



USER GUID

Excel extension and tool

Save time, speed and accuracy
in Excel calculations

(English Version Of The Guide)



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Sonar web information production factory

Website: <https://sonarweb.ir/>

Thanks for the cooperation Mr. (**Abhishek**)

MSc and MCP (Microsoft Certified Professional) from India (New Delhi)



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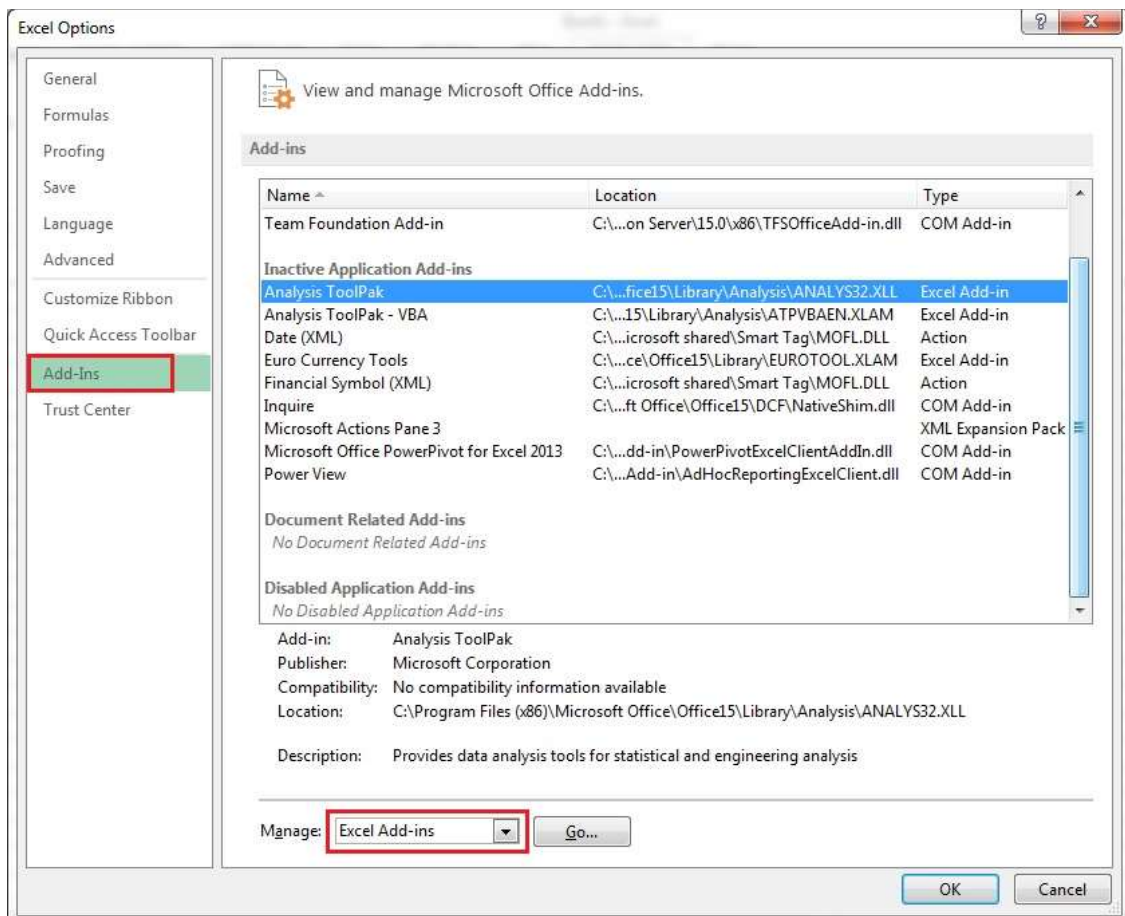
SW's Utility Tool V1.0 has been developed to improve your productivity in Microsoft Excel. This utility tool will work with Microsoft Excel 2010 and above version.

[Click Here](#) to download this Utility Tool

How to install:

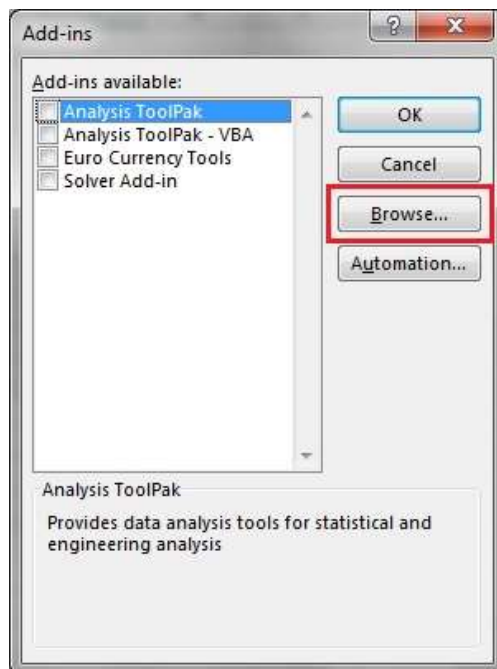
After downloading this addin you need to install it. Below are the steps to install it.

- Open a new workbook.
- Go to File>>Option or press (Alt+T+O)
- Click on **Add-Ins**.
- Select **Excel Add-ins** in **Manage** drop down.
- Click on **Go**.



Excel Option Window

- **Add-Ins** window will be opened.
- Click on **Browse..** button.



Add-Ins window

- Paste the **SWs-Utility Tool V1.0** file in default Add-in Folder or select the file.
- Check the **SW's Utility Tool V1.0** and click on OK.
- Add will be install successfully.

After installing this add-in, a new tab "**SW's Utility Tool V1.0**" will be added in MS Excel Ribbon. There are 5 different groups are available in this tab.

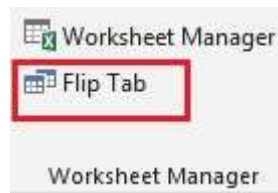


SW's Utility Tool V1.0

1. Worksheet Manager
2. File Manager
3. Selection
4. Object Manager
5. About

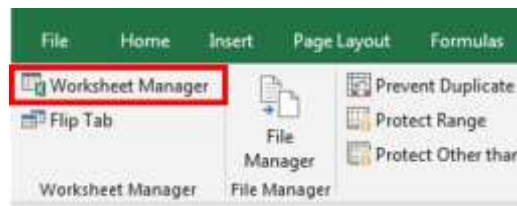
1-Worksheet Manager:

In the "**Worksheet Manager**" Group there two buttons are available – **Worksheet Manager** and **Flip Tab**.



