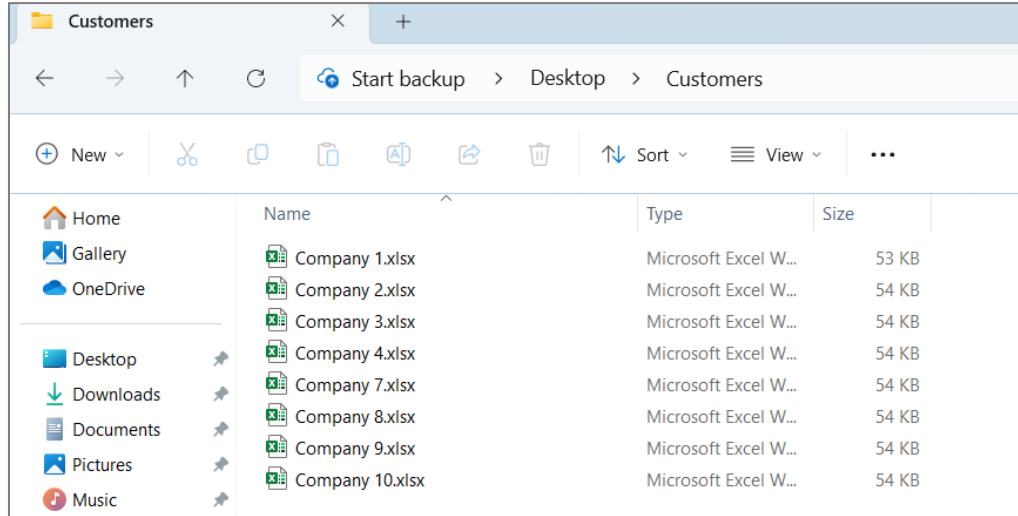
Delete Empty Worksheets
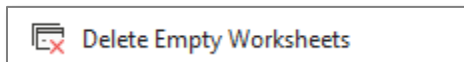
This tool automatically deletes any empty worksheets from the active workbook. This feature is useful for cleaning up workbooks by removing unnecessary or unused sheets, streamlining the document for easier management. Steps to use:

1. Select the tool and all empty worksheets in the active workbook will be deleted.

Unhide All Sheets
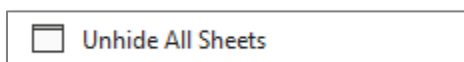
This tool automatically unhides all hidden worksheets in the active workbook. This feature is particularly useful for users who need to quickly access all sheets that have been hidden for various reasons, such as data protection, simplifying the workbook view, or separating content by user access levels. Steps to use:

1. Select the tool and all hidden worksheets in the active workbook will be visible.

Sort Sheets Ascending

A↓ Sort Sheets Ascending
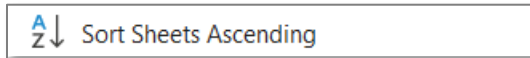
This tool allows you to automatically sort all the sheets in the active workbook in alphabetical order (ascending). Steps to use:

1. Select the tool and the sheets in the active workbook will be sorted in ascending order.

Before:

| Company 8 | Company 6 | Company 3 | Company 9 | Company 1 | Company 4 | Company 2 | Company 5 | **Company 7** |

After:

| Company 1 | Company 2 | Company 3 | Company 4 | Company 5 | Company 6 | Company 7 | Company 8 | **Company 9** |

Sort Sheets Descending
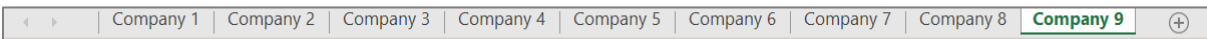
Z↓ Sort Sheets Descending

This tool allows you to automatically sort all the sheets in the active workbook in reverse alphabetical order (descending). Steps to use:

1. Select the tool and the sheets in the active workbook will be sorted in descending order.

Before:

| Company 6 | Company 4 | Company 2 | Company 5 | **Company 9** | Company 7 | Company 8 | Company 3 | Company 1 |

