

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 them 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.

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."

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."

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."

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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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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