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1 Worksheet Booster

1.1 System Requirements and Installation

1.1.1 System Requirements

Nimble Software Worksheet Booster runs on Microsoft Windows compatible computers.

It runs on any of the following versions of Microsoft Windows:

- Microsoft Windows 98
- Microsoft Windows Me
- Microsoft Windows 2000
- Microsoft Windows XP
- Microsoft Windows Vista

It runs on any of the following versions of Microsoft Office:

- Microsoft Office 2000
- Microsoft Office XP
- Microsoft Office 2003
- Microsoft Office 2007

1.1.2 Installation

Worksheet Booster is shipped in a single file named `worksheet_booster_setup.exe`.

1. Close all running instances of Excel.
2. Save the file to a temporary folder and run `worksheet_booster_setup.exe`.
3. Simply double-click on this file and answer a few questions to install Worksheet Booster on your computer.

Once Worksheet Booster is installed, you can see an additional toolbar in Excel.

1.1.3 Uninstalling the Software

If you wish to uninstall Worksheet Booster, follow these instructions:

1. Close all running instances of Excel.
 2. Click the Start menu from the taskbar and select Settings/Control Panel.
 3. Double-click on Add/Remove Programs.
 4. Select Worksheet Booster from the list and click the Add/Remove button.
 5. Confirm that you want to uninstall Worksheet Booster.
-

1.2 Tutorial

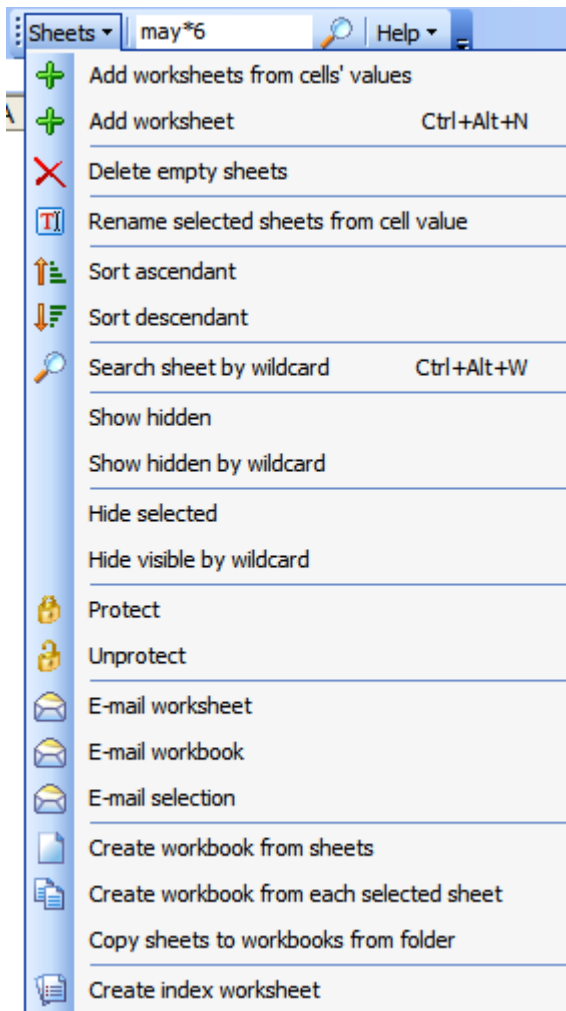
1.2.1 What does Worksheet Booster do?

Worksheet Booster improves the speed required to accomplish routine operations with Excel worksheets. Twenty essential commands accelerate routine worksheet operations that usually require several steps to accomplish and hours of boring work. Each command is accessible from a drop-down menu in one click. The user interface is carefully designed to be clean and easy even for complex tasks.