After:

| Company 9 | Company 8 | Company 7 | Company 6 | Company 5 | Company 4 | Company 3 | Company 2 | **Company 1** |
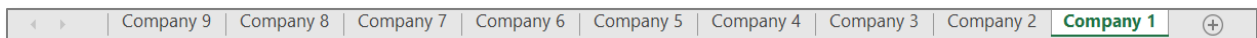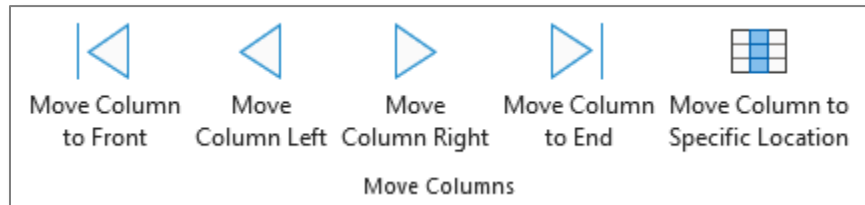
Move Columns

The Move Columns tool simplifies the process of rearranging columns in your Excel worksheet. Designed to save you time and effort, this tool allows you to easily shift entire columns to new positions within your data without cutting and pasting. Unlike the conventional method, which can be slow and cumbersome, this tool lets you move columns to the front, end, left, or right with a single click, making column management faster and more efficient.

Move Columns: Front, Left, Right and End.

1. **Select the Entire Column:** Click on the column header of the column you wish to move. Ensure the entire column is selected rather than a specific range.

2. **Choose the Desired Action:** Use the available buttons to move the column left, right, to the front (first data position), or to the end (last data position).

3. **See the Change Instantly:** Your selected column will move to the new position, making column management smooth and effortless.

Move Column to Specific Location

This tool allows you to move a selected column to any desired position in your worksheet by specifying the target column letter. Steps to use:

1. Select the entire column you wish to move (e.g., click the column header) rather than just a range within the column and click the tool "Move Column to Specific Location".

2. Enter the letter of the column where you would like to move the selected column.

3. The tool will move the selected column in the specified location.

Try it out, move your columns, and discover how easy it is to simplify your Excel work with this powerful tool!

File and System Tools
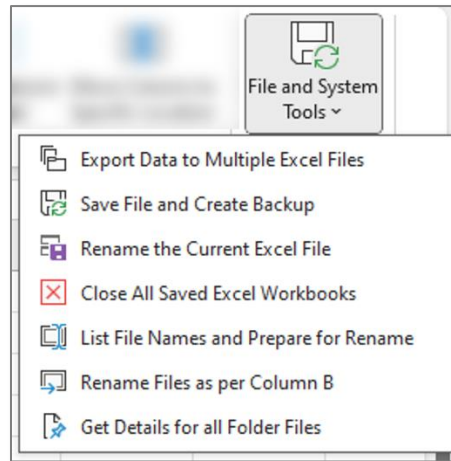
Export Data to Multiple Excel Files

This tool allows you to split data from a selected range into multiple excel files based on the unique values from the selected column in the user specified folder.

In our example we have transactional data for 15 companies. We will split the data for each company in a separate excel file. This tool is very useful when you need to split the data per GL Accounts, Products and a lot of different categories. Steps to use:

1. Select a range of data (including headers) that you want to split into multiple excel files.

2. After selecting the range, a user form will appear allowing you to choose the column based on which the data will be split into different sheets. Select the column and proceed.

The tool will automatically check for any issues with the new file names:

- Invalid Characters: Ensures that the file name does not contain any invalid characters (\, /, ?, *, [,], <, >, |).

- Name Length: Verifies that the file name does not exceed the Windows file name length limit.