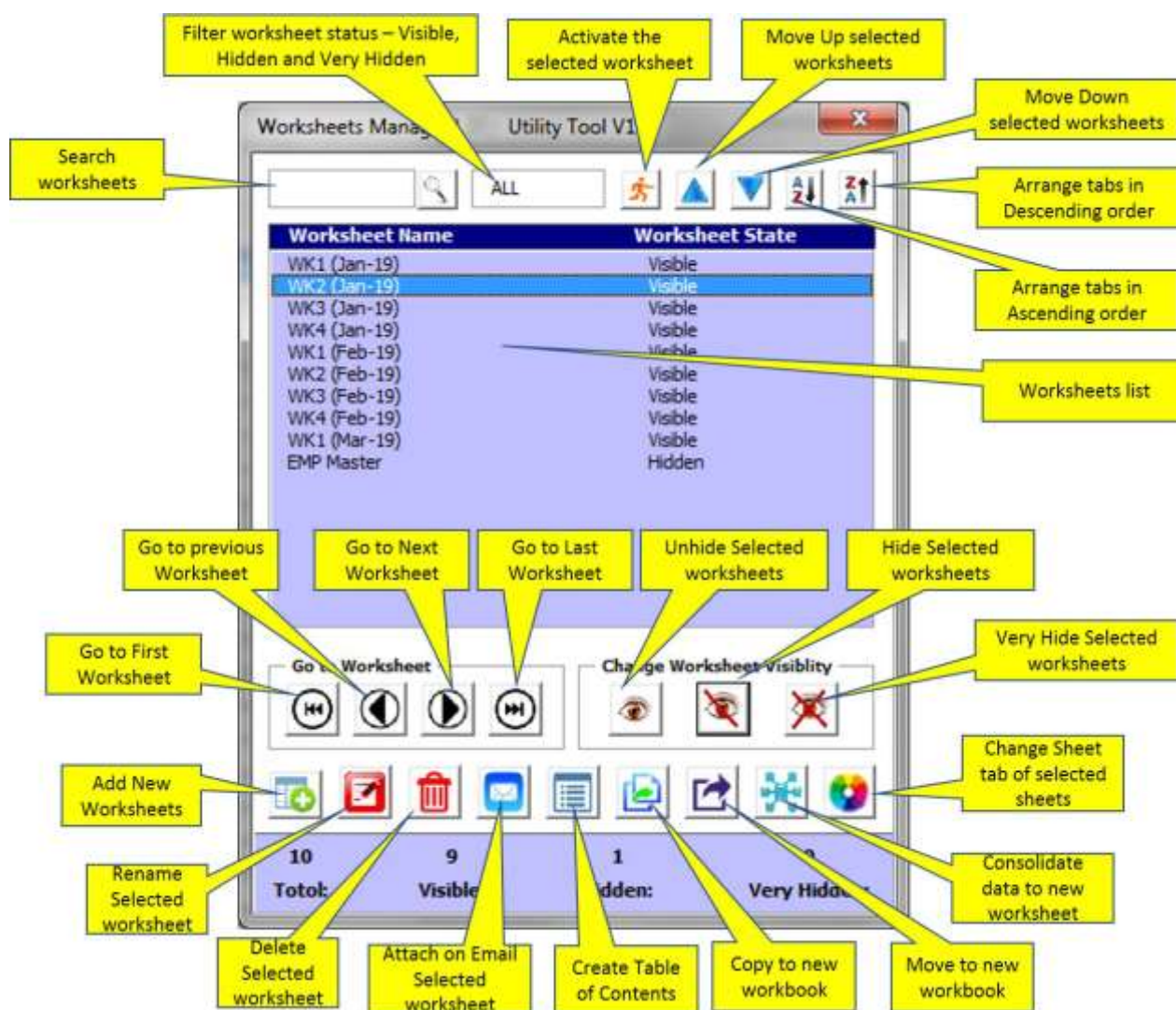
Flip Tab button

If you will click on **Flip Tab** button, then it will activate last used worksheet (***Even if it is available in different workbook***).



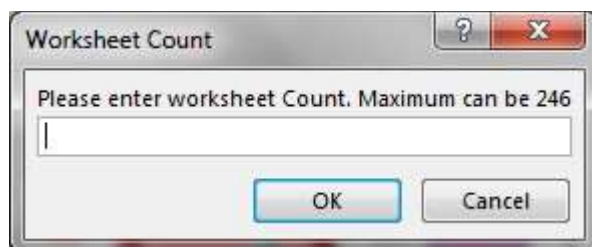
Worksheet Manager button

If you click on the **Worksheet Manager** button, then it will open the below given window. Details of each button has been given the image.



Worksheet Manager Window

If you will click on **Add New Worksheet** button, then it will ask to put number of worksheets. Put the number and click on OK. New worksheets will be added in Active Workbook.



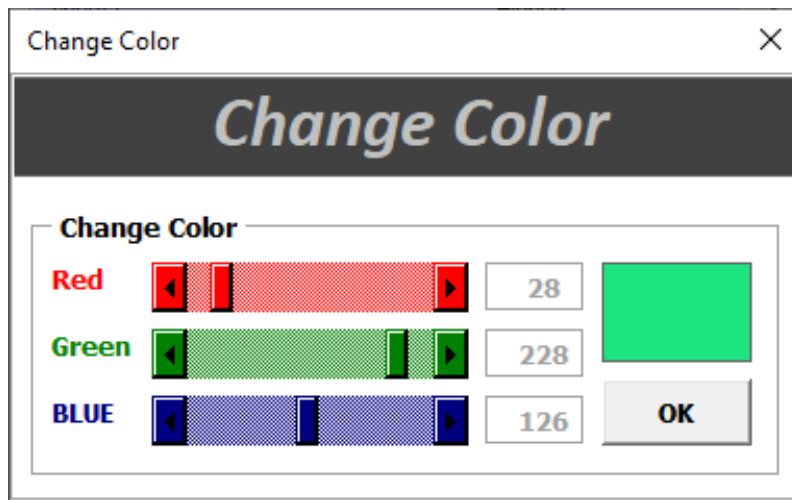
Add New Worksheets

If you will click on **Table of Content** button, then it will create table of contents on a new worksheet.

Table of Contents		
S.No.	Worksheet	
1	WK1 (Jan-19)	
2	WK2 (Jan-19)	
3	WK3 (Jan-19)	
4	WK4 (Jan-19)	
5	WK1 (Feb-19)	
6	WK2 (Feb-19)	
7	WK3 (Feb-19)	
8	WK4 (Feb-19)	
9	WK1 (Mar-19)	
10	EMP Master	

Table of Content

If you click on **Change Tab Color** button below given window will be opened. Create you color and click on OK.



The dialog box titled "Change Color" contains a header "Change Color" and a section for selecting a color. It shows three color options: Red, Green, and BLUE. Each option has a color bar with a slider and a numerical value. The "BLUE" option is currently selected, showing a value of 126. There is an "OK" button at the bottom right.