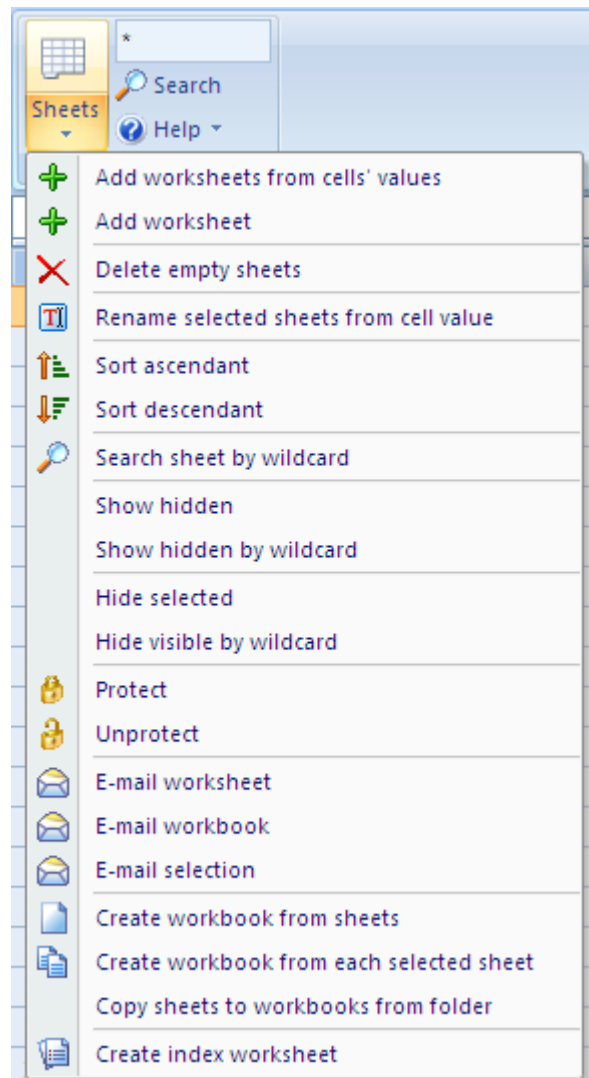
You can create email worksheets, workbooks or a selection; index worksheets; a workbook from selected worksheets, or a workbook from each selected worksheet; copy worksheets to each workbook in a selected folder; protect and unprotect a group of worksheets in one click; show and hide a selected worksheet and worksheets selected by wildcard; search and activate a required worksheet using wildcard; and advanced sort, delete, add, and rename worksheets.

And, in addition to all of this, you have full support of the newest Excel 2007 interface, sleek skinned dialogs, and fast access to local help and online support.

Excel 2003



Excel 2007



1.2.2 Adding Worksheets

Worksheet Booster allows you to add new worksheets in two different ways. The first one is **Add worksheets from cell value**. This allows you to select a range of cells and to add new worksheets named the same way as the cells' text. It also allows you to define the position of new worksheets in the set of existing sheets.

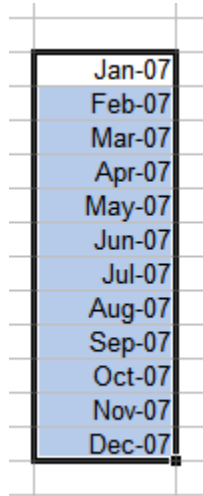
There are several limitations to sheet naming:

- Not all characters are allowed to be used for sheet names
- There is a maximum length allowed for sheet names
- There can't be several sheets with the same name

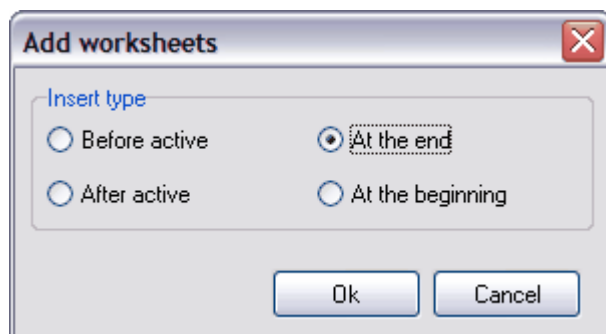
Worksheet Booster certainly takes into account these limitations and simply omits cells that can't be used for sheet naming.

Add worksheets from cells' values

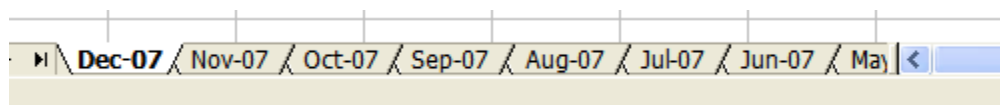
1. Select or define and then select a range of cells



2. Select **Sheets** menu, then select **Add worksheets from cells' values** item
3. In the opened dialog box, select the position of the new worksheets relative to the current active sheet



4. Click the **Ok** button to create worksheets



The second way to add worksheets is the advanced Add worksheet. This allows you to define the position of the new worksheet. It can be called via menu item or by Ctrl+Alt+N key press.

