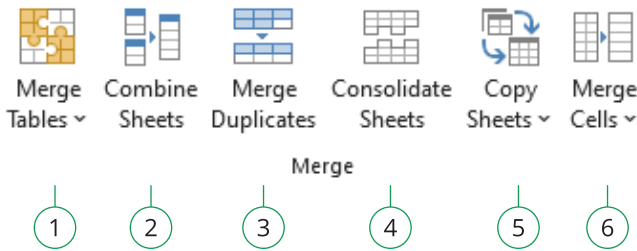# Ultimate Suite for Microsoft Excel

Ablebits Data

On the Ablebits Data tab, the options are collected in five groups: **Merge**, **Compare**, **Dedupe**, **Text**, and **Manage**.

Merge group

1. **Merge Two Tables** matches and merges data from two sheets in six steps. Simply select your main and lookup tables, matching columns, and columns that you want to update.

2. **Combine Sheets** joins multiple worksheets into a single table according to column headers. No matter how your tables are structured, just select the columns to combine.

3. **Merge Duplicates** combines data from duplicate rows into one. Just select columns where you want to find duplicate entries and columns with values to merge.

4. **Consolidate Sheets** summarizes data from multiple worksheets. In three quick steps, select your sheets, a function to consolidate data, and a place to paste the result.

5. **Copy Sheets** offers four options to bring together records from several sheets located in different Excel files. You can paste data to one sheet or workbook.

6. **Merge Cells** combines data from text cells. You can use it to merge several cells, rows, or columns keeping all data.

7. **Vlookup Wizard** matches and pulls values from another worksheet in a single step. The wizard builds INDEX/MATCH or VLOOKUP formulas that you can insert into your table.
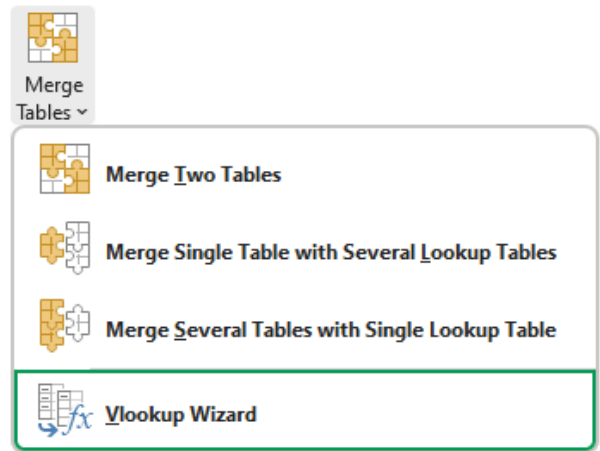
Compare group
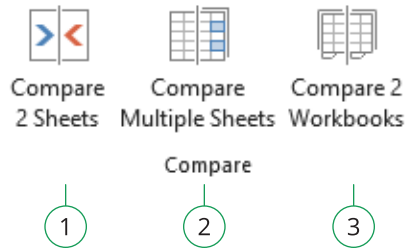
1. **Compare 2 Sheets** is designed to detect and color different rows or cells in two worksheets. You can then process them manually cell by cell.

2. **Compare Multiple Sheets** highlights differences in two or more Excel sheets. You can get different values, formulas, and formatting marked with background color, bottom border, or font color.

3. **Compare 2 Workbooks** checks worksheets with the same name in two workbooks for differences and marks those differences with the colors of your choice.

Text group
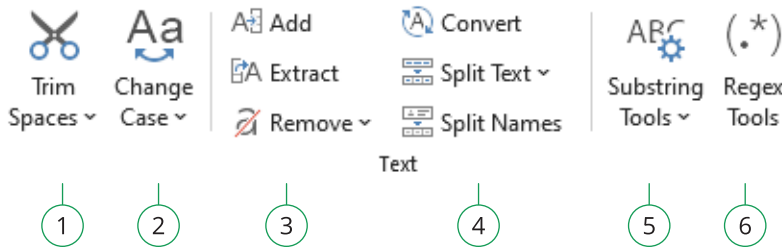
1. Click **Trim Spaces** to remove leading and trailing spaces and excess blanks between words.