Color	Value
Red	28
Green	228
BLUE	126

Change Worksheet Tab color window

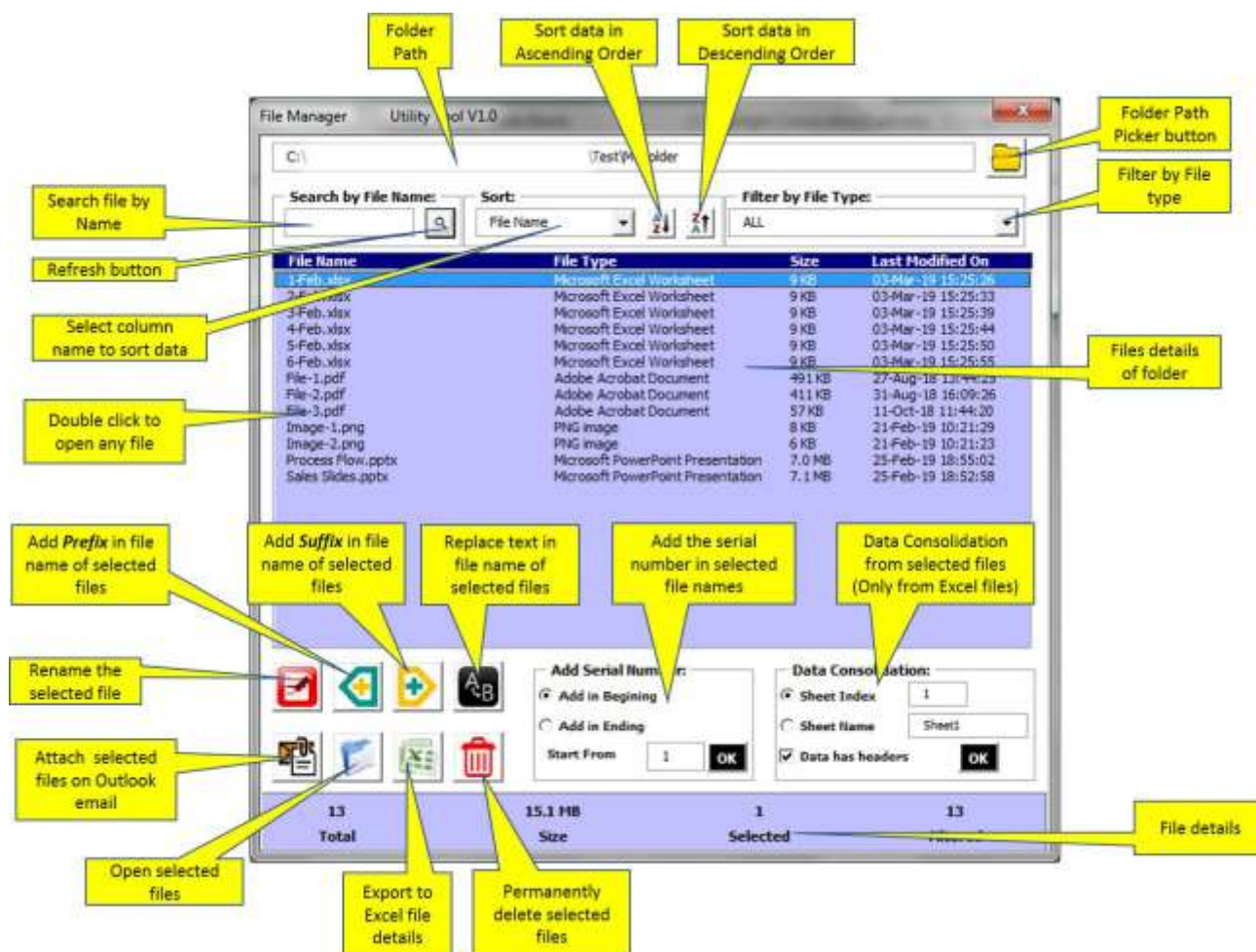
At the bottom of this window worksheet of active workbook stats are available.

11	8	1	2
Totol:	Visible:	Hidden:	Very Hidden:

Worksheet Stats

2-File Manager:

In the file Manager group, only one button is available that is **File Manager**. **File Manager** window will be opened after clicking on this button. You can manage your files of a folder as given in below image.



File Manager window

3-Selection:

This group has been developed to work on the **selected range**. There are 21 useful buttons are available in this group.



Selection Group



-
1. **Prevent Duplicate**: This feature will create a data validation in the selected range to prevent the duplicate entries.

 2. **Protect Range**: It will protect the selected range to enter the data. It will also hide the formulas. You will be asked to enter a protection password. You can keep it blank if you want a blank password.

 3. **Protect Other than Selection**: In the selected range entry will be allowed and rest worksheet will be protected. You will be asked to enter a protection password. You can keep it blank if you want a blank password.

 4. **Create Names**: You can create multiple Names from the selection. It will create on name for each column. First row will be considered as header.

 5. **Select Objects**: I will select all the objects like – Shapes, Charts, Pictures etc. If there is any hidden object is available, then it will make it visible and then will select it.

 6. **Quick Formatting**: Selected range will be formatted quickly. It will ask that headers are available in your data or not. If you click on yes, then first row of selection will be highlighted in blue color.

 7. **Delete Blanks**: Blank cells will be deleted and shifted up in selected range.

 8. **Highlight Unmatched Value**: It will ask you to select a new range. Values in selected ranges will be highlighted in yellow color which are not available in New range. It works on the base of conditional formatting so if you change the value later also then still it will be highlighted accordingly. *Note: It can take the New Range from same workbook only.*

 9. **Highlight Duplicate**: Duplicate value will be highlighted in selected range with yellow color.

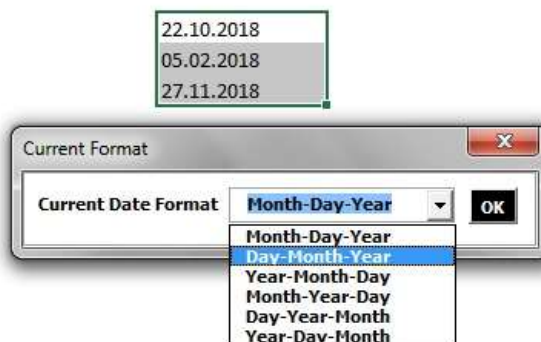
 10. **Highlight Consecutive Duplicate**: Duplicate values which are coming in continuous manner will be highlighted.

 11. **Create Folder(s)**: If you want to create the multiple folders from Excel range in a parent folder then you can use this feature. Select the Excel range and click on this button, it will ask to select your parent folder wherein you want to create new folder.

 12. **Create File**: It will create a new workbook. This workbook will have worksheets as per the selected range.

13. **Copy to Mail body**: It will paste the selected range on a new email of outlook.

