

## THE MACROS!

Find A Command...

Fill Highlighted Cells to the Right  
Fill Highlighted Cells Down  
Fill Highlighted Cells ALL the Way  
Fill Highlighted Cells ALL the Wa

Select Cells to the Right of the S  
Select Cells Below the Selected  
Select ALL Cells to the Right of  
Select ALL Cells Below the Selec

Set the Target Column/Row

Fill to the Target Column  
Fill to the Target Row  
Select to the Target Column  
Select to the Target Row

Blank Cells Based On Reference  
Blank Cells Based On Reference

Select Cells with Numbers Only  
Select Cells with Formulas Only  
Select Cells with #REF!  
Selected Unprotected Cells  
Selected Protected Cells

Toggle View Formulas On And Of  
Display Range Information - Sum,

Insert a Big Dot  
Insert a Thick Dash  
Insert a Thick Underline  
Insert a Long Thick Underline

Remove Blank Rows  
Insert Blank Rows Every X Rows.  
Insert Blank Rows If Cells Are Diff

Trim Excess Blanks From Cell En

Relocate Current Cell to Upper Le  
Relocate Using Last Relocate

## THE MACROS!

Store Current Cell Location For E  
Return to Stored Location - From  
Store Second Cell Location For E  
Return to Second Location - Fro

Insert Months Down or Across...  
Insert Date, Time and Filename Ir

Repeat Find Command  
Compare Cells, Color Duplicates  
Compare Two Columns - Stop Wt

Perform Any Math Action (Add, Su

Divide By 2.2046 (Lbs to Kg)  
Divide All By 10  
Divide All By 100  
Divide All By 1000

Multiply By 2.2046 (Kg to Lbs)  
Multiply All By 10  
Multiply All By 100  
Multiply All By 1000

Convert Trailing Negatives to Lea

Protect Selected Cells  
UnProtect Selected Cells

Toggle Use Of Commas On And C

Format to 0  
Format to 0.0  
Format to 0.00  
Format to 0.000

Format to 0%  
Format to 0.0%

Shift Left One Space By Changing  
Shift Right One Space By Changii  
Remove Left Format Shift One Sp  
Remove Right Format Shift One S

## **THE MACROS!**

Remove All Format Indents

Color Cells Based on IF Test...

Format Numbers based on IF test

Round Numbers to 10s, 100s, ...

Hide The Entire Row If Entry In C

UnHide The Entire Row If Entry In

Unhide the Column to the Right of

Blue and Bold Text

Color Selected Range Light Gray

Color Selected Range Dark Gray

Bold Cells Based on Reference C

Box Using a Dotted Line

Box Using a Thin Line

Box Using a Medium Line

Box Using a Thick Line

Remove All Boxes and Outlines

Outline Using a Dotted Line

Outline Using a Thin Line

Outline Using a Medium Line

Outline Using a Thick Line

Remove Just the Outline (leaves

Create a Sticky Note...

Draw a Circle Around Highlighted

Paste Formulas

Paste All But Borders (Excel 7 or

Capitalize All Letters

Convert All Letters to Lower Case

Capitalize the First Letter of All W

Capitalize the First Letter of the

Indent Or Truncate Text...

Fix (text flow) A Paragraph

Copy Row Heights

Copy Column Widths

## THE MACROS!

Determine the Width of the Selected Range  
Determine the Location and Length of the Selected Range

Write out Stored Text  
Store Text to be Written Out by Name

Blank Entries If the Same As the Previous Entry  
Fill Blanks With the Contents of the Previous Entry

Transpose Rows and Columns Within a Range

Sort Range Based on Reference to Another Range  
Sort Range Based on Reference to Another Range

Refresh All Pivot Tables In A Workbook  
Insert A Page Break And Underline  
Format (Bold and Increased Row Height)

Add or Subtract Rows or Columns  
Display Bottom of Print Area (F8)  
Shift Print Area "x" Rows or Columns  
Print Current Selection and Then Print Range

Set the Print Area On All Selected Cells  
Apply the Stored Print Range/Title  
Store the Print Range and/or Title

Set Print Area  
Set Print Titles (First select rows)  
Remove Print Area, Titles, Page Numbers

Export The Active Sheet's Report

Insert Horizontal Page Breaks Evenly  
Set Page Break If An Entry In Cell

Alarms...  
Activity Timers...

Calculate Loan Information...