Add worksheet

1. Select **Sheets** menu, then select **Add worksheet**, or use Ctrl+Alt+N keyboard shortcut
2. In the opened dialog box, define the worksheet name and position of the new worksheets relative to the current active sheet
3. Click the **Ok** button to create worksheets

1.2.3 Deleting Empty Worksheets

Here, you can delete all the empty worksheets. Chart and dialog sheets are always assumed non-empty and will not be deleted automatically. When deleting empty worksheets, only absolutely empty worksheets will be deleted (e.g., if a drawing object, button, etc. is accidentally left, this worksheet will not be deleted). In some cases there may be worksheets that do not contain data but one or more cells may contain formatting (i.e., an empty cell formatted as bold). These worksheets are assumed empty and will be deleted, but Excel may ask you for confirmation for deleting such a worksheet.

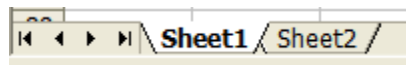
Delete empty sheet

1. Select **Sheet** menu
2. In the appeared menu select **Delete empty sheets**
3. If the Excel delete confirmation dialog appears, click the **Ok** button to confirm deleting, or click the **Cancel** button to omit delete and to check this worksheet manually later.

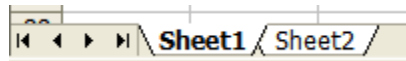
1.2.4 Renaming Worksheets

In some cases one of the cells in a set of worksheets (or a certain worksheet) describes the purpose of the worksheet. It is preferable to give this worksheet a name. For example, the worksheet name is "Sheet4" and the worksheet title in cell A1 is "Expenses April 2007". To rename this sheet or/and several worksheets in the workbook that has the desired worksheet name in the same cell address, follow these instructions:

Before

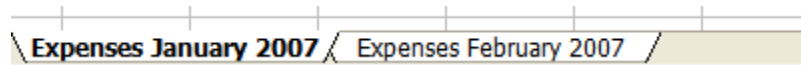


1. Select the cell with the desired worksheet name
2. Select the other worksheets of the same type if required



3. Select **Sheets** menu
 4. In the opened menu select **Rename selected sheets from cells' values**
-

After



1.2.5 Sorting Sheets

Worksheet Booster allows you to sort sheets alphabetically by their names in two directions--ascendant and descendant. This applies to all sheet types visible and hidden, protected and unprotected.

Sort ascendant

1. Select **Sheets** menu
2. In the menu select **Sort ascendant**

Sort descendant

1. Select **Sheets** menu
2. In the menu select **Sort descendant**

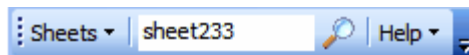
1.2.6 Searching sheets by wildcard

When installing Worksheet Booster, there is a toolbar in the Excel toolbar area. The toolbar has an edit box for entering the sheet name or a wildcard.



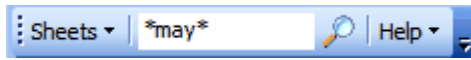
If you need to find the exact sheet and you remember its name, then simply enter sheet name and press search button.

For example:



If "sheet233" exists, it will be activated immediately. The input is case insensitive, e.g., "Sheet233" and "sheet233" are equivalents. Whenever you want to find and activate a sheet, but you don't remember its exact name, the usage of wildcard will help you find the sheet in that situation. In computer (software) technology, a wildcard character can be used to substitute for any other character or characters in a string. The asterisk (*) usually substitutes as a wildcard character for any zero or more characters, and the question mark (?) usually substitutes as a wildcard character for any one character.