14. **Text to Date**: If your date fields are in text format then it will convert it to date format. It will work on multiple columns also. A small popup form will open, and you need to select the current data format of selected range.



Text to date window

15. **Paste as Value**: Selected range will be pasted as value. You don't need use to copy and then paste special values. It works on visible cells only, so you can use it even on filtered data. ***Avoid for huge range selection or entire columns or rows, it may be slow.***

16. **Upper**: Selected range will be changed in capital letters. ***Avoid for huge range selection or entire columns or rows, it may be slow.***

17. **Lower**: Selected range will be changed in small letters. ***Avoid for huge range selection or entire columns or rows, it may be slow.***

18. **Proper**: First letter of each word will be capital of selected range. ***Avoid for huge range selection or entire columns or rows, it may be slow.***

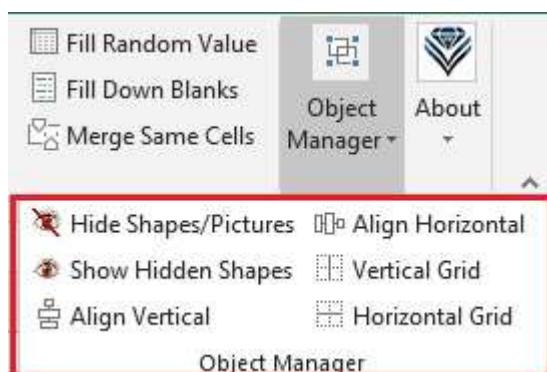
19. **Fill Random Values**: You can use it fill the random values. You can also fill the random text. It will also "Do you want to take value from Excel sheet?". If you click on "Yes" then It will also to select the range from there will randomly pickup the value and fill in the selection. If you click on "No" then if will also you the values separated by comma.

20. **Fill Down Blanks**: It will fill the blanks cells with above cells values. It will work with merged cells also.

-
21. **Merge Same Cells**: Cells with the same values will be merged in the selected range.
-

4-Object Manager:

Object Manager has been designed to manage your objects like – *Shapes, Picture and charts*. There are 6 useful features are available in this group.

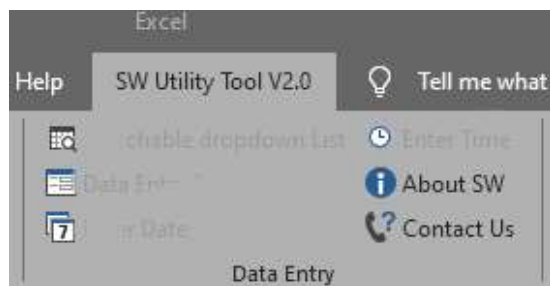


Object Manager

1. **Hide Shapes/Pictures**: Selected Excel shapes or pictures will invisible.
 2. **Show Hidden Shapes**: Hidden shapes or pictures in active worksheet will be visible.
 3. **Align Vertical**: It aligned vertically selected objects. You need to input the space between objects in points.
 4. **Align Horizontal**: It aligned horizontally selected objects. You need to input the space between objects in points.
 5. **Vertical Grid**: It will create a vertical grid of selected objects. You need to input the space between objects in points and number of columns for grid.
 6. **Horizontal Grid**: It will create a horizontal grid of selected objects. You need to input the space between objects in points and number of rows for grid.
-

5 – About:

In this group there are three buttons are available – **About SW, Help**. About SW button will open the [about us](#) page of our website. Help will open this page.



About Group

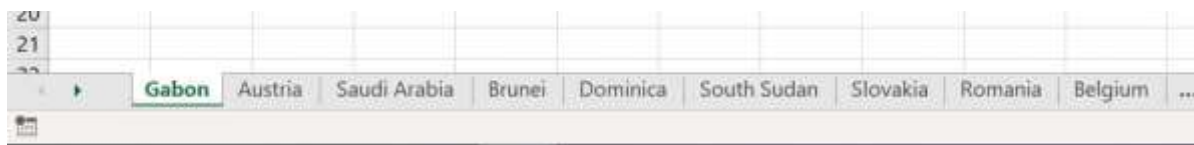
Worksheet Manger Group:



Worksheet Manger Group

In the worksheet Manager group, we have added 3 new features:

- **Unhide All worksheets:** Using this feature you can hide all the worksheets from active workbook on one click.
- **Show/Hide Sheet Tab:** Using this feature you can show or hide sheet tabs in active workbook. On first click it will hide sheet tabs. Click again to show the sheet tabs.



Excel Sheet Tabs

Click on Show/Hide Sheet Tab to hide the sheet tabs



Sheets Tabs are hidden

- **Table of Contents:** To create a new worksheet in your active workbook with a table of worksheets, you can click on this button. It will keep the hyperlink for the respective worksheets.

	A	B	C	D	E
1		Table of Contents			
2	S.No.	Worksheet			
3	1	Gabon			
4	2	Austria			
5	3	Saudi Arabia			
6	4	Brunei			
7	5	Dominica			
8	6	South Sudan			
9	7	Slovakia			
10	8	Romania			
11	9	Belgium			
12	10	Greece			
13	11	Tonga			
14	12	Israel			
15					
16					
17					
18					
19					
20					
21					
22					

Table of Contents Gabon Austria Saudi Arabia Brunei Do

Table of Contents

File Manger Group:

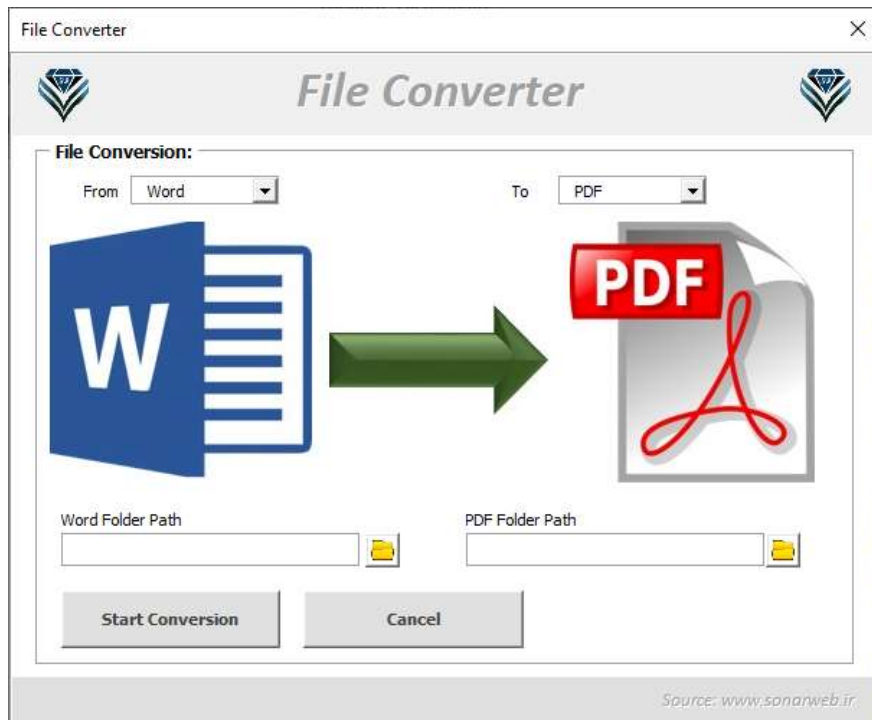


File Manger Group

In this Group, we have 2 new features -

File Converter:

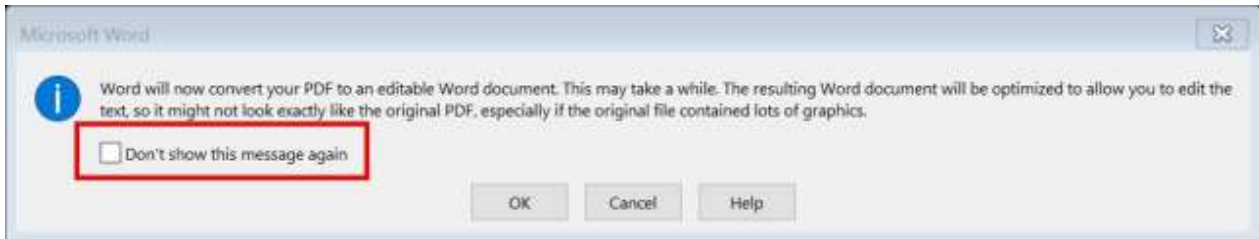
To convert your files in another format you can use this feature:



File Converter

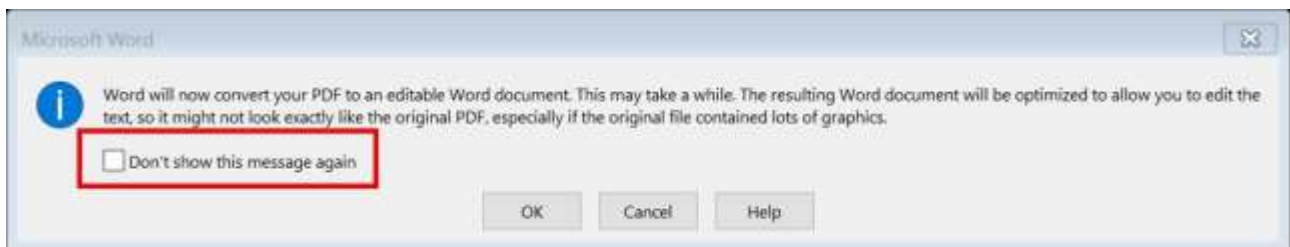
Using the file converter tool, you can convert the files as given below -

- **Excel to Word:** Office 2007 or above version is required.
- **Excel to PDF:** Office 2010 or above version is required.
- **Word to Excel:** Office 2007 or above version is required.
- **Word to PDF:** Office 2010 or above version is required.
- **PDF to Excel:** Office 2013 or above version is required. Tool will open the PDF file with MS word first then copy the data from word and will paste in to Excel. While opening the PDF with Word, it may ask below given confirmation. Please check the check box and click on OK.



Word Message while Opening PDF as Word

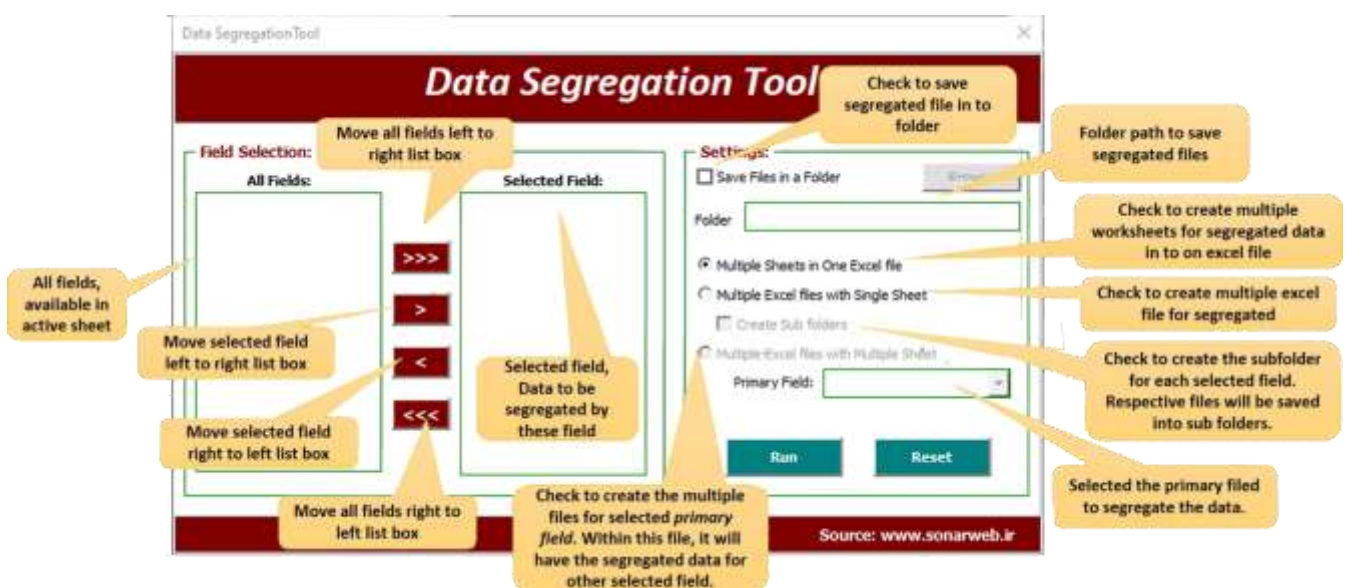
- **PDF to Word:** Office 2013 or above version is required. During this process, it may ask below given confirmation. Please check the check box and click on OK.



Word Message while Opening PDF as Word

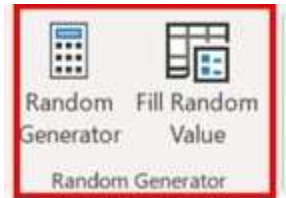
Data Segregation Tool:

Data Segregation Tool is useful to segregate the data into multiple excel files or multiple worksheets. It can save the data into different Excel files or you can keep them opened also.