Initialize Selected Sheets...  
Unhide All Sheets In The Active Workbook

## THE MACROS!

Synchronize the Windows on a Sh  
Set All Selected Sheets to the Sa

Zoom In in 5% increments  
Zoom Out in 5% increments  
Zoom To The Selection  
Zoom to 85%  
Set Zoom Back to Normal (100%)

Quick Access to Files in Your Fav

Save All Files...  
Close All Files...  
Create an ASCII File...  
Delete The Active File...  
Rename The Active File...  
Hide and Then Save The Active F  
Hide, Password Protect, and Save  
Return The Path Of The Active Fil

Flip Calculation between Manual

Tool Bar and Tool Tip Editor...  
Display Spreadsheet Assistant

Save The Spreadsheet Assistant  
Show or Hide The Spreadsheet A  
Show or Remove Spreadsheet As

Print the Command List  
About The Spreadsheet Assistant  
Help on The Spreadsheet Assista

# ***Microsoft Excel Productivity Tools from Macro Systems***

## ***For both Excel 5 and Excel 7***

**The Spreadsheet Assistant** is a great time saver for anyone who uses Microsoft Excel. There is a pop-up selection menu of over 150 commands that automates many common and time-consuming tasks, greatly increasing your productivity. It adds over 65 of the commands to the Excel menus, doubling their power and making Microsoft Excel even easier to use!

**The Spreadsheet Assistant** lets you save or close all files with just one mouse click; you can rename, move or delete the active spreadsheet; the editing features eliminate the need to scroll the screen to select and copy, making editing far easier; another feature can add, subtract, multiply or divide a value into cells. An additional pull-down menu, called Quick Access, is added which lets you set alarms, time activities, and access Program Manager, File Manager/Windows Explorer and even the DOS prompt from within Excel. **The Spreadsheet Assistant** even gives you a new toolbar that gives you zoom control in 5% increments! And, you can customize the menu additions and easily assign any command to a button for instant use.

When you register, you will get full access to all of the macros at no additional charge.

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**Microsoft Excel Visual Basic Macros Made Easy** is a set of help files that teaches you how to write Visual Basic macros in Excel. It is the equivalent of a 750 page book. It addresses the practical side of creating macros and is one of the best books on Visual Basic macros. Quickly search for any topic and jump to it instantly. Written for both the beginner and the experienced macro writer. Load on your work and home PC for fast, easy access all the time.

Brent Pohlman: "Thanks again for sending an advanced copy of [**Microsoft Excel Visual Basic Macros Made Easy**]. I've been working directly with our Expense-Realignment Team and your book is by far the best resource for building Visual Basic Macros."

John Walkenhorst: "It's about time that someone publish a book that speaks directly to the programming side of building macros. The examples in this book set this book apart from other textbooks."

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**ReportRunner** is an easy to use menu driven system that prints multiple Excel reports and graphs automatically. No more having to go from file to file and remembering what you should print. **ReportRunner** can automatically open Excel files, print reports, and close files. Multiple reports can be printed just by highlighting the desired reports and selecting print from **ReportRunner's** menu. **ReportRunner** stores and reloads your report settings so that you don't have to worry about report settings or configure reports! Report settings are easy to store, update, and modify. **ReportRunner** can also make certain the starting page numbers are correct from report to report!

Carl Landrel: "With **ReportRunner**, it only takes me a minute to select my reports and run them. With all the reports I have, it makes my job a lot easier."

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**DataLoader** is a menu driven system that makes loading and transferring data from one file or sheet to another extremely easy. By loading data with **DataLoader**, you eliminate manual input errors and get the work done far faster. Data is loaded based on unique data identification keys such as cells containing an ID number, a social security number, or a combination of identifying cells. Data that is not loaded can be

marked for easy identification and follow-up. The data can be in any order. **DataLoader** has many options.

Mike Clark:

**DataLoader** makes short work of loading data into my shipment file. Before it was a royal pain matching up shipments to the items."

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## **INSTALLATION INSTRUCTIONS**

Installation of The Spreadsheet Assistant is very easy. First, **close Excel if it is open**. Then **copy ASSISTNT.XLS to your Excel startup directory**. Excel will then open the file automatically, making The Spreadsheet Assistant available all the time. The Excel startup directory is almost always named "XLSTART" and is almost always a subdirectory of your Excel directory. The following are examples of Excel startup directories:

C:\EXCEL\XLSTART

C:\MSOFFICE\EXCEL\XLSTART

If you do not have an XLSTART directory, double click on ASSISTNT.HLP and consult the detailed installation instructions found in this help file. It will tell you how to create an alternate startup directory.