For example, to find sheet(s) that have "May" in their names enter "**may**"

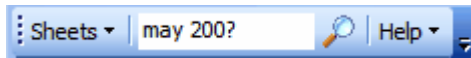


The result will find the following sheet names if they exist:

"May 2006"

"May 2007"

"2005 may"

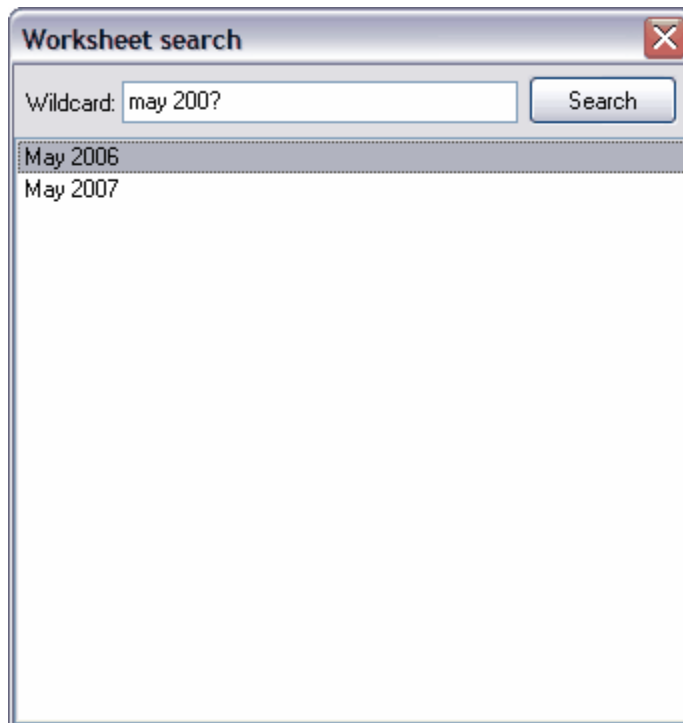


When a question mark (?) is used the result for "may 200?" will be

"May 2006"

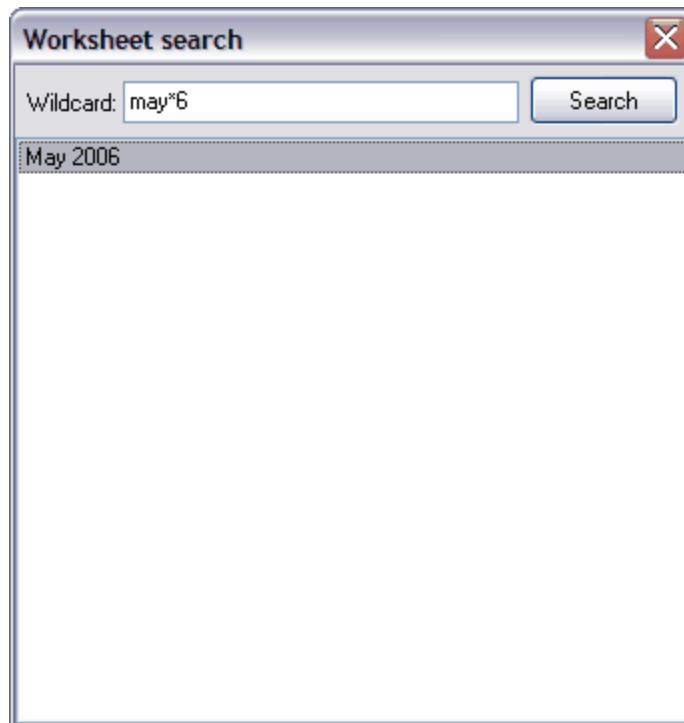
"May 2007"

But not "2005 may"



When the result of a wildcard search is more than one sheet, the dialog box with the list of found sheets will be shown. To activate the required sheet, simply select it in the list, and then close the dialog box to continue working with the selected sheet.

Note: The wildcard edit box in the dialog box allows one to redefine the wild card if the results are not acceptable. To search with a new wildcard, enter a new value in the edit box and click the Search button.

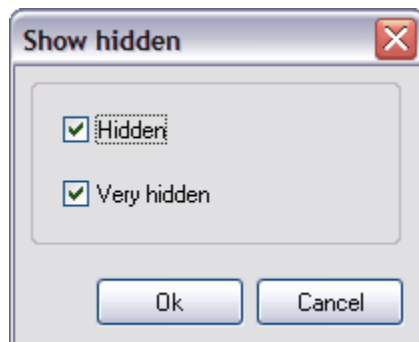


1.2.7 Making Sheets Visible

There are two possibilities to make hidden sheets visible. The first one is Show hidden. It allows you to make all hidden sheets visible at once.