- Existing Files: Checks if a file with the same name already exists in the selected folder. If any issues are found, you will be notified, and the operation will be cancelled.
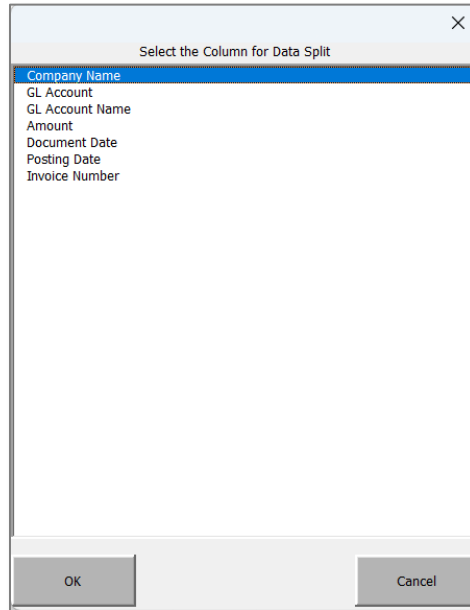
3. A new window will appear. Choose the folder where you want to create the new Excel files, then click **OK**.
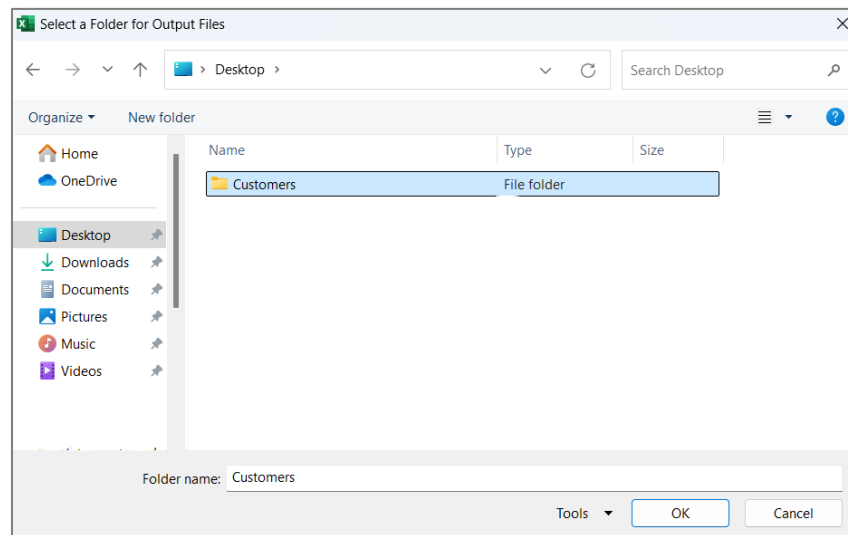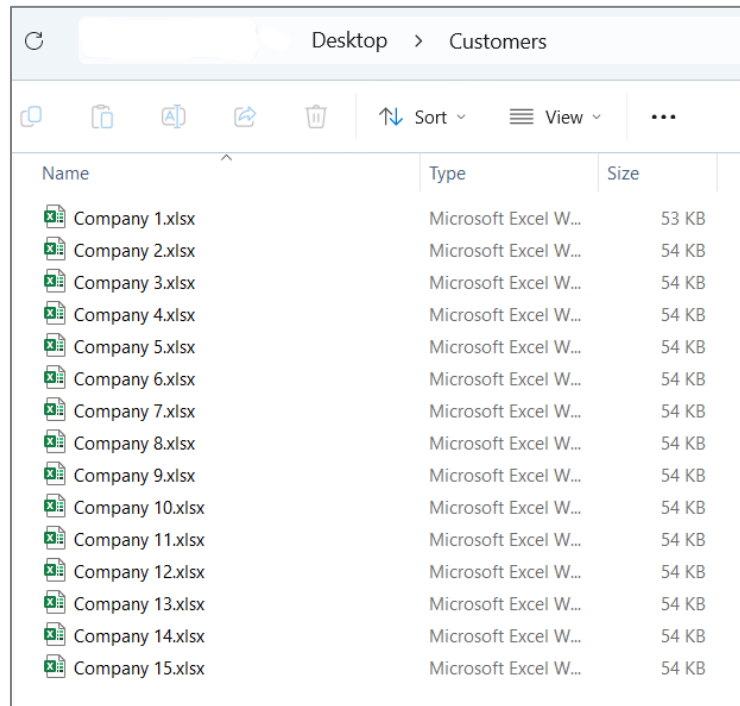
4. If all selected names are valid and unique, the tool will proceed to create a new excel (in the chosen folder) file for each unique value in the selected column.

The tool will also copy the data corresponding to each unique value into the newly created files. The Excel files will be names as per the unique value in the selected column.

From our example, the file Company 1.xlsx will have the data only where Company 1 has been identified in the selected column (in our example "Company Name".

Save File and Create Backup
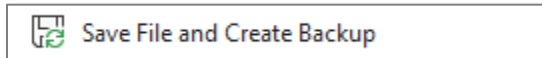
This tool allows you to save the current workbook and create a timestamped backup in the same folder as the original file. Steps to use:

1. Select the tool and the tool will save your current file and generate a backup file named by appending the current date and time (in the format yyyy-mm-dd hhmm) to the original file name.

For example, if your file is named Report.xlsx, the backup will be named Report Back-up 2024-08-12 0930.xlsx. The backup file is saved in the same folder as the original

2. Before running the tool, ensure that your workbook has been saved at least once. If the workbook has never been saved, the tool will prompt you to save it first.