2. Use **Change Case** to change the case of text in the selected cells to upper, lower, proper, or sentence case.

3. The following three features offer more options for processing text cells:

   - Click **Add** to add characters or substrings to a specified position in the selected cells.

   - With the **Extract** button, you can extract characters based on their position and get the result inserted as a value or as a formula.

   - The **Remove** tool can delete characters, character sets or substrings, or remove a certain number of first or last symbols and chars before or after the indicated text.

4. This set of tools helps you convert and split text values:

   - With the **Convert** tool, you can convert numbers stored as text to numbers, replace characters, and convert line breaks to spaces, periods, commas, or semicolons.

   - Click **Split Text** to split cells by any chosen character, by mask, or by strings, divide cell contents by line breaks, and split the contents of a cell into columns or rows.

   - **Split Names** comes in useful if you have a column with personal name components given in different order and need to put the first, last, and middle names into individual columns.

5. **Substring Tools** is a set of options for working with multiple values:

   - **Remove Substrings** deletes all the indicated character sets from the selected column.

   - **Remove Rows by Substrings** erases all the rows with certain text values at one go.

   - **Extract Substrings** retrieves the indicated values out of a column and puts them into another one.

   - **Replace Substrings** searches for certain values and replaces them with the indicated characters.

   - **Add Substrings** inserts text strings into the needed place of the selected cells.

6. Use **Regex Tools** to identify cells that match a certain regular expression or to extract, remove, or replace matching text strings.

Dedupe group
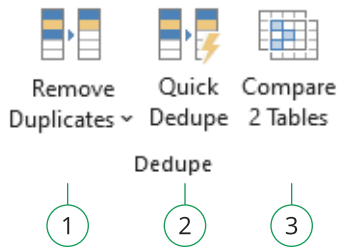
1. **Remove Duplicates** can find and delete duplicates in your worksheet based on one or several key columns, identify unique values, highlight, copy, or move the found entries.

   Also, under this button, you can find three more handy features:

   - **Find Duplicate Cells** can search for duplicates, duplicates + 1st occurrences, unique cells, or uniques + 1st occurrences in an Excel range. You can identify cells with the same values, formulas, background, or font color.

   - **Remove Dupes Within Cell** clears repeated text separated by certain delimiters within Excel cells.
   - **Find Fuzzy Duplicates** finds and fixes typos and recognizes omitted, excess, or mistyped symbols.
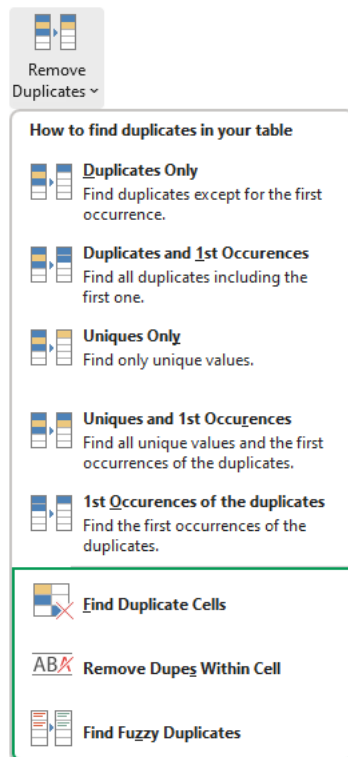
2. **Quick Dedupe** is a one-step way to find, show, and remove duplicates in Excel. It can not only eliminate dupes, but also select, highlight, identify in a status column, copy, or move them.

3. **Compare 2 Tables** provides a fast way to find duplicate or unique values in any two tables, columns, or lists. The tool searches for matches or differences by one or several key columns.