Show hidden

1. Select the **Sheets** menu
2. In the opened menu select **Show hidden**
3. In the opened dialog box select **Hidden** and/or **Very hidden** check boxes to make visible hidden and/or very hidden sheets

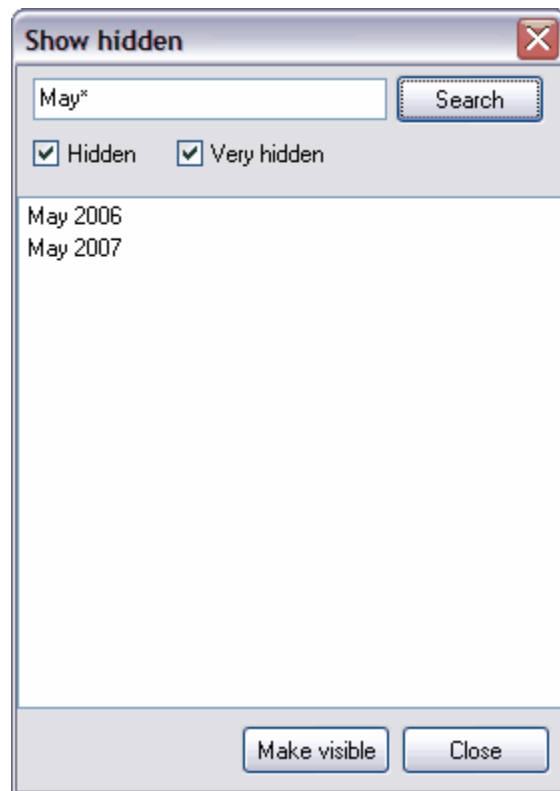


4. Click the **Ok** button

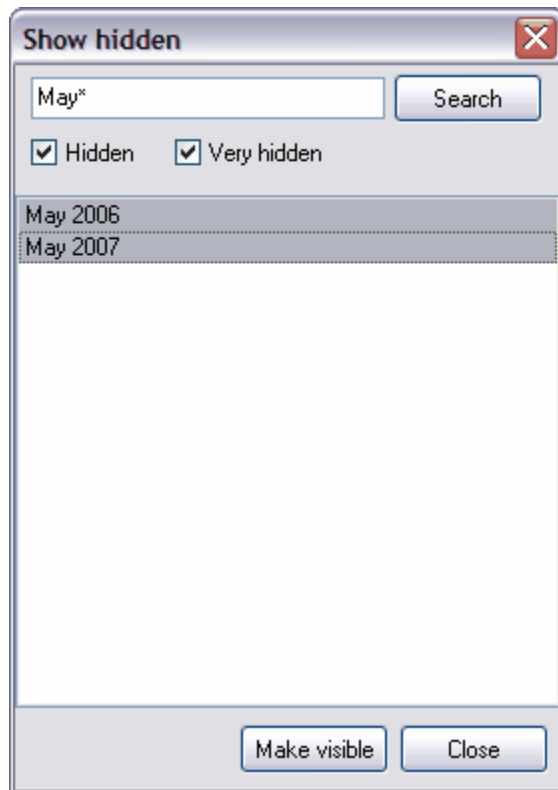
The second way is to make visible only certain hidden sheets

Show hidden by wildcard

1. Select the **Sheets** menu
2. In the opened menu select **Show hidden by wildcard**
3. In the opened dialog window define a wildcard and click the **Search** button or use the default list of hidden sheets



4. Select sheets that are required to be visible (use Ctrl key for multiselect)
-



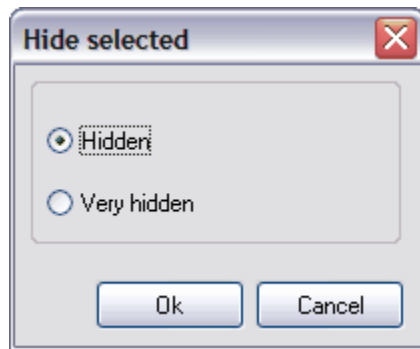
5. Click the **Make visible** button
6. Click the **Close** button to close the dialog window

1.2.8 Hiding Sheets

Sheets hiding can be done in two ways, which works almost the same way as [making sheet visible](#)⁹.