Rename the Current Excel File

🖫 Rename the Current Excel File

This tool allows you to rename the currently active Excel workbook file without closing the file first. Steps to use:
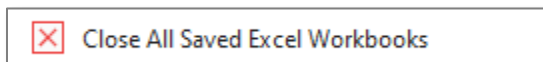
1. Select the tool and enter the new name for the active Excel file and click OK.

Rename File
Enter new name for the file (without extension):
OK
Cancel
Speed momentum copy
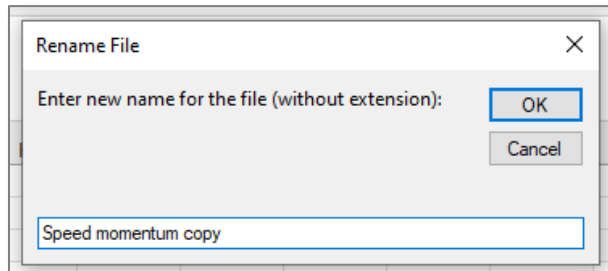
2. Your Excel file will be renamed.

Microsoft Excel
ℹ File has been renamed successfully!
OK

Close All Saved Excel Workbooks
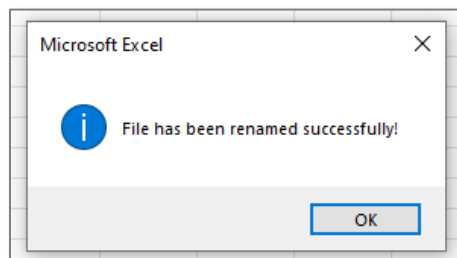
☒ Close All Saved Excel Workbooks

This tool allows you to automatically close all currently open workbooks that have been saved. This feature ensures that no unsaved workbooks are closed, preventing data loss. Steps to use:

1. Select the tool and all currently open workbooks that have been saved will be closed.

List File Names and Prepare for Rename &

Rename Files as per Column B

This tool allows you to list all files within a selected folder and then rename them based on user-defined names. These features are particularly useful when managing large sets of files that need to be renamed systematically. Steps to use:

1. Select the tool "**List File Names and Prepare for Rename**" and select the folder containing the files you want to rename.
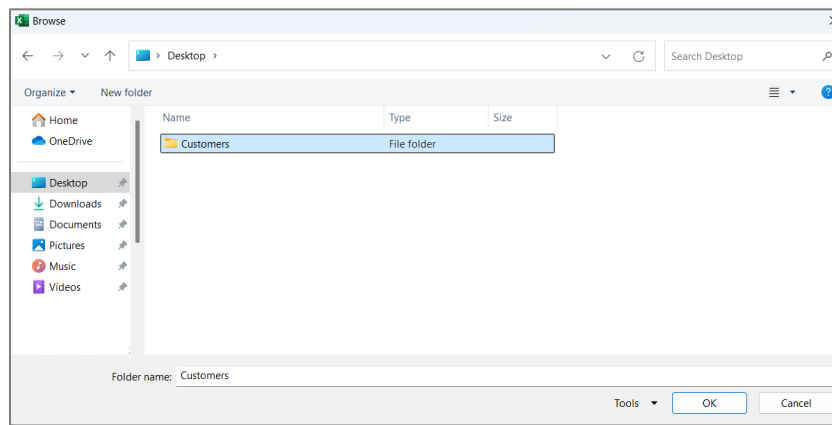
(Note: The screenshot from the selected folder is for user guidance only.)

