Worksheet Toolbar

This is the worksheet toolbar. It can be placed top, left, right or bottom of the worksheet.

Button Actions

Open File : Opens a csv file.

Save File : Saves the current file

Add a new row : Add a new row at the end of the file.

Insert a row : Insert a new row at current position

Delete row : Delete the current row.

Jump to top row

Jump to first column

Jump to last column

Jump to last row

Fill column : Fill column with value of cell above.

When filling, if you choose to not overwrite, then only empty cells will be filled.

Increment : Increment column cells from cell above.

When incrementing, if you choose to not overwrite, then the increment will stop at the first cell containing data.

Special Copy

This will copy a single row of data to the clipboard and format it suitable for use in other applications.
Two formats are available.   List and Tabulated By default List is used.
To tabulate data, hold down CTRL key when clicking the Copy button.

How to copy.   The data copied will be from the current cell to the end of the row. Or from the start of the row to the current cell, if the SHIFT key is held down when clicking the Copy button.

Example to copy as List
1. place the cursor in the row you want to copy, in the column you want to start copying from.

2. Click the Copy button.
The row is copied and formatted from the current column to the last column.

Example formatted as List
FirstName: John
Surname: Hunt
BuriedBy: Joshua Brookes Chaplain
Relationship: son
MotherFirst: Mary
MotherSurname: Hunt
Source: LDS Film 2356998
Parish: Manchester
Church: Cathedral
Register: Burials 1792-1800

How to copy as Tabulated
1. place the cursor in the row you want to copy, in the column you want to start copying from.
2. Hold down CTRL and Click the Copy button.
The row is copied and formatted from the current column to the last column.

To copy Tabulated and from first column to current column, Hold down CTRL and SHIFT when clicking the Copy button.

Example formatted as Tabulated
First,Surname,BuriedBy,Relationship,MotherFirst,MotherSurname
John,Hunt,Joshua Brookes Chaplain,son,Mary,Hunt

Special Paste

Lock/Unlock Data

Lock or unlock the worksheet edit mode. Prevents accidental editing when viewing data.

Find and Replace: Open Find & Replace dialog. Do not confuse this with the Search Filter at the bottom right of

the worksheet

Help: Show help