Hide selected

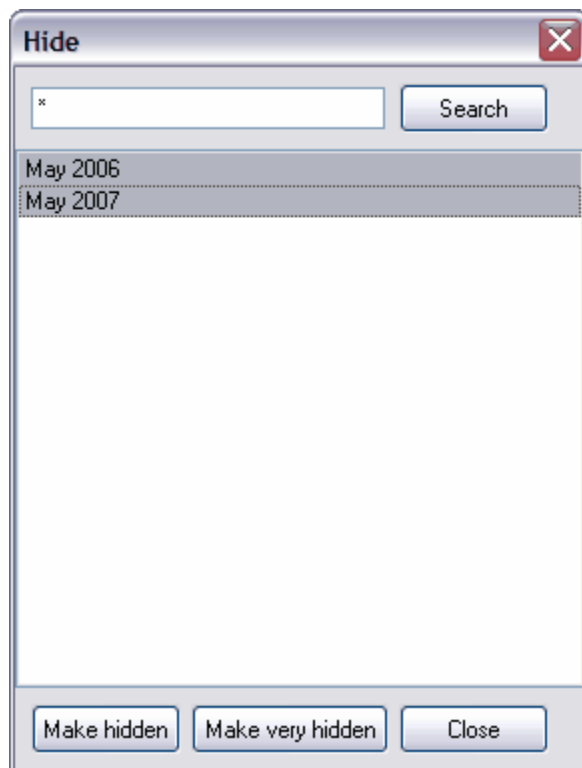
1. Select sheets that are required to be hidden
2. Select the **Sheets** menu
3. In the opened menu select **Hide selected**
4. In the opened dialog box select **Hidden** to make the selected sheets hidden or **Very hidden** to make selected sheets very hidden



2. Click the **Ok** button

Hide visible by wildcard

1. Select the **Sheets** menu
2. In the opened menu select **Hide visible by wildcard**
3. In the opened dialog window select sheets that are required to be hidden (use Ctrl key for multi select)



4. Click the **Make hidden** button or **Make very hidden** button to apply appropriate visibility.
 5. Click the **Close** button to close the window
-

1.2.9 Protecting Sheets

Worksheet Booster allows you to protect several sheets at once. To protect sheets follow these instructions:

1. Select sheets that are required to be protected
2. Select the **Sheets** menu
3. In the menu select **Protect**
4. In the opened dialog window enter the password and confirm the password
5. In the **Protect** group box select **All** or **Selected** to protect all sheets or only those selected
6. In the **Allow** check list box select the appropriate options that allow you to leave certain items unprotected, or leave all options unchecked to guarantee maximum protection
7. Click the **Ok** button to protect sheets

The screenshot shows the 'Protect sheets' dialog box. It has a title bar with the text 'Protect sheets' and a close button. The dialog is divided into three main sections. The top-left section is for password entry, with labels 'Enter password:' and 'Confirm password:' and two text input fields. The top-right section is titled 'Protect' and contains two radio buttons: 'All' (which is selected) and 'Selected'. The bottom section is titled 'Allow:' and contains a list of 14 options, each with an unchecked checkbox: 'Select locked cells', 'Select unlocked cells' (highlighted), 'Editing drawing objects', 'Editing scenarios', 'Formatting cells', 'Formatting columns', 'Formatting rows', 'Inserting columns', 'Inserting rows', 'Inserting hyperlinks', 'Deleting columns', 'Deleting rows', 'Sorting', 'Filtering', and 'Using pivot tables'. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

Notes

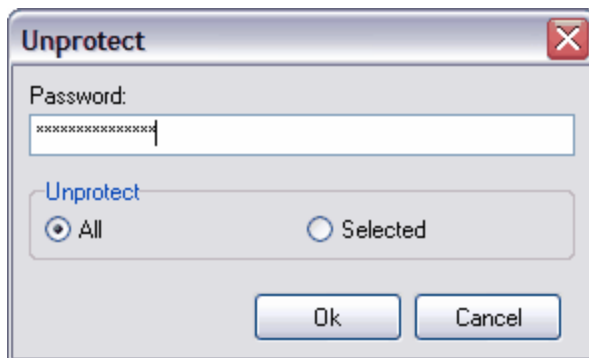
Select locked cells can be selected only when **Select unlocked cells** is selected.