Data Segregation Tool

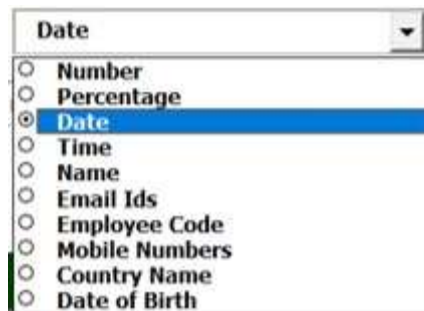
Random Generator Group:



This is the new group in this version. In this group we have 2 features-

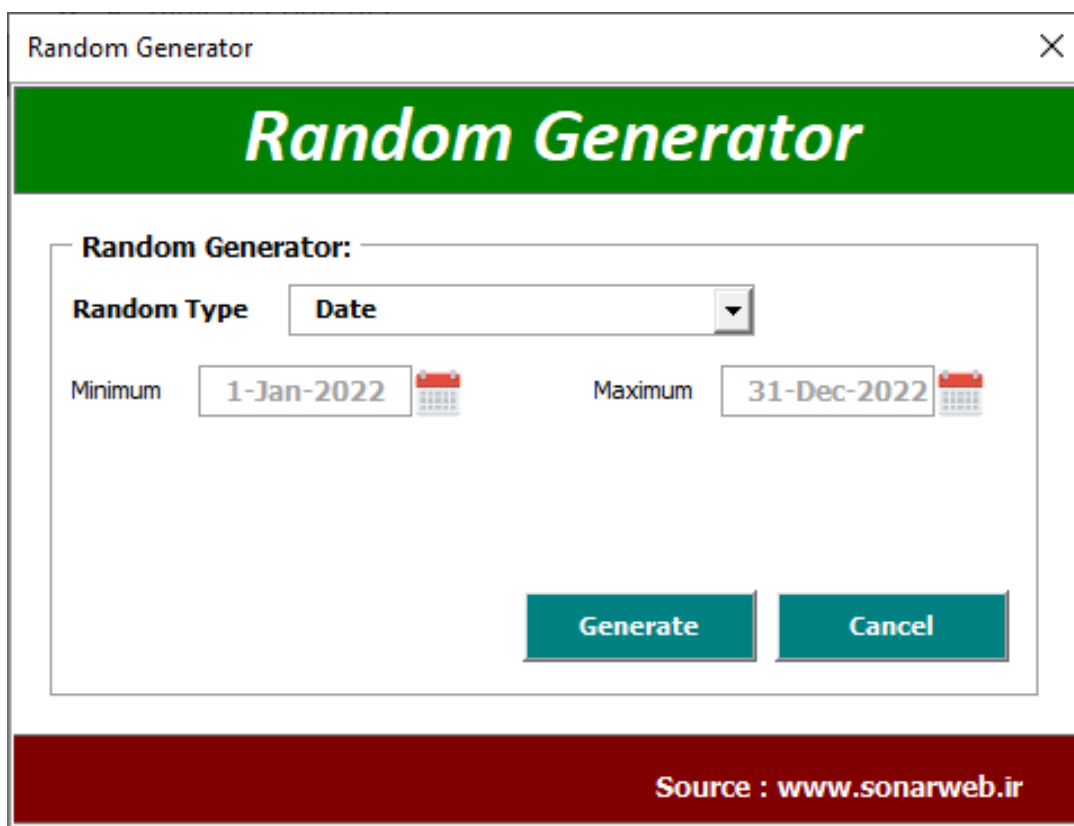
Random Generator:

Random Generator is useful to randomly generate numbers or text. You can generate below given random types in selected range -



Random Type

Below is the snapshot of Random Generator. You can change the *minimum* and *maximum* range –



The screenshot shows a window titled "Random Generator" with a close button (X) in the top right corner. Below the title bar is a green header with the text "Random Generator" in white, italicized font. The main content area is white and contains a form titled "Random Generator:". The form has a "Random Type" dropdown menu set to "Date". Below this, there are two date input fields: "Minimum" with the value "1-Jan-2022" and "Maximum" with the value "31-Dec-2022". Each date field has a small calendar icon to its right. At the bottom of the form are two buttons: "Generate" and "Cancel". Below the form is a red footer bar with the text "Source : www.sonarweb.ir".

Random Generator

Fill Random Values:

This is feature has been carried forward form *SW's Utility Tool V1.0*. Earlier it was in Selection group. Using this feature, you can fill the random values from Excel sheet, or you can used comma separated list. Given list will be distributed randomly in the selected range.

Date Entry Group:



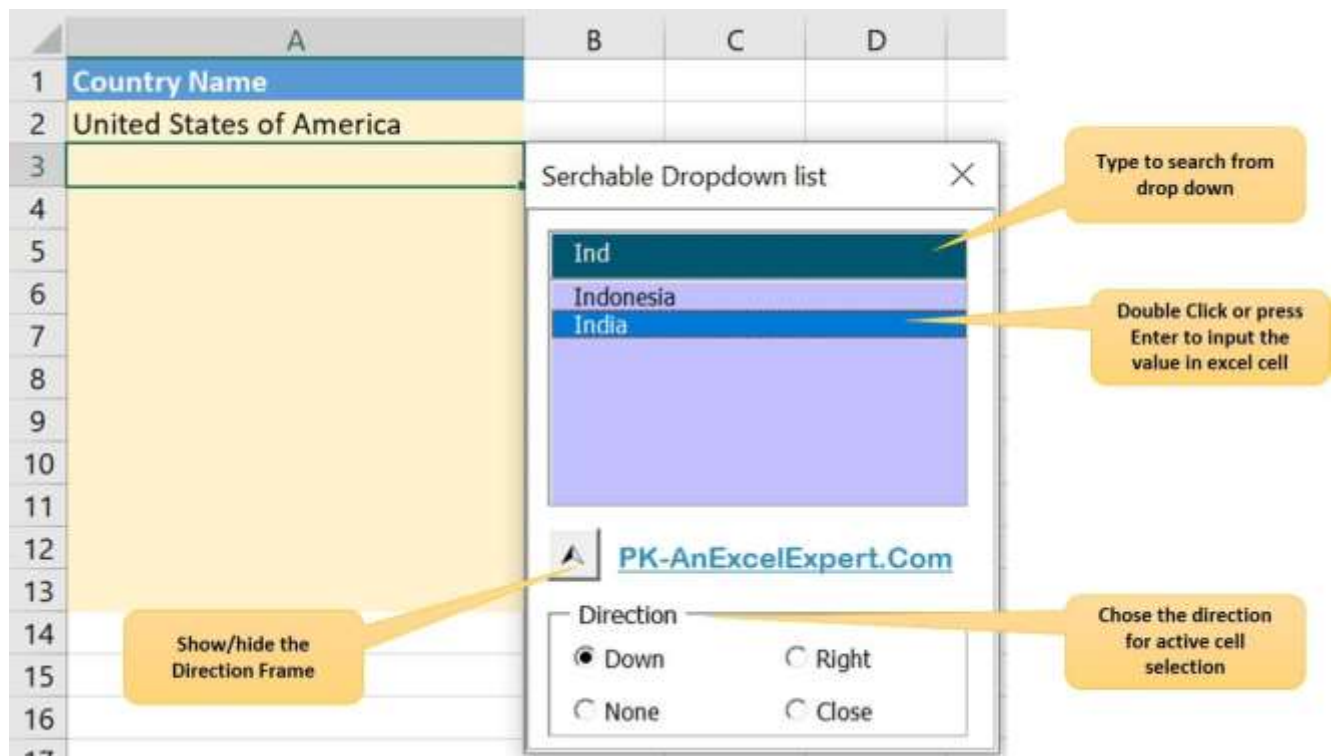
The screenshot shows a window titled "Data Entry" with a red border. It contains three items: "Searchable dropdown List" with a magnifying glass icon, "Data Entry Form" with a calendar icon, and "Enter Date" with a calendar icon. There is also a "Enter Time" button with a clock icon. The text "Data Entry" is written at the bottom of the window.