The last installation step is to **copy the file ASSISTNT.HLP to your Windows directory**. It must be in the Windows directory for it to be accessed from within Excel. Do not copy it to your startup directory. The help file has extensive documentation on The Spreadsheet Assistant. When ASSISTNT.XLS is loaded, it adds a menu item under the Excel Help menu to access this help file. You can also access the help file by double clicking on it from the Windows 3.1 File Manager or the Windows 95 Explorer.

When you **startup Excel** for the first time after doing the above, ASSISTNT.XLS will be loaded automatically. It adds a number of new menu commands to the pull-down and pop-up menus. The command Spreadsheet Assistant found under the Tools menu, gives you access to the Spreadsheet Assistant command list. The new menu commands all have a >>symbol in front of them. You will also see a new menu labeled "Quik" that gives you additional commands.

**IF YOU DON'T WANT THE COMMANDS ADDED TO THE MENUS**, use the command "Show or Remove Spreadsheet Assistant Commands on the Excel Menus" found near the bottom of the command list to remove the new commands. You can use this command to add the new commands back whenever you want. The "Spreadsheet Assistant" menu item under the Tools menu can not be removed.

When Excel starts up, you will also see two new toolbars on the screen. One toolbar has a button that displays the Spreadsheet Assistant command list and another button that repeats the last selected command. The tooltip on this second button will tell you the name of that command if you forget. The other toolbar is a set of zoom controls that zoom in  $\pm 5\%$  increments for great zoom control.

**IF YOU DON'T WANT ONE OF THE NEW TOOLBARS**, use the option "Show or Hide The Spreadsheet Assistant Tool Bars" found near the bottom of the command list to hide the toolbars. A toolbar hidden this way will not re-appear in future Excel sessions unless you unhide it using this option. However, the best thing to do with the new toolbars is to put them with your other toolbars. You may need to make room for them by first removing buttons you are not using (for example, you can remove Excel's zoom control button). To remove buttons, select View, Toolbars, Customize. Then drag off buttons you don't need until you have room for the new toolbars. Then drag the new toolbars (not the buttons) by clicking on the top middle of the toolbars and positioning them in the toolbar area.

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<b>11704</b>	<b><u>ReportRunner &amp; DataLoader</u></b> Take the pain out of printing reports and loading data!	\$24.95

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<b>14883</b>	<b><u>The Spreadsheet Productivity Tools</u></b> And <b><u>get ALL FOUR</u></b> products for a great price.	\$49.95
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The name of my firm is Macro Systems. I've been working with Excel for many years, and Lotus 1-2-3 before that. I use my programs continually in my work. Because of this use, I am continually improving the programs. This insures that you get the best products possible.

If you want to contact me you can do so by:

E-mail: 72774.416@CompuServe.Com

telephone: 302-475-8171 (evenings)

fax: 302-475-0142

If you have an idea for a new macro, please describe it to me. I'm always looking for new ways to make Excel more efficient.

If you need a custom macro written, please contact me. I've written quite a few macros and we can use the Internet to send files back and forth. You will find that my rates are very competitive and your benefits very high. No job is too small. Send me an E-mail describing your need and I will send you a quote back.

I hope you enjoy my programs and that they prove beneficial to you. Please let me know of any problems you have or suggestions for improvements.

Sincerely,

Robert W. Flanagan

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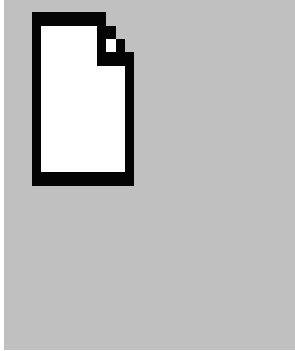


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Do not rename or add pictures

Do not rename or delete first 8 rows

### Range Information Macro References

this cell used by range information command

0 formula ref

0 address ref

last user math action reference

### Changes

21-Sep removed question on copy all macros to run blank based on reference row/col

21-Sep Changed references to cells on Range info macro to range name references.

23-Sep Replaced Z\_Relocate\_All\_Sheets with a VB macro

Removed all ZZ names that were in the macro list

Added a set print area on all sheets macro

Replaced flip print area macro with a VB macro

24-Sep Removed duplicate name, Z\_Relocate\_All\_Sheets

26-Sep Added a create output file from print area macro

27-Sep fixed toolbar added which disappeared when commands were cleaned

28-Sep Modified export report macro to remove range names and work on only one sheet at a time

converted blank based on ref col to VB so that only underlines are copied

Removed windowize sheets macro

Added paste formulas

added shift format one to left

29-Sep added a remove shift format macro

30-Sep Added left indent and removal

Fixed problem in blank based on ref col - could not select with mouse