This option list applies only to Excel versions later than Excel 2000. Excel 2000 will have only the first four options available.

1.2.10 Unprotecting Sheets

Opposite to protection, Worksheet Booster can also clear protection from the sheets. A password is required to clear protection. The following instructions will allow you to clear protection:

1. Select the sheets that are required to be unprotected
2. Select the **Sheets** menu
3. In the menu select **Unprotect**
4. In the opened dialog window enter the password
5. Then select **All** to unprotect all sheets or select **Selected** to unprotect only the selected sheets
6. Click the **Ok** button to apply changes

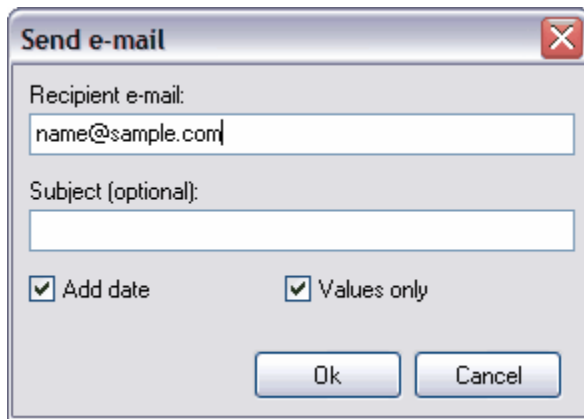


Note

When the **All** option is selected, but not all sheets are protected, then only protected sheets will be unprotected.

1.2.11 Emailing Worksheets, Workbooks, and Selection

Whenever it is required to send particular sheets, a workbook, or a selection, it usually takes many moves to accomplish this. With Worksheet Booster these tasks are much simpler. Worksheet Booster sends sheets, workbooks, or a selection as an e-mail attachment.



E-mail worksheet

1. Select required sheets
2. Select the **Sheets** menu
3. In the menu select **E-mail worksheet**
4. In the opened dialog window enter recipient's e-mail and e-mail subject
5. Select **Add date** to add date suffix to the e-mail attachment name
6. Select **Values only** to send a worksheet without formulas
7. Click the **Ok** button to send the attachment

E-mail workbook

1. Select required sheets
2. Select the **Sheets** menu
3. In the menu select **E-mail workbook**
4. In the opened dialog window enter recipient's e-mail and e-mail subject
5. Select **Add date** to add date suffix to the e-mail attachment name
6. Select **Values only** to send a workbook without formulas
7. Click the **Ok** button to send the attachment

E-mail selection

1. Select the required range
2. Select the **Sheets** menu
3. In the menu select **E-mail selection**
4. In the opened dialog window enter recipient's e-mail and e-mail subject
5. Select **Add date** to add date suffix to the e-mail attachment name
6. Select **Values only** to send a selection without formulas

7. Click the **Ok** button to send the attachment

Notes

When emailing sheets or a workbook, the attachment file will be named as the current workbook name. The selection attachment file will be named 'selection'.

Worksheet Booster sends a copy of a sheet, workbook, or selection by creating a file in a temporary folder.

Worksheet Booster uses a default e-mail program to send e-mails. The program must be already installed and configured for to work correctly.

Tip

To test how these work, enter your own e-mail in Recipient e-mail edit box.

1.2.12 Creating Workbook from Sheets

To create a new workbook from sheets, follow these instructions:

1. Select required sheets
2. Select the **Sheets** menu
3. In the menu select **Create workbook from sheets**

The command will open a new workbook with the selected sheets from the current workbook.

1.2.13 Creating Workbook from each Sheet

To create workbooks from each selected sheet, follow these instructions:

1. Select required sheets
2. Select the **Sheets** menu
3. In the menu select **Create workbook from each selected sheets**

The command will open as many new workbooks as many sheets that were selected. Each new workbook will contain one sheet from the selection.