Data Entry Group

This is also a new group. It was not available in *SW's Utility Tool V1.0*. In this group we have given 4 different features -

Searchable Drop-down List:

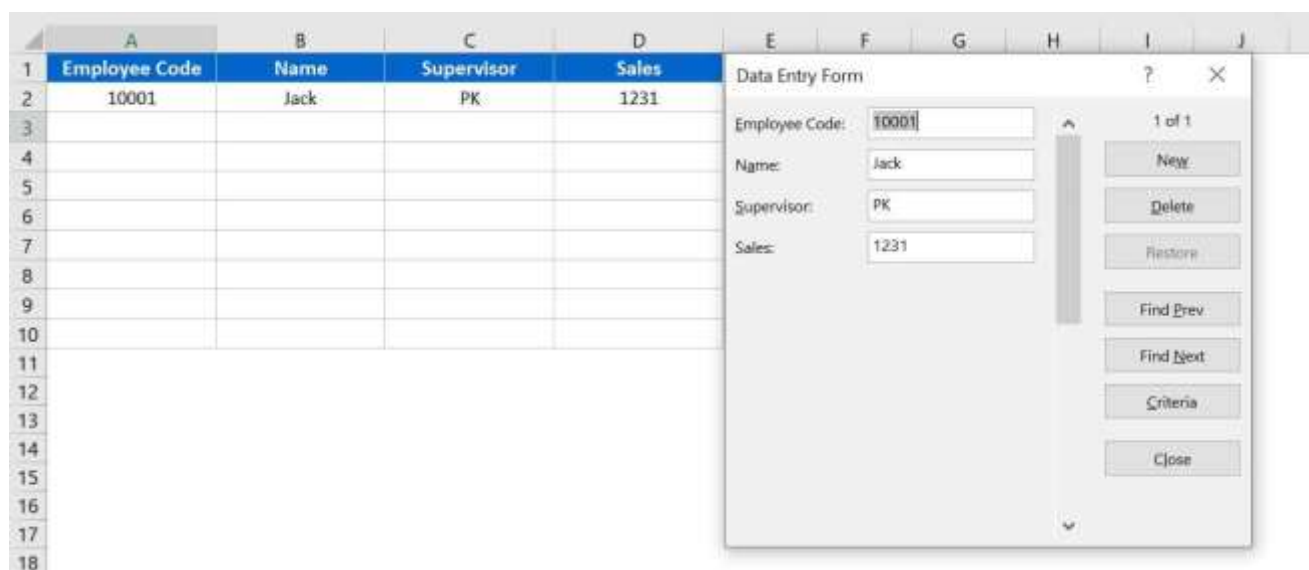
If you can a data validation list in excel cells and in there is a long list in drop-down of data validation list, then it is very useful.



Searchable Drop-down List

Date Entry Form:

It will not the data entry form. You can use it for data entry in the table available on Excel sheet.



Date Entry Form

Enter Date:

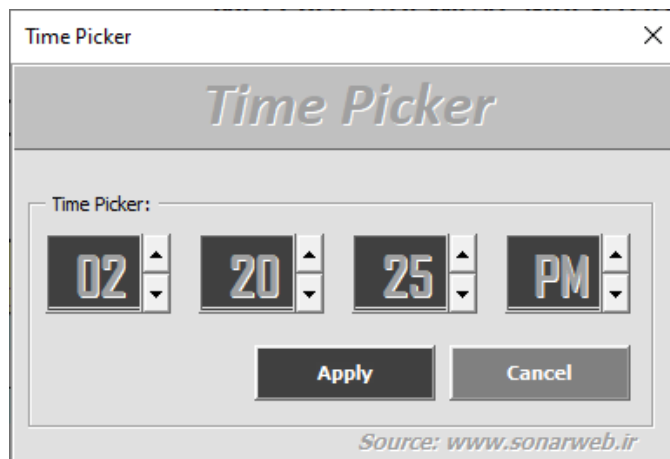
You can enter the date in selected range using Calendar.



Calendar

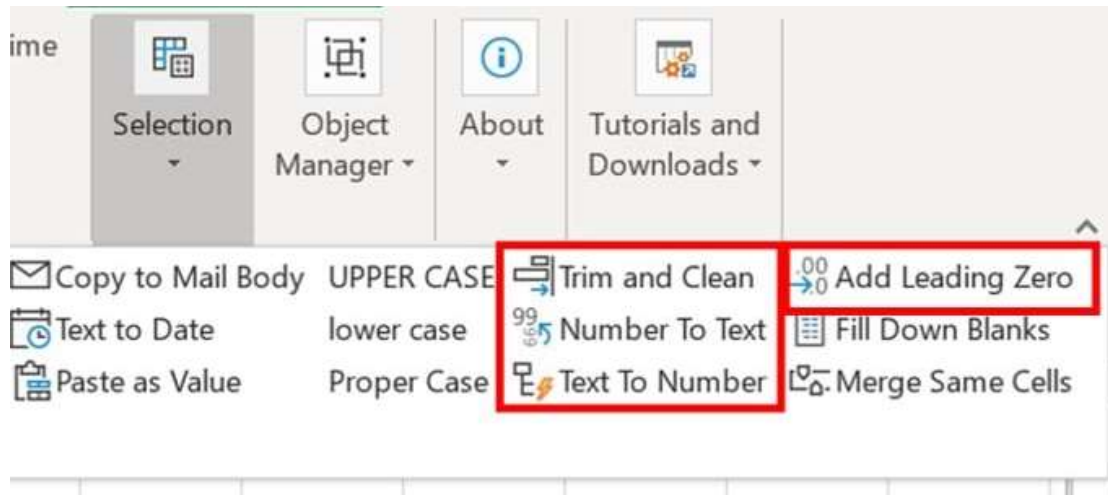
Enter Time:

You can enter the time in selected range using Time Picker.