2. A new sheet named "File Names" will be created in the active workbook where you ran the tool. Column A will display the current file names, and Column C will show the file extensions. Column B will be empty—this is where you should enter the new file names for each corresponding row. Do not make any changes to Columns A or C in the "File Names" sheet.
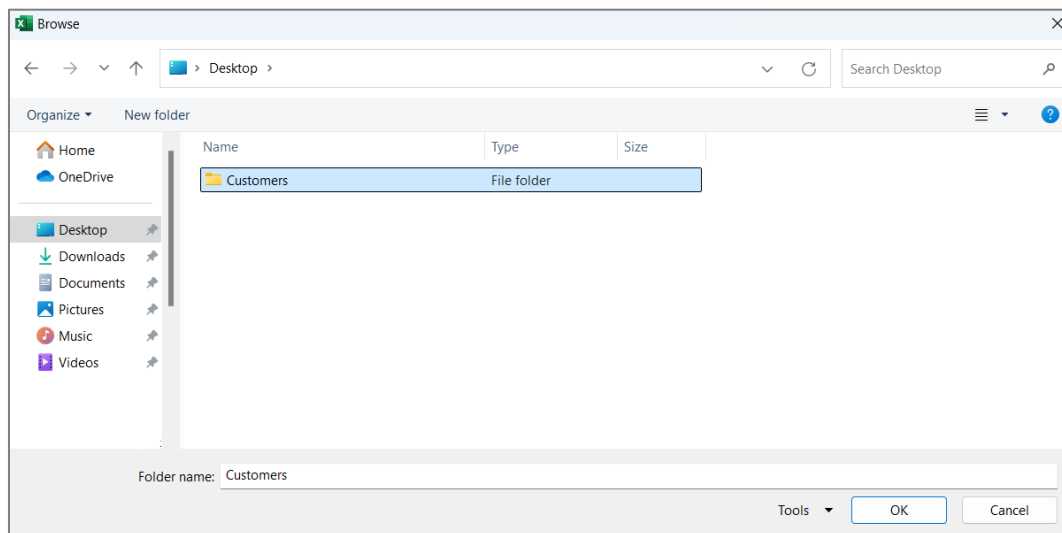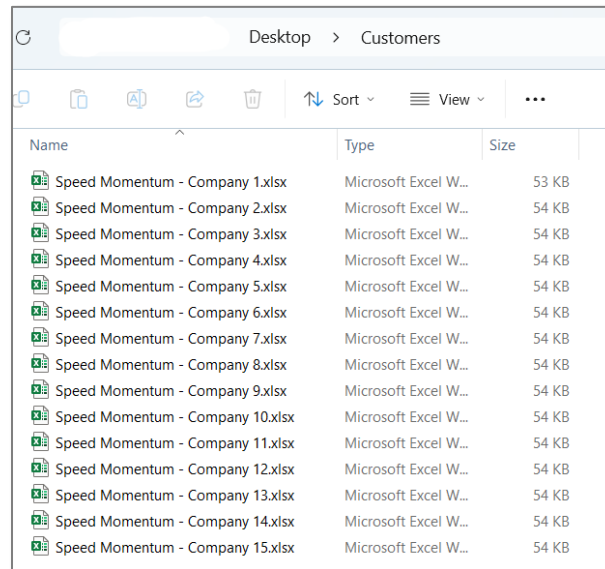

3. After you have filled in Column B in the "File Names" sheet, click and run the tool "Rename Files as per Column B."
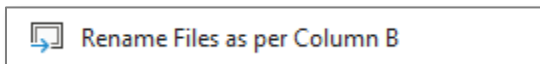
4. The folder selection window will appear again. Please reselect the same folder and click "OK."

5. The files will be renamed according to the entries in Column B on the "File Names" sheet.
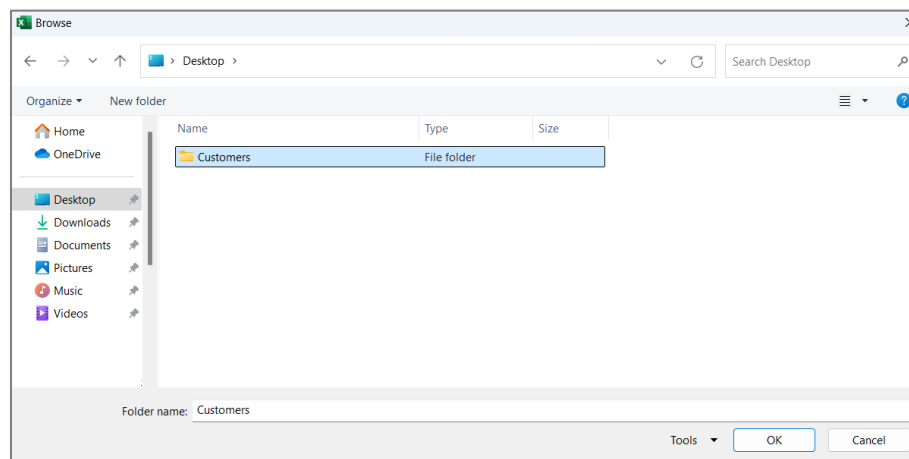

Get Details for all Folder Files

This tool allows you to generate a detailed report of all files within a selected folder. The report includes information such as file name, size, creation date, and last modified date, and is displayed in a newly created Excel worksheet (Folder Info). Steps to use:

1. Select the folder containing the files you want to analyse.

2. The tool retrieves details about each file in the selected folder, including:

- File Name

- File Size (in bytes)