Manage group
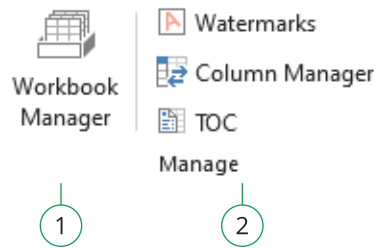
1. Use **Workbook Manager** to get a list of opened Excel workbooks and easily add, rename, move, sort, or delete worksheets they contain.

2. These three options can come in handy as well:

   - Add **Watermarks** when preparing your tables for printing. It can help identify the owner or the status of the document and protect information.
   - Start **Column Manager** to arrange multiple columns in a proper order. The tool displays a list of all columns in your table, so you can navigate between them, add new ones, autofit, or remove columns.
   - **TOC** creates a table of contents with hyperlinks to all the worksheets in the current workbook.

Ablebits Tools

The tools on the **Ablebits Tools** tab are arranged in six groups: **Formulas**, **Date & Time**, **Transform**, **Search**, **Calculate**, and **Utilities**.

Formulas group

Formula Editor shows Excel formulas in a tree view thus making them easy to write, change, or copy.

Date & Time group

1. Click **Date & Time Wizard** to add or subtract years, months, weeks, days, or even hours, minutes, and seconds. The tool not only does calculations but also creates formulas.

2. **Date Picker** is a dropdown calendar and a date calculator. Pick a date in the calendar, add or subtract years, months, weeks, and days from a date, and get the result put into a cell.

3. Use **Text to Date** to convert text strings that look like dates into true Excel dates.

Transform group
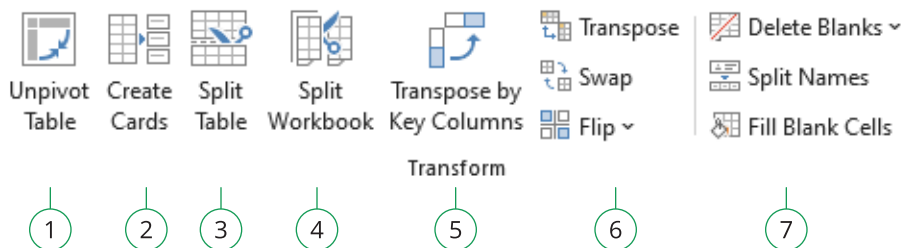
1. Use **Unpivot Table** to transform your pivot table (crosstab) to a one-dimensional list and save the result to another worksheet or workbook without corrupting the original data.

2. Run **Create Cards** to turn your table data into label cards, for example address or mailing labels or price tags.

3. **Split Table** is a quick way to divide your worksheet into separate sheets based on values in the selected columns or by a specified number of rows.

4. Use **Split Workbook** to copy selected worksheets into new workbooks. You can move each worksheet to a new Excel workbook, group them in new workbooks by substrings, or move every specified number of sheets to a separate file.

5. Click **Transpose by Key Columns** to transpose columns to rows by the chosen key columns and simultaneously combine cells if needed.

6. Choose how to transform your table—transpose, swap, or flip.

   - Use **Transpose** to convert rows to columns, and vice versa. You can paste values only, values and formulas, or create links to source data.

   - Select **Swap** to quickly swap the contents of columns, rows, ranges, or cells without copy-pasting.

   - Click the **Flip** button to reverse columns or rows, flip data vertically or horizontally.

7. Use this set of options to put finishing touches to your table.

   - **Delete Blanks** is a handy tool when you want to get rid of all empty rows, columns, and sheets in a couple of clicks.

   - **Split Names** comes in useful if you have a column with personal name components given in different order and need to put the first, last, and middle names into individual columns.

   - Start **Fill Blank Cells** to fill all the blank cells in the selected range with values from cells above or below.