Time Picker

Selection Group:



Selection Group

In the selection group, we have added 4 new features -

Trim and Clean:

It will remove the leading and trailing zeros from selected range.

Number to Text:

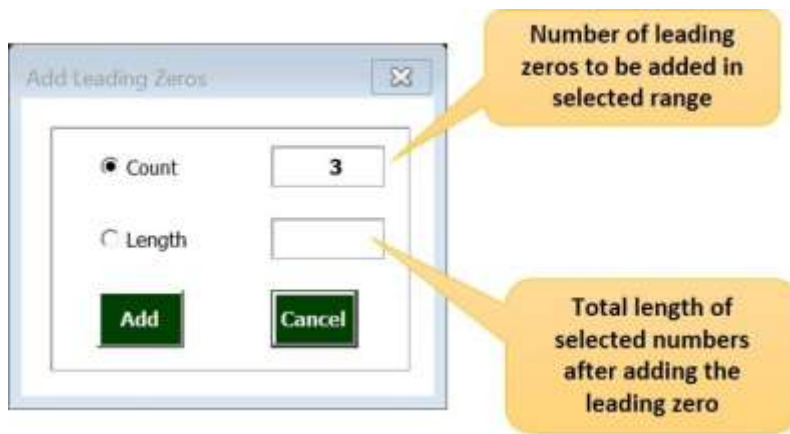
You can convert selected numbers in text format.

Text to Number:

If your numbers are in text format, then you can convert them into number format.

Add Leading Zero:

You can add **leading zero** in the selected range. You the below given form you can choose number of leading zeros or you can choose what should be the length of your number after adding leading zero. It will add the leading zeros accordingly.



The image shows a dialog box titled "Add Leading Zeros" with a close button (X) in the top right corner. Inside the dialog, there are two radio buttons: "Count" (which is selected) and "Length". Next to the "Count" radio button is a text input field containing the number "3". Next to the "Length" radio button is an empty text input field. At the bottom of the dialog are two green buttons: "Add" and "Cancel". Two yellow callout boxes with arrows point to the input fields. The first callout points to the "3" in the "Count" field and contains the text "Number of leading zeros to be added in selected range". The second callout points to the empty "Length" field and contains the text "Total length of selected numbers after adding the leading zero".

Add Leading Zero Form

Tutorials and Downloads Group:

In this group, we have the hyperlink of our website from where you can learn and downloads –

- [Dashboards](#)
- [Charts and Visualizations](#)
- [Templates and Tools](#)



Functions:

In excel sheet, you can type "=SW" then you will the get the list of functions In the below given table with 21 functions.

list of SW's Function Kit.

Function Name	Syntax	Result
SW_Get_Comments	Input_Cell	This formula will return the comments text form the input cell.
SW_Get_Emails	Input_text	This formula will fetch the email ids from the long text. If there are multiple email ids are available in the long text then it will return semi colon separated email ids.
SW_Get_Distance	Start_Latitude,Start_Longitude,End_Latitude,End_Longitude	This formula will return the distance between two places in Kilometers (Km) on the basis of latitude and longitude of Start Point and End Point.
SW_Specific_Char_Count	Complete_Text,Search_Text,Match_Case	This formula will return the count of specific character count. Third argument is options. If you want the case sensitive search then put third argument as True
SW_Unique_Count	criteria_Range	This formula will return the unique values count from given criteria range. Criteria Range should not have more than 100000 rows.
SW_Duplicate_Count	criteria_Range	This formula will return the duplicate values count from given criteria range. Criteria Range should not have more than 100000 rows.
SW_Vlookup_By_Cell_background_Color	Lookup_Cell As Range, Table_Array As Range, Col_Num As Integer, Get_last_Value As Boolean	This formula will return the value from Table array range on the base of lookup cell background color. Col_index_number to be given as number of the column in table array from which it will return the value. Get_last_Value is Boolean, if there are duplicate colors in table array then for 0 it will return the first value from table array and for 1 it will return the last value from table array. Note: This formula will not refreshed automatically when color is changed in table array, need to press F9. This will not work with conditional formatting colors. Table Array range should not have more than 100000 rows.
SW_Vlookup_By_Partial_Lookup_Value	lookup_value As Variant, Table_Array As Range, col_index_num As Integer, range_lookup As Boolean	This formula will work just like VLOOKUP. First it will check the complete lookup value and will return the result. If complete lookup value is not available in table array then it will check if lookup value is available partially then it will return the value.
SW_Count_By_Cell_background_Color	criteria_Range As Range, criteria_cell As Range	This formula will return the count on the base of criteria cells background color. Note: This formula will not refreshed automatically when cell background color is changed, need to press F9. This will not work with



Function Name	Syntax	Result
		conditional formatting colors.criteria_Range should not have more than 100000 rows.
SW_Count_By_Case_Sensitive_Criteria	criteria_Range As Range, criteria As String	This formula will return the count on the base of criteria value. It will count only when case of criteria is matched in criteria range. For Example: if criteria is "ABC" then it will not count "abc" from criteria range. Note: criteria_Range should not have more than 100000 rows.
SW_Count_Font_Bold_Cells	criteria_Range	This formula will return the count on the base of criteria cells's font is bold. Note: This formula will not refreshed automatically when font is made bold in criteria range, need to press F9. This will not work with conditional formatting font bold .criteria_Range should not have more than 100000 rows.
SW_Count_By_Partial_Value	criteria_Range As Range, criteria As String	This formula will return the count on the base of criteria value. It will also count when criteria is partially available in criteria range. For Example: if criteria is "ABC" then it will not count "abc" from criteria range. Note: criteria Range should not have more than 100000 rows.
SW_Text_Join	delimiter As String, ignore_empty As Boolean, text_range As Range	This formula will join the multiple strings given in text range separated by the given delimiter. Ignore_empty needs to be taken as true or false. Note: Text Range should not have more than 100000 rows.
SW_Extract_Numbers	Alphanumeric_Text	This formula will extract the numbers from Alphanumeric Text. It will return a string not a number
SW_Extract_Text	Alphanumeric_Text	This formula will extract the non numeric characters from Alphanumeric Text. It will return a string.
SW_Weighted_Average	Weight_Range,Average_range	This formula will return the weighted average for given Average range. Weight range and Average range should have the same number of rows.
SW_Sum_Of_Digits	Whole_Number	This formula will return the sum of digits of given number.
SW_First_Name	Complete_Name	This formula will return the first name from the given complete name.
SW_Middle_Name	Complete_Name	This formula will return the middle name from the given complete name. If middle name is not available then it will return blank.
SW_Last_Name	Complete_Name	This formula will return the last name from the given complete name. If last name is not available then it will return blank.
SW_Ordinal_Date_Format	Input_Date	This formula will return the ordinal date for given date like for 1/1/2018 it will change as 1st Jan, 2018. Note: It will return a string not a date.