- Creation Date

- Last Modified Date

    o These details are listed in the newly created worksheet (Folder Info).

|	A	B	C	D	E
1	File Name	Size (bytes)	Creation Date	Last Modified Date	
2	Company 1.xlsx	53358	15.8.2024 23:46	15.8.2024 23:46	
3	Company 10.xlsx	54636	15.8.2024 23:46	15.8.2024 23:46	
4	Company 11.xlsx	54647	15.8.2024 23:46	15.8.2024 23:46	
5	Company 12.xlsx	54689	15.8.2024 23:46	15.8.2024 23:46	
6	Company 13.xlsx	54635	15.8.2024 23:46	15.8.2024 23:46	
7	Company 14.xlsx	54639	15.8.2024 23:46	15.8.2024 23:46	
8	Company 15.xlsx	54700	15.8.2024 23:46	15.8.2024 23:46	
9	Company 2.xlsx	54617	15.8.2024 23:46	15.8.2024 23:46	
10	Company 3.xlsx	54615	15.8.2024 23:46	15.8.2024 23:46	
11	Company 4.xlsx	54643	15.8.2024 23:46	15.8.2024 23:46	
12	Company 5.xlsx	54648	15.8.2024 23:46	15.8.2024 23:46	
13	Company 6.xlsx	54627	15.8.2024 23:46	15.8.2024 23:46	
14	Company 7.xlsx	54613	15.8.2024 23:46	15.8.2024 23:46	
15	Company 8.xlsx	54671	15.8.2024 23:46	15.8.2024 23:46	
16	Company 9.xlsx	54660	15.8.2024 23:46	15.8.2024 23:46	
17					
18					

Sheet1 **Folder Info** ⊕

Language
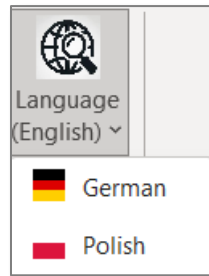
To change the language and use your preferred option, click the "Language" button and select your desired language. Please note that to display all characters correctly in Speed Momentum, you may also need to change your system locale to match your selected language.

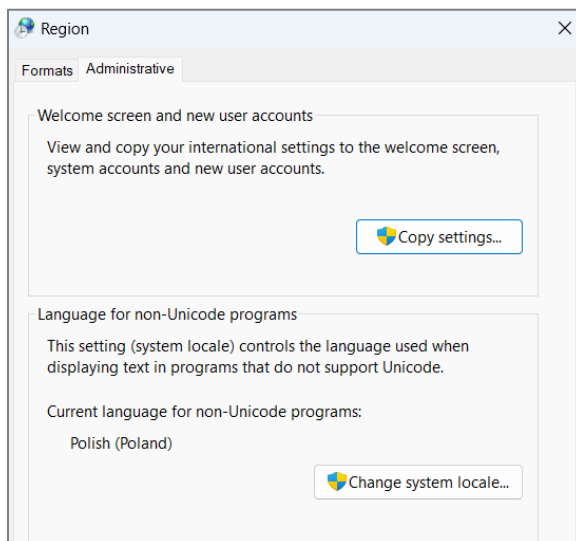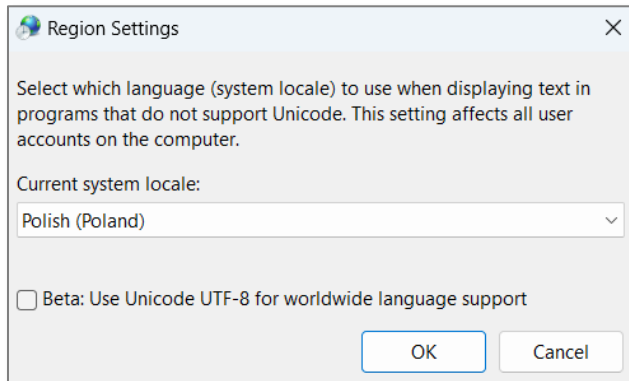You can do that using the following steps:

1. Open Control Panel

2. Select "Change date, time, or number formats.
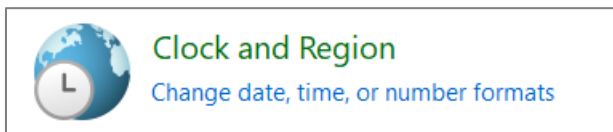
3. Select "Change system locale…"

4. Choose the same language as the one selected in the tool (ex. Polish) and click
   OK.

5. Restart your computer