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Search group
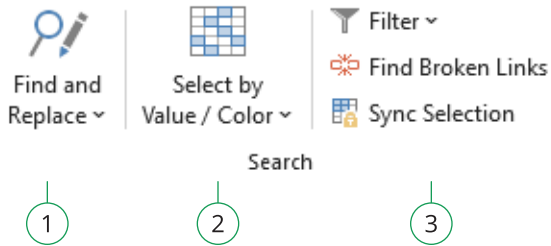
1. Start **Find and Replace** to search in values, formulas, hyperlinks, and comments across multiple worksheets and workbooks and replace in all or selected workbooks and worksheets.

2. **Select by Value/Color** finds and selects cells based on your criteria.

3. Here are some tools for filtering, finding broken links, and synchronizing selection:

   • Use **Filter** to filter a list by value in a selected cell or by multiple values in one column.

   • **Find Broken Links** detects invalid external references. All broken links are displayed on the add-in pane, so you can review, open, or edit them.

   • **Sync Selection** is helpful if you have multiple sheets and want a certain range to be selected in all of them.

Calculate group
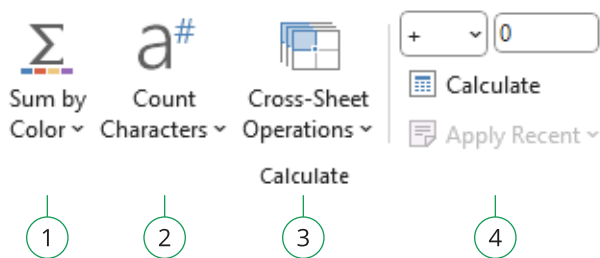
1. **Sum by Color** calculates your data by background or font color, counts the number of such cells, and finds average, minimum, and maximum values in a range.

2. Use **Count Characters** to count all words, characters, or specific symbols. The result is pasted as a value or as a formula.

3. Try out **Cross-Sheet Operations** if you need to work with the same cell or range in multiple Excel sheets. You can edit, create references, copy, or aggregate the same cells or ranges.

4. Click **Calculate** to apply the same math operation, for example subtraction, to all numbers in the selected range.

Utilities group
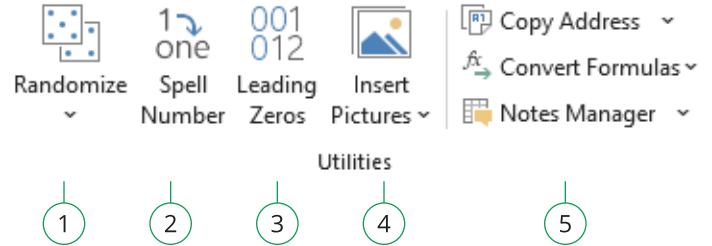
1. Under the **Randomize** button, there are three more tools:

   • Use **Random Generator** to fill the selected range with random integers, real numbers, dates, Booleans, or strings.

   • **Shuffle Cells** can randomize cells in rows, columns, or in the selected range, or shuffle entire rows and columns.

   • Click **Select Randomly** to get a random selection of cells, columns, or rows.
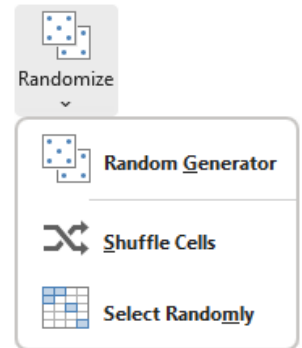
2. Start **Spell Number** to convert numbers to words. You can get currency labels and cent values if needed.

3. Use **Add/Remove Leading Zeros** to insert or delete leading zeros in your cells.

4. Click **Insert Pictures** to insert multiple images into separate cells in a column or row.

5. If you need to copy cell address, convert formulas, or manage notes and comments, use these tools:

   • Start **Copy Address** to copy a cell address and paste it as a reference.

   • Click **Convert Formulas** to turn formulas into values or to change references in the selected range.

   • Use **Notes Manager** to quickly add, copy, edit, delete notes, and convert cell contents to notes, and vice versa.

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