1.2.14 Copying Sheets to Folder

To copy selected sheets to each workbook in a folder, follow these instructions:

1. Select required sheets
2. Select the **Sheets** menu
3. In the menu select **Copy sheets to workbooks from folder**
4. In the opened folder select dialog window choose required folder
5. Click the **Ok** button to start

The utility will open all the workbooks in the folder; then it will add selected sheets to the workbooks

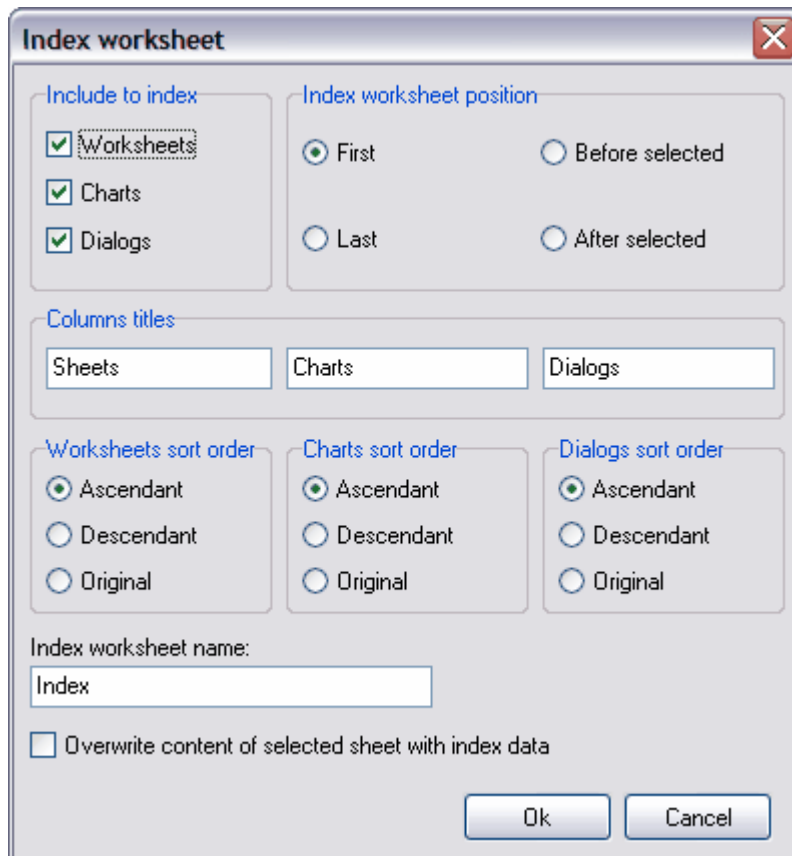
and save the changes.

Note

If a workbook in the folder is password protected, Excel will show a standard dialog window to enter the password. Enter the password if it is required to modify this workbook or click Cancel to bypass the workbook.

1.2.15 Creating Index Worksheet

This utility creates a new worksheet with links to all the sheets in a workbook, including charts and dialog sheets.



1. Select the **Sheets** menu
2. In the menu select **Create index worksheet**
3. Index worksheet dialog will be opened
4. In the **Include to index** group box, select types of sheets that will be included to the index
5. In the **Index worksheet position**, select the position for the index worksheet
6. In the **Column titles**, define column titles for each type of sheet
7. Below **Column titles** define alphabetic sort order for each sheet list type
8. In the **Index worksheet name**, define the name for the index worksheet
9. When it is required to update the current index worksheet and it is a currently active sheet, then

select **Overwrite content of selected sheet with index data**

10. Click the **Ok** button to create the index sheet

Notes

To allow including chart and dialog sheets to the index, the Excel security settings must allow access to Visual Basic. Otherwise, the utility will only create a list of worksheets and will notify you about security settings.

Tip

To create an index worksheet without column titles, simply clear the edit boxes in the Columns titles group box.

1.3 Getting Help

1.3.1 Help

The help file that comes with Worksheet Booster contains complete documentation of all aspects of the program.

To display Help:

Choose Start » Programs » Worksheet Booster » Help or press F1

-or-

Click the Help command in the Worksheet Booster toolbar

1.3.2 Sending Feedback to Nimble Software

Send us your suggestions, ideas, and bug reports about Worksheet Booster to support@nimblesoftware.com. Please include your e-mail address so that we can contact you if we have any questions.

If you want to get the latest information about Worksheet Booster, please visit the Worksheet Booster Homepage on the web.
